

### **Design Process Expectations**

Revised, April 2012

Listed below are the expectations for directors and designers involved in all departmental main stage productions. Everyone must adhere to this formula so that productions can be efficiently and effectively realized. Specific meeting dates are included in the departmental production calendar; additional, informal “breakout meetings” are encouraged to keep the design and production processes moving forward. It is the design advisor’s responsibility to see that deadlines and expectations are met. Advisors may change expectations only after consulting with the director; final design deadlines, however, may not be changed.

Note: design deadlines may be compressed for productions with short rehearsal periods, but expectations remain the same. Props, Sound, Hair/Makeup) may be elevated to design status if warranted by the production; this will be determined by the director.

#### **First Meeting**

(1 - 4 weeks before Design Meeting #1)

A discussion of the play. In attendance: director, scenic designer, costume designer, lighting designer, stage manager, assistant stage manager, faculty advisors.

#### **Due:**

- Scene Breakdown Chart (SD, LD)
- Actor/Scene Breakdown Chart (CD)

#### **Due for Presentation:**

- Director’s vision for the production (D)
- List of questions about the script (SD, CD, LD)

#### **Design Meeting #1: Emotional Response and Research**

(11 - 13 weeks prior to opening)

The Artistic Staff confirms a unified production concept. In attendance: director, scenic designer, costume designer, lighting designer, stage manager, assistant stage manager, faculty advisors.

#### **Due:**

- List of questions for the director (SD, CD, LD)

#### **Due for Presentation:**

- General research on the period and script (SD, CD)
- Designers’ Emotional Responses to the play, documented visually (SD, CD, LD)
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#### **Design Meeting #2: Preliminary Designs**

(1 week following Design Meeting #1)

Presentation and discussion of designers’ initial ideas. In attendance: director, scenic designer, costume designer, lighting designer, stage manager, assistant stage manager, faculty advisors.

#### **Due for Presentation:**

- Preliminary floor plan ideas and/or rough paper model (SD)
- Preliminary sketches (SD, CD)
- Further research images--historical and creative (SD)
- Research images for pulled costume items ( CD)

### **Design Meeting #3: Revised Designs and Color Ideas**

(1 week following Design Meeting #2)

Discussion of designers' revisions. In attendance: director, scenic designer, costume designer, lighting designer, stage manager, assistant stage manager, faculty advisors.

Following this meeting, discuss the feasibility of your designs with your shop supervisor.

#### **Due:**

- Preliminary dressing lists (CD)

#### **Due for Presentation:**

- Refined sketches and/or model (SD)
- Refined costume sketches (CD)
- Color / Texture ideas, presented visually (SD, CD)
- Refined floor plan (SD)
- Character-specific research for hair/makeup (CD)

### **Design Meeting #4: Final Designs**

(2 weeks following Design Meeting #3)

Ideally, this meeting should be on or before the start of rehearsals.

Formal presentation of final scenic and costume designs. In attendance: director, all designers (including sound designer), all design assistants, stage management, props master, shop managers, faculty advisors.

#### **Due:**

- Working drawings of all costume craft items to be built, as necessary. (CD)
- An acquisition or "pull, buy, rent, build" checklist. (CD)
- Costume back views, if necessary (CD)
- Schedule meetings with shop supervisors to discuss build (SD, CD)

#### **Due for Presentation:**

- Production model and/or color rendering of the set (SD)
- Full set of drafting plates to include: floor plan, section, front elevations, and details as necessary in "C" size or as appropriate. (SD)
- Full color renderings of all costumes to be built, fully swatched. (CD)
- Collages / sketches of all costumes to be pulled or rented. (CD)

### **First Production Meeting**

(Monday following Design Meeting #4)

Working meeting to present final lighting design, to coordinate allied artists' work, and to report on shop progress. In attendance: all artistic and production staff.

#### **Due:**

- Painter's elevations or sample floor and wall painting techniques (SD)
- Headshots(front and profile) of all actors for hair/makeup design (AHM)
- Character-specific photos of hair/facial hair designs (AHM)
- Preliminary Sound Plot. (SoundD)

#### **Due for Presentation:**

- Finished lighting design collage or renderings with color ideas. (LD)
- Preliminary Props list (P)

### **Second Production Meeting**

(Monday following First Production Meeting)

Working meeting to report on shop progress. In attendance: all artistic and production staff.

#### **Due:**

- Finished light plot in "C" size or better or "D" size respectively. (LD)

- Complete paperwork to include; channel assignment, cue sheet, magic sheet, gel media cut list, pattern list, and instrument schedule. (LD)
- Lighting production calendar (Hang & Focus). (LD)
- List of Sound sources, needs, and media. (SOUND)
- Finalized Sound Plot. (SOUND)
- Speaker patch and microphone placement.(SOUND)
- Sound Production Calendar. (SOUND)
- Schedule of makeup application sessions with actors prior to tech week. (AHM)
- List of specialty makeup materials, if necessary. (AHM)
- Final makeup designs and instruction sheets if necessary. (AHM)
- Verification that actors have necessary makeup kits. (AHM)
- List of wigs, hairpieces and/or other supplies needed. (AHM)
- Final Dressing List (CD)
- Finalized Props list (P)

### **Subsequent Production Meetings**

(Mondays)

Working meeting to report on shop progress. In attendance: all artistic and production staff.