

PRODUCTION
PAPERWORK/DUTIES TIMELINE

| WHAT | WHO | WHEN | WHERE | NOTES |
|------------------------------|--|-------|------------------------------------|--|
| Props List | PSM/DIR | 12/7 | Props/ASMs | |
| Office Set-up | PSM, ASM (2 nd ASM if avail.) | 12/27 | Mathile Side Room | |
| Rehearsal Room Set-up | PSM, ASM (2 nd ASM if avail.) | 12/27 | Mathile | Includes Taping Floor & Rehearsal Props |
| Callboard | ASM | 12/27 | Mathile Hallway | Titles from PSM |
| Contact Sheets | PSM | 12/27 | ASMs | |
| Timings/Scene Breakdown | PSM | 12/27 | GD, PC, ASMs | |
| Master Schedule | PSM/DIR | 12/27 | Callboard/Cast/ASMs/ Tech Staff | |
| Cutlist | Mo./PSM/ASM | 12/27 | GD, ASMs, DPO Lib | Updated by ASM |
| Daily Schedules | PSM | Every | Callboard/Cast/Prod Staff | |
| Rehearsal Reports | PSM/ASMs | Every | Prod Staff/Tech Staff | |
| Nametags | ASM | 1/2 | Mathile | Chorus, Children's Chorus, Supers Different Colors and large, thick font |
| Sign-In Sheets | PSM/ASM | 1/2 | Callboard/PSM/Chorus Rep | PSM will give template, ASM updates each rehearsal |
| Next Calls | ASM | 1/2 | Callboard | Decorative-Eye catching |
| Props Inventory | ASM | 12/28 | PSM/Props | Requires Constant Updating throughout rehearsal process, inventories all props reh/perf used |
| Costume Breakdown | PSM/DIR | 12/27 | Cost./ASMs/DIR | |
| Chorus Tracking/ Blocking | ASMs | Every | Callboard/Chorus/ASMs | General Notation to aid chorus in run of show-constantly updated |
| Coffee Supplies | ASM | Every | Office/Green Room | ASMs need to maintain coffee set-up and inform PSM of any needed items |
| WWW | PSM/ASM | 1/12 | ASMs | |
| First Entrance Sheet | PSM/ASM | 1/12 | PSM/ASMs/Wigs & Make-up/Wardrobe | |
| Spike Map | ASM | 1/13 | PSM/Props | Measurements & General Locations |
| A/V Monitor Plot | ASM | 1/14 | PSM/Deck Elec Crew | Need for Sitsprobe if moves are necessary |
| Dressing Room Assignments | PSM | 1/13 | Callboard/Wigs & Make-up/Wardrobe | |
| Dressing Room Signs | ASM | 1/13 | Dressing Rooms | |
| Directional Signs | ASM | 1/13 | Hallways | |
| Props Preset & Running | ASM | 1/14 | PSM/Props Crew | |
| Deck Running | PSM | 1/14 | ASM/Deck Crew | |
| Costume Running | PSM | 1/15 | ASM/Ward Crew/Dressing Rooms | |
| Deck Elec Running | PSM | 1/14 | ASMs/Elec Crew | |
| Rail Running | PSM | 1/14 | ASMs/ Rail Crew | Must Make 11x 17 version |
| Follow Spot Running | PSM | 1/16 | PSM/Spot Ops | |
| Bow List | PSM/DIR | 1/16 | Dressing Rooms/PSM/ASMs | |
| Performance Reports | PSM | 1/19 | ALL PROD Staff | |
| Master Cue Sheet | PSM/LD | 1/27 | PSM | |

**Final versions due in hard copy & data formats by 2nd Performance