

TEMPLATE FOR STUDENT WORKS PLANNING CALENDAR

This template refers to weeks in the academic year. For example, if you are proposing a show for the eighth week in a semester, then your calendar will include several weeks of activity in the previous semester.

WEEK ONE

Regular weekly meeting with faculty advisor
design concept meeting
Preliminary Prompt Book (theatre projects)

WEEK TWO

Regular weekly meeting with faculty advisor
design concept meeting
Publicity information due to dept. chair
poster design due to chair (optional)

WEEK THREE

Regular weekly meeting with faculty advisor
design concept meeting
weekly production meeting

WEEK FOUR

Regular weekly meeting with faculty advisor
weekly production meeting (all design/technical plots due)
rehearsals

WEEK FIVE

Regular weekly meeting with faculty advisor
weekly production meeting
rehearsals

WEEK SIX

Regular weekly meeting with faculty advisor
weekly production meeting
rehearsals

WEEK SEVEN

Regular weekly meeting with faculty advisor
weekly production meeting
rehearsals

WEEK EIGHT

Regular weekly meeting with faculty advisor
weekly production meeting
rehearsals

WEEK NINE

Regular weekly meeting with faculty advisor
weekly production meeting
Running Crew watches run-through
rehearsals
Technical Rehearsals

WEEK TEN

Regular weekly meeting with faculty advisor
weekly production meeting?
Dress rehearsals
Performances

WEEK ELEVEN

Regular weekly meeting with faculty advisor
Post Show Discussion
Final Prompt Book (theatre projects)
Final Written Component (dance projects)