

## Scenic Studio Meeting Guidelines

	Resource Analysis	Preliminary Design Presentation	Final Design Presentation	Design Review 1 -- For Design Drawings	Design Review 2 -- For Tech Drawings	Schedule and Materials	In Studio
<b>Scenic Designer</b>	<ul style="list-style-type: none"> <li>Shares updates since Prelim Design Conference</li> <li>Identify areas of concern and design challenges</li> <li>Items needing additional research</li> <li>Material &amp; Schedule challenges</li> <li>Scale and Scope are addressed</li> </ul>	<p><b>Must Include:</b></p> <ul style="list-style-type: none"> <li>Research</li> <li>Greyscale or Color sketches</li> <li>Rough 1/8" Groundplan &amp; section</li> <li>Initial Ideas on color/finish</li> </ul> <p><b>May Include:</b></p> <ul style="list-style-type: none"> <li>Rough 1/4" white model</li> </ul>	<p><b>Must include:</b></p> <ul style="list-style-type: none"> <li>Final color renderings and story board of all scenes if appropriate</li> <li>Revised 1/8" Groundplan</li> <li>Revised 1/8" Section</li> <li>Prop List and Research Book</li> <li>Paste-up/white or 1/4" Full Color Model</li> </ul>	<ul style="list-style-type: none"> <li>Present draftings for review</li> <li>Discuss intentions with TD and Shop Supervisors</li> <li>Prelim Drafting due to Faculty a few days prior to meeting</li> <li>Revisions based on meeting comments completed for DR1</li> <li>Corrections and updates to be shared w/in 48hrs of meeting</li> <li>Bring appropriate visuals other than drafting</li> <li>All drawings plotted in intended scale</li> </ul>	<ul style="list-style-type: none"> <li>Look at Paint Elevations --revisions may be suggested</li> <li>Review TD draftings</li> <li>Discuss finishing intentions with TD and Scenic Charge</li> <li>Corrections and updates to be shared w/in 48hrs of meeting</li> <li>All files shared w/advisors</li> <li>All drawings plotted in intended scale</li> </ul>	<ul style="list-style-type: none"> <li>Review revised Paint Elevations</li> <li>Discuss paint samples with Charge</li> </ul>	<ul style="list-style-type: none"> <li>Give quick presentation to shop</li> <li>Meet with area heads for questions</li> </ul>
<b>Technical Director</b>	<ul style="list-style-type: none"> <li>Present research and prelim estimate for cost/time</li> <li>Identify areas of concern</li> <li>Identify items needing additional research</li> <li>Material &amp; schedule challenge</li> <li>Scale and Scope addressed</li> </ul>	<ul style="list-style-type: none"> <li>Have play read</li> <li>Familiarize self with budget and calendar</li> <li>Identify technical challenges</li> </ul>	<ul style="list-style-type: none"> <li>Technology identified</li> <li>Scale of show reviewed</li> <li>Prelim cost/labor estimate</li> <li>Present technical solutions</li> </ul>	<ul style="list-style-type: none"> <li>Review designer draftings</li> </ul>	<ul style="list-style-type: none"> <li>Present draftings for review</li> <li>Discuss intentions with Designer and Shop Supervisors</li> </ul>	<ul style="list-style-type: none"> <li>Discuss Elements list</li> <li>Discuss Budget and Materials</li> <li>Discuss Schedule</li> </ul>	<ul style="list-style-type: none"> <li>Hand out updated schedule</li> <li>Start crews</li> </ul>
<b>Prop Master</b>	<ul style="list-style-type: none"> <li>Have play read</li> <li>Familiarize self with budget and calendar</li> <li>Identify prop challenges</li> </ul>	<ul style="list-style-type: none"> <li>Have play read</li> <li>Familiarize self with budget and calendar</li> <li>Identify prop challenges</li> </ul>	<ul style="list-style-type: none"> <li>Familiarize self with hand props and possible furniture/dressing needs.</li> <li>Scale of show reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Look at preliminary prop list</li> <li>Handoff starter package                             <ul style="list-style-type: none"> <li>Keys, Credit cards, tax cards, forms, prop book</li> </ul> </li> <li>Discuss designer expectations and feel of props</li> <li>Discuss build/buy/pull lists</li> <li>Set meeting with Director/Choreographer</li> </ul>	<ul style="list-style-type: none"> <li>Discuss Prop List with director and choreographer adds/cuts</li> <li>Look at research on specific builds/ buys</li> <li>Review preliminary budget</li> <li>Begin breakdown of master list into build/buy/pull</li> <li>Discuss trouble props</li> </ul>	<ul style="list-style-type: none"> <li>Discuss budget</li> <li>Discuss Schedule</li> <li>Review final prop list as compiled from director/choreographer et al.</li> <li>Load prop list on IU BOX</li> </ul>	<ul style="list-style-type: none"> <li>Hand out updated schedule</li> <li>Update prop list if needed</li> <li>Pull rehearsal props and move to rehearsal room</li> <li>Start pull/ purchasing</li> </ul>
<b>Scenic Charge</b>	<ul style="list-style-type: none"> <li>Have play read</li> <li>Familiarize self with budget and calendar</li> <li>Identify painting challenges</li> </ul>	<ul style="list-style-type: none"> <li>Have play read</li> <li>Familiarize self with budget and calendar</li> <li>Identify painting challenges</li> </ul>	<ul style="list-style-type: none"> <li>Familiarize self with hand props and possible furniture/dressing needs.</li> <li>Scale of show reviewed</li> </ul>	<ul style="list-style-type: none"> <li>Review tactics and paint processes for show</li> <li>Review Renderings or Model</li> <li>Discuss designer expectations and feel of show</li> <li>Discuss preliminary budget</li> <li>Review any research</li> <li>Discuss material needs</li> </ul>	<ul style="list-style-type: none"> <li>Look at paint elevations</li> <li>Review preliminary budgets</li> <li>Discuss schedule</li> <li>Discuss paint and products needed --aka start blue sheet</li> <li>Discuss paint and finishing approaches</li> <li>Decide which paint samples to create</li> </ul>	<ul style="list-style-type: none"> <li>Have Blue Sheet filled out</li> <li>Have samples ready to review</li> <li>Discuss budget</li> <li>Discuss schedule</li> <li>Discuss schedule problems</li> </ul>	<ul style="list-style-type: none"> <li>Hand out updated schedule</li> <li>Review and updated samples</li> <li>Laminate or Bag Elevations</li> <li>Start paint mixing</li> <li>Prep any layout work for floor or drops</li> </ul>