

**PRODUCTION: West Side Story** OPENS (week of): 5-May-14

**DIRECTED BY: Bob Gardner** CLOSES (date): 11-May-14

Step No.	TASKS	RESOURC E	DURATION (weeks)	FINISHED (weeks prior to open)	PLANNED START DATE	PLANNED FINISH DATE	ACTUAL START DATE	ACTUAL FINISH DATE	ACTUAL STATUS
<b>1</b>	<b>Preliminary Work</b>				<b>23-Dec-13</b>	<b>24-Feb-14</b>	In Progress		
1.1	Setup Production Team	Bob, Emily	3	16	23-Dec	13-Jan			Completed
1.2	Director's Overview	Bob	4	14	30-Dec	27-Jan			Completed
1.3	Design Meeting 1	Team	1	14	20-Jan	27-Jan			Completed
1.4	Design Meeting 2	Team	1	13	27-Jan	3-Feb			Completed
1.5	Final Designs Due, Design Meeting 3	Team	1	11	10-Feb	17-Feb			Not Assigned
1.6	Facility Coordination	Bob, Emily	1	10	17-Feb	24-Feb			Ongoing
1.7	Prepare for Auditions	Bob, Emily	1	12	3-Feb	10-Feb			Completed
1.8	Task H	Name							
1.9	Task I	Name							
1.10	Task J	Name							
<b>2</b>	<b>Set Design &amp; Construction</b>				<b>30-Dec-13</b>	<b>28-Apr-14</b>	In Progress		
2.1	Preliminary Set Design	Neil, Bob	5	13	30-Dec	3-Feb			Completed
2.2	Model/Rendering	Neil, ?	2	11	3-Feb	17-Feb			Completed
2.3	Final Set Design	Neil	1	11	10-Feb	17-Feb			Completed
2.4	Set Color Scheme	Kate, Neil	1	11	10-Feb	17-Feb			On Hold
2.5	Preliminary Set Constr. Estimate	Neil	1	11	10-Feb	17-Feb			Ongoing
2.6	Construction Drawings & Schedules	Neil	2	9	17-Feb	3-Mar			Completed
2.7	Set Construction	Neil, ?	6	3	3-Mar	14-Apr			Ongoing
2.8	Set Painting	Neil, ?	1	3	7-Apr	14-Apr			Not Assigned
2.9	Load Stage	Neil, ?	1	2	14-Apr	21-Apr			
2.10	Adjustments and Details	Neil, ?	1	1	21-Apr	28-Apr			

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<b>3</b>	<b>Marketing &amp; Publicity</b>				<b>24-Feb-14</b>	<b>05-May-14</b>	Not Started		
3.1	Preliminary Marketing & Publicity Plan	Patty	1	7	10-Mar	17-Mar			Completed
3.2	Poster & Other Artwork Design	Patty, Kate	2	4	24-Mar	7-Apr			Completed
3.3	Poster & Other Artwork Printing	Patty	1	3	7-Apr	14-Apr			Ongoing
3.4	Program Design	Patty, Laura	2	3	31-Mar	14-Apr			Ongoing
3.5	Cast Bios Done	Bob, Emily	1	3	7-Apr	14-Apr			Not Assigned
3.6	Program Printing	Patty	1	2	14-Apr	21-Apr			On Hold
3.7									
3.8	Mother's Day Brunch Plan	Name	2	8	24-Feb	10-Mar			
3.9	Catering & Serving Details	Name	1	3	7-Apr	14-Apr			
3.10	Brunch Decorations	Name	1		28-Apr	5-May			
<b>4</b>	<b>Costumes</b>				<b>20-Jan-14</b>	<b>14-Apr-14</b>	Not Started		
4.1	Preliminary Costume Design	Name	2	13	20-Jan	3-Feb			Not Assigned
4.2	Final Costume Design	Name	2	11	3-Feb	17-Feb			Not Assigned
4.3	Costume Sources, Schedules, & Estimates	Name	1	10	17-Feb	24-Feb			Not Assigned
4.4	Costume Buy	Colleen, Lisette	1	6	17-Mar	24-Mar			Ongoing
4.5	Costume Borrow	Colleen, Lisette	1	6	17-Mar	24-Mar			On Hold
4.6	Costume Sewing & Alterations	Colleen	4	3	17-Mar	14-Apr			On Hold
4.7	First Fitting	Name	1	5	24-Mar	31-Mar			On Hold
4.8	Final Fitting	Name	1	3	7-Apr	14-Apr			On Hold
4.9	Task I	Name							
4.10	Task J	Name							

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<b>5</b>	<b>Props</b>				<b>10-Mar-14</b>	<b>07-Apr-14</b>	Not Started		
5.1	Preliminary Prop List	Emily	1	7	10-Mar	17-Mar			Completed
5.2	Final Prop List	Emily, Neil	1	6	17-Mar	24-Mar			Ongoing
5.3	Prop Source Decisions	Name	1	5	24-Mar	31-Mar			Not Assigned
5.4	Prop Buy	Name	1	4	31-Mar	7-Apr			
5.5	Prop Borrow	Name	1	4	31-Mar	7-Apr			
5.6	Prop Build	Name	1	4	31-Mar	7-Apr			
5.7	Task G	Name							
5.8	Task H	Name							
5.9	Task I	Name							
5.10	Task J	Name							
<b>6</b>	<b>Lighting</b>				<b>03-Feb-14</b>	<b>21-Apr-14</b>	In Progress		
6.1	Preliminary Light Plan	Neil, Chris	2	11	3-Feb	17-Feb			Completed
6.2	Refine Light Plan, Specials	Neil, Chris	2	6	10-Mar	24-Mar			Ongoing
6.3	Final Light Plan	Neil, Chris	2	4	24-Mar	7-Apr			Ongoing
6.4	Light Equipment Inventory & Prep	Neil, Matthew	1	6	17-Mar	24-Mar			Completed
6.5	Hang & Focus	Neil Tech Crew	1	3	7-Apr	14-Apr			Ongoing
6.6	Light Cues	Neil Tech Crew	2	2	7-Apr	21-Apr			Ongoing
6.7	Lights Final Adjustment	Neil Tech Crew	1	2	14-Apr	21-Apr			On Hold
6.8	Task H	Name							
6.9	Task I	Name							
6.10	Task J	Name							

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<b>7</b>	<b>Sound</b>				<b>03-Mar-14</b>	<b>28-Apr-14</b>	In Progress		
7.1	Preliminary Sound Plan	Emily, Matthew	1	8	3-Mar	10-Mar			Ongoing
7.2	Refine Sound Plan, Specials	Name	1	6	17-Mar	24-Mar			Not Assigned
7.3	Final Sound Plan	Name	2	4	24-Mar	7-Apr			Not Assigned
7.4	Microphone Equipment Inventory	Matthew, Neil	1	5	24-Mar	31-Mar			Completed
7.5	Sound Equipment setup	Name	1	3	7-Apr	14-Apr			Not Assigned
7.6	Sound Cues	Name	2	2	7-Apr	21-Apr			Not Assigned
7.7	Sound Checks, Balance	Matthew Tech Crew	1	1	21-Apr	28-Apr			On Hold
7.8	Task H	Name							
7.9	Task I	Name							
7.10	Task J	Name							

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<b>11</b>	<b>Show Management &amp; Crew</b>				<b>17-Mar-14</b>	<b>28-Apr-14</b>	Not Started		
11.1	Identify Crew Requirements	Emily, Neil	1	6	17-Mar	24-Mar			Ongoing
11.2	Select Crew	Emily	2	4	24-Mar	7-Apr			Not Assigned
11.3	Train crew on rigging, curtains, scenery	Neil, Emily	1	3	7-Apr	14-Apr			On Hold
11.4		Name							
11.5		Name							
11.6		Name							
11.7		Name							
11.8	1st Tech Rehearsal	Name		1	28-Apr	28-Apr			
11.9	2nd Tech Rehearsal	Name		1	28-Apr	28-Apr			
11.10	Dress Rehearsal	Name		1	28-Apr	28-Apr			
<b>12</b>	<b>Cast Audition/Rehearsals/Show</b>				<b>10-Feb-14</b>	<b>11-May-14</b>	Not Started		
12.1	Auditions	Bob, Emily	1	11	10-Feb	17-Feb			Completed
12.2	Casting	Bob, Emily	1	10	17-Feb	24-Feb			Completed
12.3	Acting Rehearsals	Bob, Emily, Cast	8		10-Mar	5-May			Ongoing
12.4	Dance Rehearsals	Name	8		10-Mar	5-May			Ongoing
12.5	Music Rehearsals	Name	8		10-Mar	5-May			Ongoing
12.6	Off Script	Cast	1	3	7-Apr	14-Apr			
12.7	Rehearsal Meals	Name	2		21-Apr	5-May			
12.8	Tech Rehearsals	All	1		28-Apr	5-May			
12.9	Dress Rehearsals	All		1	28-Apr	28-Apr			
12.10	Show Time !	All			5-May	11-May			