

Updated as of
12/1/2016
by SW

PRODUCTION SHEET

WEEK NO: 13	Security Info:
Performance Date(s): December 1-3, 2016	Dressing Room A:
Program Type: Pops 3	Dressing Room B:
Location: MAIN THEATER	Dressing Room C:
Conductor: FIRST NAME LAST NAME	Dressing Room D:
Guest Artist(s): NAME, INSTRUMENT	Dressing Room E:
Choir: no choir	Dressing Room F:
Stage Manager: NAME	Dressing Room H:
Artist Contact: NAME	Maestro Suite:

RUN OF SHOW

Pre-concert activities	None
Announcements from stage, when & by whom	Sponsor Recognition VOG, script from Development
Late seating	Between selections
1st half run time	55 minutes
Intermission length	20 minutes
2nd half run time	55 minutes
Post concert activities	Artist signing CDs post-concert
Meet and Greet	None

SCHEDULE FOR THE WEEK

Other programs this week	Family Concert, Movie Concert
Open Rehearsal or Building Tour scheduled	
Soloist practice/tempo rehearsal/sound check onstage	
Stage work/tech time (mic install, light focus/hang, etc.)	
Dock parking needs	

EQUIPMENT & SET-UP

Rehearsal order due date	Monday, November 14, 2016
Choir set-up (name, location, no. of members)	None
Guest Artist set-up (location, special set-up needs)	vocalists and violin/cello downstage of orchestra, solo xylophone downstage on Rudolph only
Orchestra Set-up notes	no carpet or pipe and drape onstage
Library notes/music folder due date	Monday, November 14, 2016
Audio notes	as needed for vocalists, instrumental soloists
Lighting notes	includes garland and trees, 2 spot ops
Recording (Archival or Commercial)/Patch Session info	N/A
Stage Extension/Seat Kills/Flat Floor	N/A
Offstage instruments (location, set-up)	None
Slides/Video (projection, screen, supertitles)	Supertitles for sing along
Instrument Rental	
Other (haze, scenery, curtains, chandeliers, etc.)	Curtains IN, Chandeliers OUT

STAFF CONCERT DUTY ASSIGNMENTS

<u>Thursday:</u> Ops STAFF NAME, Artistic STAFF NAME, Personnel Manager NAME, FOH Manager NAME
<u>Friday:</u> Ops STAFF NAME, Artistic STAFF NAME, Personnel Manager NAME, FOH Manager NAME
<u>Saturday:</u> Ops STAFF NAME, Artistic STAFF NAME, Personnel Manager NAME, FOH Manager NAME