

The Postman Fact sheet Stage Manager Ken Zhou

1. Name of play: The Postman
2. Author: Lee O' Connor
3. Venue address for production: 186 Jay St, Brooklyn, NY 11201
4. Performance dates: March 30-31
5. Suggested readings: The Postman's Script

6.Rehearsal schedule

February 2023 production calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
		Reh 6-9pm	Reh 6-9pm	Reh 6-9pm	Reh 6-9pm	
5	6	7	8	9	10	11
		Reh 6-9pm	Reh 6-9pm	Reh 6-9pm	Reh 6-9pm	
12	13	14	15	16	17	18
	Equity day off Production meeting	Design meeting Reh 6-9pm	Reh 6-9pm	Reh 6-9pm	Reh 6-9pm	
19	20	21	22	23	24	25
	Equity day off Production meeting	Designer run through Reh 6-9pm	Reh 6-9pm	Reh 6-9pm	Reh 6-9pm	
26	27	28				
	Equity day off Production meeting	Design meeting Reh 6-9pm	Reh 6-9pm	Reh 6-9pm	Reh 6-9pm	

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March 2023 production calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
	Equity day off Production meeting	Designer run through Reh 6-9pm	Reh 6-9pm	Reh 6- 9pm	Reh 6-9pm	
5	6	7	8	9	10	11
	Equity day off Production meeting	Design meeting Reh 6-9pm	Set build complete Reh 6-9pm	Paper tech Reh 6- 9pm	Equipment delivery lites and sound Reh 6-9pm	Install light over stage
12	13	14	15	16	17	18
Install light sound	Equity day off Scenic load in	Scenic load in	Quiet time	focus	cue the cue	10/12
19	20	21	22	23	24	25
10/12 tech day	Equity day off	Dress	dress	Final dress	Performance	Performance
26	27	28	29	30	31	

6.