

THE 6 MONTH COUNTDOWN
TO YOUR NEXT SCHOOL PRODUCTION

Planning a school production this year? Keep calm and delegate! Follow our six month countdown to stay on top of the game and you'll be in control from casting to opening night.

KEY

 DIRECTOR/S

 PRODUCTION TEAM

 STUDENTS

		DIRECTOR/S	PRODUCTION TEAM	STUDENTS	COMPLETED
6 MONTHS BEFORE	Identify show				
	Obtain rights				
	Quick change rehearsal				
5 MONTHS BEFORE	Choose the production team				
	Top-level production vision				
	Secure theatre space				
4 MONTHS BEFORE	Casting call				
	Determine rehearsal & technical schedule				
	Determine audition material				
3 MONTHS BEFORE	Auditions/casting				
	Coordinate rehearsal space				
	Develop rehearsal schedule				
2 MONTHS BEFORE	Top-level production vision				
	Announce cast				
	Distribute scripts to cast				
1 MONTH BEFORE	First rehearsal				
	Determine shop schedule				
	Construct sets (ongoing)				ONGOING
1 WEEK BEFORE	Develop technical design (ongoing)				ONGOING
	Show poster created				
	Update website				
OPENING NIGHT	Coordinate programme advertising (ongoing)				ONGOING
	Develop blocking				
	Rehearse (ongoing)				ONGOING
OPENING NIGHT	Develop prop list				
	Construct sets (ongoing)				ONGOING
	Review technical design				
OPENING NIGHT	Design costumes				
	Make costumes/rent costumes (ongoing)				ONGOING
	Oversee box office ticket sales (ongoing)				ONGOING
OPENING NIGHT	Create media kit				
	Print tickets				
	Programme drafted				
OPENING NIGHT	Rehearse (ongoing)				ONGOING
	Get bios from cast				
	Photograph for flyers & programme				
OPENING NIGHT	Construct sets (ongoing)				ONGOING
	Lighting & sound design (ongoing)				ONGOING
	Make costumes/rent costumes (ongoing)				ONGOING
OPENING NIGHT	Review set design & props				
	Oversee box office ticket sales (ongoing)				ONGOING
	Coordinate programme advertising (ongoing)				ONGOING
OPENING NIGHT	Advertisements in paper				
	Photograph rehearsal				

	DIRECTOR/S	PRODUCTION TEAM	STUDENTS	COMPLETED
3 WEEKS BEFORE	Rehearse (ongoing)			 ONGOING
	Construct sets (ongoing)			 ONGOING
	Lighting & sound design (ongoing)			 ONGOING
2 WEEKS BEFORE	Make costumes/rent costumes (ongoing)			 ONGOING
	Oversee box office ticket sales (ongoing)			 ONGOING
	Email to guest list			
1 WEEK BEFORE	Rehearse (ongoing)			 ONGOING
	Costume review			
	Paper tech			
1 WEEK BEFORE	Construct sets (ongoing)			 ONGOING
	Lighting & sound design (ongoing)			 ONGOING
	Make costumes/rent costumes (ongoing)			 ONGOING
1 WEEK BEFORE	Quick change rehearsal			
	Designer run-through			
	Light plot & light hang			
1 WEEK BEFORE	Set load in			
	Light focus			
	Oversee box office ticket sales (ongoing)			 ONGOING
1 WEEK BEFORE	Print programme			
	First technical rehearsal			
	Write opening night speech			
1 WEEK BEFORE	Finalise costumes/rent costumes			
	Quick change review (ongoing)			 ONGOING
	Dress set			
1 WEEK BEFORE	Coordinate microphones			
	Tech install			
	Set change list			
1 WEEK BEFORE	Oversee box office ticket sales (ongoing)			 ONGOING
	Book caretaking staff to clean theatre			
	Prep for show opening			
1 WEEK BEFORE	Print programme			
	Photograph show			
	Top and tail final rehearsal			
OPENING NIGHT	Light refocus			
	Sound check			
	Pre-show pep talk with cast			
OPENING NIGHT	Celebrate your hard work			

YOUR PRODUCTION TEAM -
THE SHOW CAN'T GO ON WITHOUT THEM!



- Lighting?
- Costume?
- Front of house?
- Sound?
- Marketing and ticket sales?
- Refreshments?
- Set?
- Stage management crew?

You'll need a mixture of reliable student and staff volunteers in these roles to make your production a success. The earlier you get them all on board, the less stressful it will be for you!