Production & Tech: WHAT WE'D WOULD LOVE TO DO IN AN IDEAL WORLD!

THE BARE BONES:

Venue
- Where are you doing this?
- Is it booked & secured?
- Where is is, is there parking, how will you load in, how early can you get in day of show?
- Do they have a box office, ushers?
- How will tickets be sold?
- What's the max seating capacity?
- Do they have a green room or dressing room?

Lighting & Sound
- Do you need amplification? Will you provide your own?
- Is there lighting in the Venue? "Concert" lighting (i.e. basic white light) or "Theater Lighting" (more light & the option for lighting changes)
- NO Lighting? Consider bringing some - even if it's just basic work lights you can get at a hardware store.

Team
- Who will be your harp-helper?
- Who else can help you?
- Who will do video?
- Who will take photos?

Equipment / Costumes / Props / Staging / Actions
- **Maintain lists of these things** that you will need to remember to pack or do (actions include things like remember to call for directions; equipment includes all equipment plus things like batteries)
- Make sure you include backup items including: extra batteries, spare cables, spare strings & keys, extra AC Adapter for any essential equipment, mic or wireless mic, etc.

Communications
Use these 2 documents to keep your team on track:
- **Tech rider** - the basics of what you need technically (even if this is just an overview for you) and a stage plot
- **Basic show running document** and/or lighting plot so a lighting person can see how the lights change through the show
- **Timeline -** what needs to happen the day of the show - you and your team will use this. Always clearly DATE the timeline (so they know when you printed it and what version it is) and include your phone & email so they can contact you

THE LISTS TO TICK OFF!

8 Weeks Before:
- [ ] Add a production/tech section to your show binder and add the following blank pages w/title at top of each
- [ ] 1 page each for Venue, Lighting & Sound & Team
- [ ] 1 page for stageplot - and make a bad stageplot
- [ ] 1 page for timeline - and create a bad timeline
- [ ] 1 page for TEAM, list members & 3 things each will do
- [ ] Call venue & add venue specs notes to venue sheet
- [ ] Contact your team, tell them to add date to their calendar & that you're excited to work with them

7 Weeks Before:
- [ ] Look at each page of your binder & update with anything new/changed

6 Weeks Before:
- [ ] Review & update binder
- [ ] Type out & print official "TENTATIVE" timeline
- [ ] Contact Team members to tell them something new & exciting about the show, remind them the date & provide them the Tentative timeline
- [ ] Type out and print 'nice copies' of Tech rider

5 Weeks Before:
- [ ] Review & update binder
- [ ] If venue has tech person, contact them, send rider & timeline & go over them to see if it works for them

4 Weeks Before:
- [ ] Look at each page of your binder, type each page out nice (if you haven't already) & update with anything new/changed

3 Weeks Before - Dry Run #1
- [ ] Review & update binder and timeline
- [ ] Create your packing list
- [ ] Move your whole show from one room to another using your packing list. Add anything you've forgotten

2 Weeks Before:
- [ ] Review & update binder and timeline
- [ ] Check in with Team (send new timeline)
- [ ] Check in with Venue/Tech to remind them your load-in time & make sure they have rider

1 Weeks Before - Dry Run #2
- [ ] Move your show to another room (preferably another location) & add things you forgot to lists

Day Before Show
- [ ] Pack from your list
- [ ] Check in with venue & team

Day of Show
- [ ] Bring your binder
- [ ] Have a great show!!!!