

Timeline

| ACTIVITY | WHO | WHAT | WHEN |
|----------------------------------|-----|------|------|
| Stage Manager | | | |
| Props | | | |
| Set Design/Construction | | | |
| Set Design | | | |
| Prompter | | | |
| Tickets at the Door | | | |
| Ticket Design w/Dir | | | |
| Tickets On Line | | | |
| Tickets Printing | | | |
| Tickets at Outlets | | | |
| Programme Design | | | |
| Program Input | | | |
| Programme Printing | | | |
| Flyers/Book Marks (Design w/Dir) | | | |
| Flyers (Printing) | | | |
| Flyer Distribution | | | |
| Sound | | | |

| ACTIVITY | WHO | WHAT | WHEN |
|------------------------|-----|------|------|
| Lights | | | |
| Front of House | | | |
| Publicity | | | |
| Signs | | | |
| Dinner Theatre | | | |
| Wardrobe | | | |
| Make Up/Hair | | | |
| Photography/Head Shots | | | |
| Video | | | |
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PLEASE NOTE THAT THIS IS AN EVERGREEN DOCUMENT THAT WILL BE ADDED TO AND AMENDED AS NEEDED

NOTES: