

FINAL PROJECT

For Scope Statement - Makes Citations for who did what.

If collaboration mark as: (eg. Zepeda, Sauder)

Scope Statement Sections:

Executive Summary [Sauder]

Objectives (Goals)

Dependency Linkages (eg. We'll be finished on X date, this will take X amount of time, etc.)

Project Description (rider) -

Scope - gant charts

Milestones - Completely loading the truck, finish painting

Estimate -

Deliverables - Load Out: out on time, venue in good shape - Load In: On time all the way through opening night.

Measure of Success -

**talk about insurance, plan B's, double reservations, parking

** Assumptions section: Set Built in proper condition (eg coffin locks, etc), crew owns tools, they're competent

** Risks section: Broken scenery

** Contingency: Extra Lumber, 2hrs extra for truck arrive (load out)

** 2 Pert Charts - one for load-in; one for load-out

** Buy boxes and storage bins to put stuff in (props, etc.)

** LAUNDRY FOR COSTUMES - schedule/pay drop-off & pick-up

** Insurance costs (check company on phone) - Liability insurance coverage & health insurance for actors, etc.

LOAD OUT BY (10am - 6pm) - (everything struck and packed by 7PM) - (7pm-8pm Clean/Paint)

[INCLUDE MEAL BREAKS]

[PERT CHARTS]

0 - Truck - 3hrs

1 - Pack Props - 2hrs

Pack Costumes - 2hrs

2 - Strike Sets - 4hrs

3 - Restore Grid - 4hrs

A - Lights 2hrs

B - Sound 2hrs

4 - Paint Floors & Clean Dressing Rooms - 3hrs

JOBS

Project Manager

TD

Electrician

Transportation

Estimator/Budget

PRE-LOAD IN

Saturday 5/10

10am - Hang lights

2 people [1 union/1pink (David)]

Monday 5/12

10am - 2pm - Finish Lights (Pre-focus)

2 people [1 union/1pink (David)]

2pm - 6pm - Quiet Time for Sound

2 people [1 union/1 pink (Sam)]

6pm - 10pm - Clean/Paint
2 people [1 union/1pink (Juan)]
Tuesday 5/13
Paint Dry Time (NO CALL)
Wednesday 5/14
12pm - 4pm - Prep Wing Areas
3 people [1 union/2 pinks (Juan & Sam)]

LOAD OUT PLAN

Thursday 5/15 (Closing Night - Show's over at 6pm)
6-8pm - Prep/Pack Props & Costumes & Clean Dressing Rooms - - Separate what goes to straight to theatre and what goes to Cleaners
3 people [1 union (Wardrobe head), 2 pinks (Sam & Juan)]
Friday 5/16
8am - Truck arrives
1 Driver
10am - 2pm - Strike Scenery and load set & costume/props onto truck
6 people [4 union, 2 pinks (Juan & Sam)]
Meal break @2pm
2pm - 6pm - Restore Lights & Sound
2 people [2 union]
3pm - 5pm - Truck parking
1 driver
3pm - 6pm - Restore Lights & Sound
2 people [2 pinks (Juan & Sam)]
3pm - 8pm - Clean/Paint
4 people [2 union/ 2 pinks (Juan & Sam)]

LOAD IN PLAN

Saturday 5/17
8am - Truck pickup
1 driver
9:30am - Truck Arrives/Crew Call Time
1 driver
10am - 2pm Load in Scenery/Costumes/Props - Begin Build
8 people
1 TD (Juan)
1 ATD (Sam)
4 Scenery [4 union]
1 Costumes (David)
1 Props (Pink (Stagehand))
2pm - 3pm - MEAL
Everyone (minus costumes & props)
3pm - 8pm - Finish Build
6 people
1 TD (Juan)
1 ATD (Sam)
4 Scenery [4 union]

Sunday 5/18
NOTHING

Monday 5/19
10am - 2pm - Focus & Tune
5 people

3 Lighting [2 union/1 pink (David)]
2 Sound [1 union/ 1 pink (Sam)]
2pm - 3pm - MEAL
Everyone
3pm - 5pm - Cue-to-Cue
4 people
2 Lighting [1 union/1 pink (David)]
2 Sound [1 union/ 1 pink (Sam)]
5pm - 9pm - Scenery Touch-ups
2 people [1 union/1 pink (Juan)]

Tuesday 5/20

10am - 2pm - Tech Rehearsal
11 people
1 Lighting Op
1 Sound Op
1 M.E.
1 T.D.
1 Carpenter
3 Stagehands
1 Wardrobe
1 Props
1 SM

2pm - 3pm - MEAL
Everyone

3pm - 8pm - Tech Rehearsal
11 people
1 Lighting Op
1 Sound Op
1 M.E.
1 T.D.
1 Carpenter
3 Stagehands
1 Wardrobe
1 Props
1 SM

8pm - 9pm - MEAL
Everyone

9pm - 10pm - Notes/Fine
Everyone

Wednesday 5/21

1pm - 5pm - Dress Tech Rehearsal (Run-Through)
11 people
1 Lighting Op
1 Sound Op
1 M.E.
1 T.D.
1 Carpenter
3 Stagehands
1 Wardrobe
1 Props
1 SM

5pm - 6pm - MEAL

Everyone

6pm - 10pm - Dress Tech Rehearsal (2nd Run-Through)
Everyone

Thursday 5/22

5pm - 6pm - NOTES

11 people

1 Lighting Op

1 Sound Op

1 M.E.

1 T.D.

1 Carpenter

3 Stagehands

1 Wardrobe

1 Props

1 SM

6pm - 8pm - Prep/Get in costumes
Everyone

8pm - 10pm - Run-Through
Everyone