



MASTER SCHEDULE

Planning a Spring Show

Administration approval of Production & date	12-6 months
Preliminary meeting of director, parents and drill team members	6 months
Preliminary decision on program material	4 months
Final Audition for numbers (mark off rehearsal time according to performance area on the school calendar)	4 months
Budget all estimated costs and prepare estimated income	4 months
Investigation of performance area; survey facilities and equipment, Anticipate overall needs	3 months
Determine Production Crew:	
Sound Engineer	3 months
Lighting Technician	2 months
Lighting Crew	2 months
Publicity Director	2 months
Stage Manager	2 months
Stage Crew	2 months
Ticket Booth Workers and Ushers	1 month
Dressing Room Helpers	1 month
Program Chairman	1 month
Rehearsal Schedule for each number performing in the show	2 months
Plan for needs, equipment rental, lighting accessories, sets and props	2 months
Order tickets and compile final program copy	2 months
Print programs	8-6 weeks
First coordinating meeting of the production crew and drill team parents to delegate responsibilities	1 month
Poster and flyer printing	1 month
Distribute posters and flyers	4-2 weeks
News stories	4-2 weeks