

Guidesheet 13—Backplanning a Production Schedule

TIMING	ACTIVITY
Before you begin	<ul style="list-style-type: none"> • Form planning committee
At least 4 months before the production	Assess what the school and community can do: <ul style="list-style-type: none"> • Review the overall school schedule • Assess your facilities • Determine whether an existing or original script will be used
3 1/2 months before the production	Identify key players: <ul style="list-style-type: none"> • Teachers • Coordinator/director • Artists
3 months before the production	<ul style="list-style-type: none"> • Recruit and hire artists • Provide an opportunity for artist/ teacher teams to meet
10 weeks before the production	Schedule a planning meeting <ul style="list-style-type: none"> • Include all staff and artists • Review project goals • Clarify roles of all involved
9 weeks before the production	<ul style="list-style-type: none"> • Select or develop the script • Review the script with all participants
8 weeks before the production	<ul style="list-style-type: none"> • Hold an informational school/ community meeting • Recruit volunteers for committees • Post the audition schedule
7 weeks before the production	<ul style="list-style-type: none"> • Conduct auditions; assign roles
6 weeks before the production	<ul style="list-style-type: none"> • Make all committee assignments • Develop rehearsal schedule • Schedule planning meetings and work sessions
5 weeks before the production	<ul style="list-style-type: none"> • Develop set design schedule; identify supply needs
1 month before the production	<ul style="list-style-type: none"> • Begin a month of rehearsals, 5 days/ week • Begin set design, based on a daily schedule • Hold weekly planning meetings
1 day before the production	<ul style="list-style-type: none"> • Final rehearsal, performed for elementary students
Production Day	<ul style="list-style-type: none"> • Perform play for audiences
1 week after the production	<ul style="list-style-type: none"> • Conduct evaluation with key players • Update this schedule for future reference