



Set Designer Check-off List

- Read play
- Acquire key for access to Scene Shop
- Clear schedule for Tech/Production Week
- Director conference
- Staff Production Manager/TD conference
- Turn in Weekly Production Budget Report to Staff Production Manager/TD
- Scene Shop Student Manager conference regarding shop expectations, etiquette, and equipment use
- Coordinate with Lighting and Costume Designers, and Master Carpenter
- Consult the Department Calendar for deadlines
- Generate thumbnail sketches and research
- Revise thumbnail sketches for Director's approval by "Preliminary Designs Due" date
- Generate groundplans
- Revise groundplans for Director's approval by "Designed by" date
- Generate color samples for Director, Scenic Artist, Lighting Designer, and Props Designer
- Props Designer conference to discuss furniture and set dressing
- Lighting Designer conference to discuss practicals, color choices, and lighting/scenic coordination
- Generate Working Drawings for Construction Crew
- Generate Painter's Elevations for Paint Crew
- Attend Staggerthrough/Stumblethrough/First Runthrough
- Load-In
- Work with Stage Manager to tape out floor
- Work with Stage Manager to place and spike furniture, rugs, etc.
- Consult "Who is Called to Tech Rehearsals?" in Handbook
- Dress the set
- Attend Dress Rehearsals
- Take photos for your portfolio
- Thank you's for Program to PR
- For ACTF participating entries, create a list of set pieces and furniture and where they are located
- For ACTF participating entries, entire design should be covered and stored
- For ACTF participating entries, make copies of all of designs, portfolio photographs, paperwork, rough sketches, etc. and submit to the Director of Theatre for inclusion in the ACTF production book
- Postmortem Report