



# The Community Players of Concord, NH

## Production Task List

Revised June 2024

<input checked="" type="checkbox"/>	Task	Producer's Manual Page	Time-Line Suggestions	Your Date(s)	Person Responsible
<b>Pre-Auditions</b>					
	Contract signed for play licensing	3	After shows are approved		Rights Royalties
	Theater confirmed with City	7	18 weeks before performance		
	Scripts etc. obtained	3	At director's request		
	Agreements / W-9s signed	6	After directors are confirmed		
	Show calendar created	8	First producer & director meeting		
	Audition information written	13	When director confirms auditions		
	Aud. info - press, media, website		2-3 weeks prior to auditions		
	Studio reserved	9	First producer & director meeting		
	Budget presented	6	3 months before performance		
	Design meeting	10	3 months in advance		
	E-mail reminders	14	2 weeks prior to auditions		
	Audition materials created	16	2 weeks prior to auditions		
<b>Audition and Rehearsal Period</b>					
	Rehearsal schedule is created	21	10 weeks (play) / 14 weeks (musical)		
	Contact sheets	23	After auditions		
	Read-through	20	After auditions		
	First production meeting	24	10 weeks (play) / 14 weeks (musical)		
	Audition forms to Data Base	23	2 weeks after auditions		
	Publicity Photo Shoot	23	4-6 weeks out (before performance)		
	Tee shirts ordered (if wanted)	23	4-6 weeks before performance		
	Newsletter article written	27	As required for e-News / Backstage		
	Ticket flyers created (postcard)	28	8 weeks before performance		
	Posters created	29	6 weeks before performance		
	Ticket flyers sent (postcards)	27	3 weeks before performance		
	Program created	31	3-4 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 / picked up	34	Deadline set with program printer		
<b>Production Week</b>					
	Production Week Schedule		4 weeks before performance		
	Pre-Move-In Theatre inspection	36	1 to 2 days before move in		
	Move-in supervision/assignments	38	1 to 2 weeks before performance		
	Photos taken (on stage photos)	42	2 to 3 days before performance		
<b>Post Production</b>					
	Post show Theatre 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		
	Photos, programs, posters, clippings to Players Archives		1 to 2 weeks after performances		