



The Community Players of Concord, NH Production Task List

<input checked="" type="checkbox"/>	Task	Refer to Page in Producer's Manual	Time-Line Suggestions	Your Date(s)	Who Is Responsible
Pre-Auditions					
	Contract signed	3	July/August		
	Theater confirmed	7	18 weeks before performance		
	Scripts etc. obtained	3	18 weeks before performance		
	Contracts/Alt W-9 Forms signed	6	8-9 weeks before performance		
	Show calendar created	8	8-9 weeks before auditions		
	Audition notices written	13	8-9 weeks before auditions		
	Audition notices mailed	13	4 weeks before auditions		
	Studio reserved	9	4 weeks before auditions		
	Budget presented	6	4 weeks before auditions		
	Design meeting	10	4 weeks before auditions		
	E-mail reminders	14	2 weeks before auditions		
	Audition materials created	16	1 week before auditions		
Audition and Rehearsal Period					
	Rehearsal schedule is created	21	Before read-through		
	Contact sheets	23	Before read-through		
	Read-through	20	1 week after auditions		
	First production meeting	24	1 week after auditions		
	Audition forms to Data Base	23	1-2 weeks after auditions		
	Birthdays to Newsletter	23	1-2 weeks after auditions		
	Tee shirts ordered	23	1 to 2 weeks after read-through		
	Newsletter article written	27	1 week after read-through		
	Ticket flyers created	28	10 weeks before performance		
	Posters created	29	8 weeks before performance		
	Ticket flyers sent	27	6 weeks before performance		
	Program created	31	4 weeks before performance		
	Move in truck(s) reserved	38	4 weeks before performance		
	Audi cleaning arranged	44	4 weeks before performance		
	Posters distributed	30	3 weeks before performance		
	Programs printed	34	1 week before performance		
Production Week					
	Pre-Move-In inspection	36	1 to 2 days before move in		
	Move-in	38	1 to 2 weeks before performance		
	Banner hung	31	During move in		
	Photos taken	42	2 to 3 days before performance		
Post Production					
	Post inspection	45	1 to 2 days after strike		
	Studio cleanup	45	2 to 5 days after strike		
	Rented/borrowed material returned	45	1 week after performance		
	Final budget presented	46	First board meeting after performance		
	Production party	47	1 to 2 weeks after performance		