BEST DAYS OF OUR LIVES

PRODUCTION SCHEDULE

# logo for Theatre in the Quarter

Version 2 – 12th September 2015

**Distribution –**

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## Tuesday 20th October 2015 – GET IN DAY 1 & Technical / Dress Rehearsal –

| **Time -** | **Work required -** | **Personnel -** | **Location -** | **Venue requirements -** |
| --- | --- | --- | --- | --- |
| 8.30am | Production Manager Mike Dunn Onsite ‐ Stage mark up commence- Production H&S briefing / docs | As called PM, SM, Cathedral | CC |  |
| 9.00am | Cathedral Get in Calls – - Venue events Duty Manager - Production Manager- Stage Manager- Riggers / Crew- Technical Suppliers – Stage, Light, Sound, Production |  |  | Cathedral Loading area available. Werburgh St entrance.SouthTranseptdoor. |
| 9.00am | Production Technical Vehicles onsite – -Production vehicles on site – marshalled as required -Lighting, Sound, Video, Staging, Set… |  |  | Will need to stagger arrivalsHigh vis up please! |
| 10.00am  | Commence Load in & Fit up ­- Video - ­Sound ­- Lighting ­- Stage / Set  |  |  |  |
| **12.30pm** | **CATHEDRAL QUIET TIME -Communion 12.30 – 1.00pm** | **Full Company** |  |  |
| 12.30pm | Lunch Breaks as called – Full Production Team (30 mins) Band Load in – all instrumentsinat 12.30pm | As called |  |  |
| 2.00pm  | QUIET – CATHEDRAL PRAYER 5 MINS  |  |  |  |
| 2.10pm  | Band Sound Checks  | Band + Sound  |  | Noise during this time |
| 3.00pm  | QUIET – CATHEDRAL PRAYER 5 MINS  |  |  |  |
| 4.00pm  | Lighting Checks – Pre plot with Matt Baker, MD as required  | LX, Matt Baker, Mike Dunn  |  | Lights to Black? |
| 4.00pm  | Costume / Props load in please as required. Stage Manager to oversee load in, props tables, costume areas, quick changes… Completed by 6.00pm. Dark time so please bring torches!  | Stage management  |  | Access TBC |
| **4.30pm**  | **QUIET CATHEDRAL CHOIR PRACTICE (60 MINS)**  |  |  |  |
| **5.30pm**  | **QUIET Cathedral CHORAL EVENSONG**  |  |  |  |
| 5.45pm  | Stage clear, ready to receive cast. No more set works taking place, lights back to full venue light, Lights, sound and videos ready to commence dress /tech Production to take 30mins break (return 5.15pm latest)  | Production & Tech  |  |  |
| 6.15pm  | Cast start to arrive to venue. Chaperones please seat cast in the pews closest to the back of the cathedral first. Need to be held in the corridors until Evensong has ended. Once ended all cast to move into the Nave and take a seat. Future Holding Areas / storing drinks, bags…– Main Actors -Sacristy Band & Choir – Cloister Y&W Groups – Chapter House  | Cast & Chaperones  |  | Be aware areas remain open to the public, think personal possessions and security at all times! |
| 6.30pm  | 1. H&S chat with Mike Dunn / SM informing of any dangers / risks and how to stay safe in the space. 2. Matt Baker / Stage Manager to discuss the running of the evening rehearsal 3. Cast to move onto stage area ready for warm up led by Matt Baker.  | All  |  |  |
| 6.30pm  | All Production & Tech in place ready to start rehearsal please. Full tech.  | Production  |  |  |
| 6.45pm  | Rehearsal Commences on stage. Stagger through plotting / blocking as required.  | Full Company  |  |  |
| 8.00pm  | Short break – if required  |  |  |  |
| 8.15pm  | Recommence rehearsal run  |  |  |  |
| 9.30pm  | Rehearsal to end. Full company to leave as quickly as possible to avoid extra tenancy charges from the Cathedral. Cast to leave – making own travel arrangements  | Full Company  |  |  |
| 10.00pm  | Production Notes at the  | Production & Tech  |  |  |
| 10.30pm  | All calls to end  | ALL  |  |  |

## Wednesday 21st October 2015 – Tweaks & SHOW 1 & 2

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| **Time -** | **Work required -** | **Personnel -** | **Location -** | **Venue requirements -** |
| --- | --- | --- | --- | --- |
| **8.30am**  | **CATHEDRAL ORGAN PRACTICE – ALL QUIET**  |  |  |  |
| 10.00am  | Show tweaks can commence if required, plotting issues resolved, setting bits changed, seating, resets…  | As required  |  |  |
| 10.00am  | Lighting, Sound, Video work can continue if required? Call to be made previous day dependant on progress. Please check with PM  | As required+ Vids + Sound  |  |  |
| 11.30am  | Full Band & Main Cast Calls – into mics and packs - ­Sound checks ­- Monitors ­- Band checks - ­Band to run numbers / complete by 12.15  | ALL  | Arena  |  |
| 11.30am  | Stage Management Resets – Set, Costume, Props  | Stage management  | Arena  |  |
| 12noon  | Final Stage checks – All set & Ready to open prior to Communion  | RF Tech  | Arena  |  |
| 12noon  | Main Cast notes in Chapter House  |  |  |  |
| **12.30pm**  | **CATHEDRAL QUIET TIME -Communion 12.30 – 1.00pm**  | **Full Company**  |  |  |
| 1.00pm  | Cast arrive to venue into holding areas. Full Company Calls. Warm ups to be done on busses by teachers on way to Cathedral!  | Full Company  | Arena  |   |
| 12.30  | Final Checks ­- Stage clear, set and ready. - ­Full tech in place and ready to run ­- Seats reserved for participants … ­- Final Technical check – LX, Sound, VT, AV - ­Presets!  |  |  |  |
| **12.45**  | **House Open.**  |  |  |  |
| **12.55**  | **The Half**  |  |  |  |
| **1.25**  | **Act One Beginners Calls all cats to assemble onstage / Band in place**  |  |  |  |
| **1.30pm**  | **SHOW 1 Commences**  |  |  |  |
| **3.00pm**  | **Show 1 Ends – Cast to collect belongings and leave.**  |  |  |  |
| 3.15pm  | Notes as required. Cast to leave venue in between shows? TBC  |  |  |  |
| 3.30pm  | Resets – stage, set, costume, props, tech…  |  |  |  |
| 4.00pm  | Full Company Break  |  |  |  |
| 5.00pm  | Full Tech Calls – RESETS Stage Management Resets – Set, Costume, Props  |  |  |  |
| **5.30pm**  | **QUIET Cathedral CHORAL EVENSONG**  |  |  |  |
| 6.15pm  | Lead Cast into RF – mics and packs ready and fitted & test onstage  | RF Tech  | Arena  |  |
| 6.15pm  | Cast arrive to venue into holding area? TBC with Cathedral. Full Company Calls. Not in main space.  | Full Company  | Holding Area TBC  |   |
| 6.45pm  | Full Company Warm up led by Matt Baker  | Full Company  |  |  |
| 6.30pm  | Final Checks ­- Stage clear, set and ready. ­- Full tech in place and ready to run ­- Seats reserved for participants … ­- Final Technical check – LX, Sound, VT, AV ­- Presets!  |  |  |  |
| **6.50pm**  | **House Open.**  |  |  |  |
| **6.55pm**  | **The Half**  |  |  |  |
| **7.25pm**  | **Act One Beginners Calls all cast to assemble onstage / Band in place**  |  |  |  |
| **7.30pm**  | **SHOW 2 Commences**  |  |  |  |
| **9.00pm**  | **Show 2 Ends**  |  |  |  |
| 9.30pm  | Full company to leave as quickly as possible to avoid extra tenancy charges from the Cathedral. Cast to leave – making own travel arrangements  | Full Company  |  |  |
| 9.30pm  | Stage Management – All costume, props, moveable set bits tidied away. Stage left tidy and safe ready for Cathedral normal opening.  | Stage Management  |  |  |
| 10.00pm  | Production Notes at the  | Production & Tech  |  |  |
| 10.30pm  | All calls to end  | ALL  |  |  |

## Thursday 22nd October – SHOW 3 & Get out

| **Time -** | **Work required -** | **Personnel -** | **Location -** | **Venue requirements -** |
| --- | --- | --- | --- | --- |
| 3.30pm | Calls as required to ensure set, props, costume, tech and production are ready to open pre Cathedral services.  |  |  |  |
| 4.30pm | **QUIET CATHEDRAL CHOIR PRACTICE (60 MINS)**  |  |  |  |
| 5.30pm | **QUIET Cathedral CHORAL EVENSONG**  |  |  |  |
| 6.15pm | Full Tech Calls |  |  |  |
| 6.15pm | Full Band Call  | ALL | Arena  |  |
| 6.15pm | Stage Management Resets – Set, Costume, Props  | Stage management  | Arena  |  |
| 6.15pm  | Lead Cast into RF – mics and packs ready and fitted  | RF Tech  | Arena  |  |
| 6.15pm  | Cast arrive to venue into holding area? Full Company Calls.  | Full Company  | Holding Area TBC  |  |
| 6.45pm  | Full Company Warm up led by Matt Baker or individual groups with teachers…  | Full Company  |  |  |
| 6.30pm  | Final Checks ­- Stage clear, set and ready. ­- Full tech in place and ready to run ­- Seats reserved for participants … ­- Final Technical check – LX, Sound, VT, AV ­- Presets!  |  |  |  |
| **6.50pm**  | **House Open.**  |  |  |  |
| **6.55pm**  | **The Half**  |  |  |  |
| **7.25pm**  | **Act One Beginners Calls all cast to assemble onstage / Band in place**  |  |  |  |
| **7.30pm**  | **SHOW 2 Commences**  |  |  |  |
| **9.00pm**  | **Show 2 Ends**  |  |  |  |
| 9.30pm  | Full company to leave as quickly as possible to allow get out to commence  | Full Company  |  |  |
| 9.30pm  | **Get out commences – allow 3 hours** **Stage Management –** * Costumes & Props into storage boxes – all

boxes labelled with contents * Assist with set load out
* Ensure cast are out of the working area promptly
* Ensure props lists, costume lists are updated and give to PM

**Production –** * Lighting load out
* Sound load out
* Video load out
* Set / Staging load out
* Additional crew to assist as required…

  | Production & Stage Management  |  | Vehicle access for load out – please confirm. |
| 12.30pm  | Venue Clear and left tidy ready to hand back to Cathedral.  | Production & Tech  |  |  |
| 01.00am  | Thank you & All calls to end  | ALL  |  |  |