

LGBT History Project of the LGBT Center of Central PA

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Documents Online

Title: Lily White & Company Production Checklist

Date: 1992

Location: LGBT-043 Lily White & Company Collection

Contact:

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Lily White & Company, Inc. ← good

Production Checklist ← good

August Show

Tasks

Dates

Rep 1-5/92

1992					
Mar	Apr	May	Jun	Jul	
Board					
MD/AD					
	MD				
	MD				
Cast					
	Cast & AD				
	Cast & AD				
		AD			
		TA			
		MD			
		MD			
				TA	
			SD		
				SD	
				AD	
				AD	
		SM			
		SM			
		AD			

5/1-5/5/92

to meet

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Gantt: LWGANT1
 Items and Row Labels

Number of Items (1-48):20
 Number of Rows (1-20): 20

Items	Row	Start Date	End Date	Item Type	Item Text
	1:	03-01-92	08-30-92	Bar	
	2:	03-01-92	03-30-92	Bar	Board
	3:	03-01-92	03-30-92	Bar	MD/AD
	4:	04-01-92	04-07-92	Bar	MD
	5:	04-01-92	04-07-92	Bar	MD
	6:	03-01-92	03-30-92	Bar	Cast
	7:	04-01-92	04-30-92	Bar	Cast & AD
	8:	04-01-92	05-30-92	Bar	Cast & AD
	9:	05-01-92	05-30-92	Bar	AD
	10:	05-07-92	05-30-92	Bar	TA
	11:	05-01-92	05-07-92	Bar	MD
	12:	05-01-92	05-07-92	Bar	MD
	13:	07-15-92	08-01-92	Bar	TA
	14:	07-01-92	07-15-92	Bar	SD
	15:	07-15-92	08-01-92	Bar	Prod
	16:	05-01-92	05-15-92	Bar	SD
	17:	05-15-92	05-25-92	Bar	AD
	18:	05-15-92	05-25-92	Bar	AD
	19:	04-25-92	05-01-92	Bar	SM
	20:	05-01-92	05-05-92	Bar	SM

Row Labels

- 1:Preparation for 8/16/92 Show
- 2:Select & approve date(s)
- 3:Select & evaluate site
- 4:Contact site liaison & finalize
- 5:Obtain contract/LOG
- 6:Select show theme
- 7:Select group number
- 8:Begin to collect addit'l numbers
- 9:Appoint Tech. Asst.
- 10:Appt SM, Dsgn's, Music, Chorgs
- 11:Appoint Producer
- 12:Do auditions
- 13:Line up tech & crew volunteers
- 14:Line up set crew volunteers
- 15:Line up front-of-house voltrs.
- 16:Submit rough stage design to AD
- 17:Approve rough stage design
- 18:Approve ground plan
- 19:Set up first cast mtg./rehearsal
- 20:Assemble cast cont & conf sheets

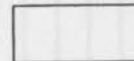
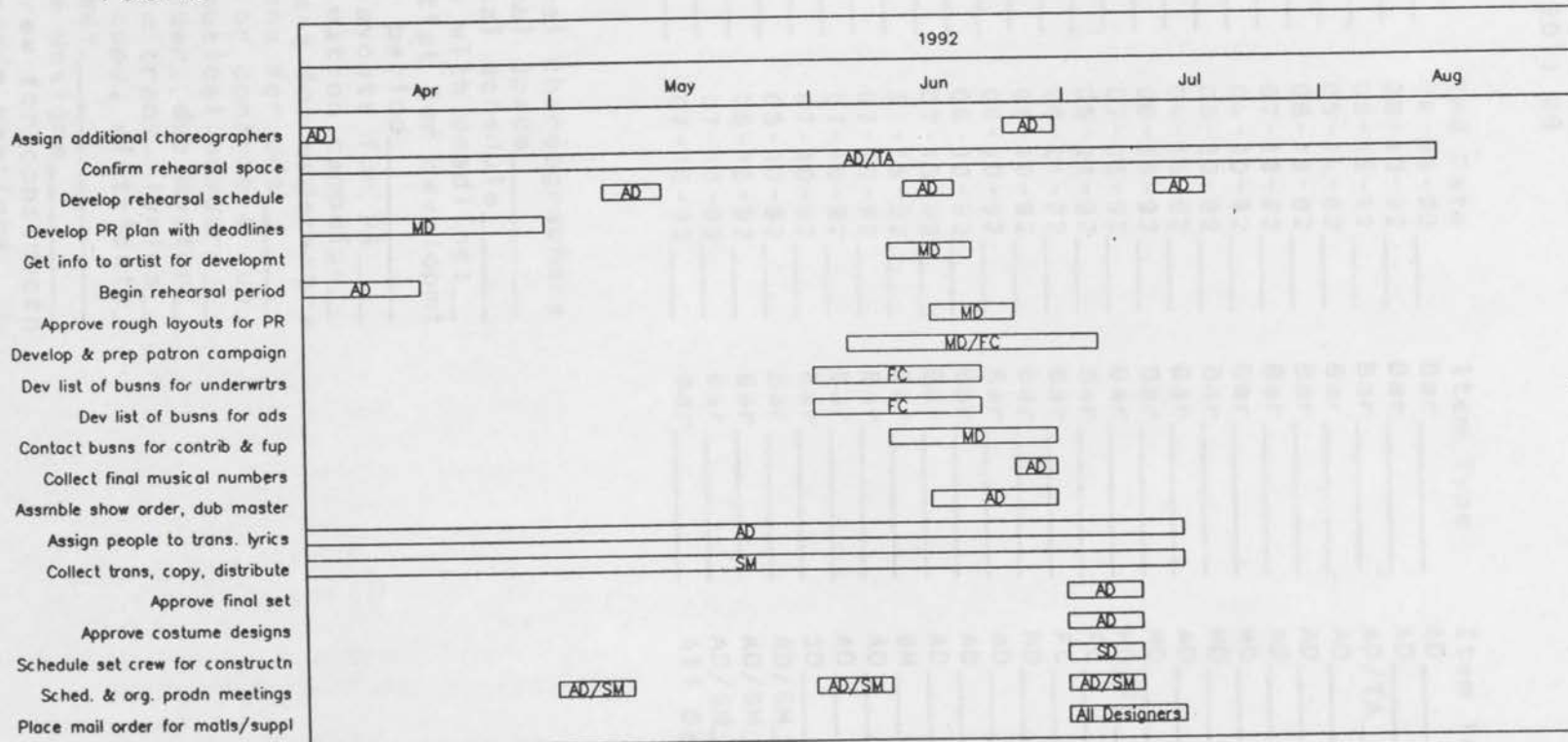
Lily White & Company, Inc.

Production Checklist

August Show

Tasks

Dates



Gantt: LWGANT2
Items and Row Labels

Number of Items (1-48):25
Number of Rows (1-20): 20

Items	Row	Start Date	End Date	Item Type	Item Text
	1: 1	04-01-92	04-05-92	Bar	AD
	2: 1	06-24-92	06-30-92	Bar	AD
	3: 2	04-01-92	03-15-92	Bar	AD/TA
	4: 3	05-07-92	05-14-92	Bar	AD
	5: 3	06-12-92	06-18-92	Bar	AD
	6: 3	07-12-92	07-18-92	Bar	AD
	7: 4	04-01-92	04-30-92	Bar	MD
	8: 5	06-10-92	06-20-92	Bar	MD
	9: 6	04-01-92	04-15-92	Bar	AD
	10: 7	06-15-92	06-25-92	Bar	MD
	11: 8	06-05-92	07-05-92	Bar	MD/FC
	12: 9	06-01-92	06-21-92	Bar	FC
	13: 10	06-01-92	06-21-92	Bar	FC
	14: 11	06-10-92	06-30-92	Bar	MD
	15: 12	06-25-92	06-30-92	Bar	AD
	16: 13	06-15-92	06-30-92	Bar	AD
	17: 14	04-01-92	07-15-92	Bar	AD
	18: 15	04-01-92	07-15-92	Bar	SM
	19: 16	07-01-92	07-10-92	Bar	AD
	20: 17	07-01-92	07-10-92	Bar	AD
	21: 18	07-01-92	07-10-92	Bar	SD
	22: 19	05-01-92	05-10-92	Bar	AD/SM
	23: 19	06-01-92	06-10-92	Bar	AD/SM
	24: 19	07-01-92	07-10-92	Bar	AD/SM
	25: 20	07-01-92	07-15-92	Bar	All Designers

Row Labels

- 1:Assign additional choreographers
- 2:Confirm rehearsal space
- 3:Develop rehearsal schedule
- 4:Develop PR plan with deadlines
- 5:Get info to artist for developmt
- 6:Begin rehearsal period
- 7:Approve rough layouts for PR
- 8:Develop & prep patron campaign
- 9:Dev list of busns for underwrtres
- 10:Dev list of busns for ads
- 11:Contact busns for contrib & fup
- 12:Collect final musical numbers
- 13:Assmble show order, dub master
- 14:Assign people to trans. lyrics
- 15:Collect trans, copy, distribute
- 16:Approve final set
- 17:Approve costume designs
- 18:Schedule set crew for constructn
- 19:Sched. & org. prodn meetings
- 20:Place mail order for matls/suppl

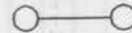
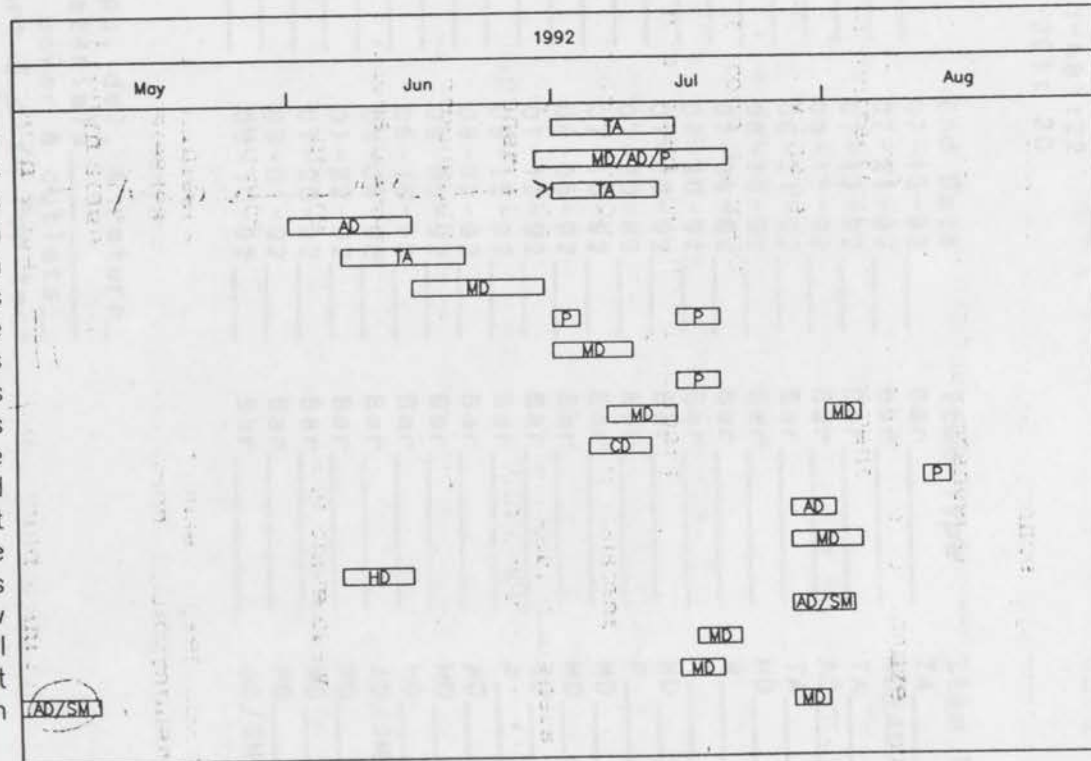
Lily White & Company, Inc.

Production Checklist August Show

Tasks

Dates

- Arrg. rental, pu, del, & return
- Proof all PR materials
- Cont. site re: power & outlets
- Appr. seat chart & plan for tech
- Copy & distr. seat chart/plan
- Arrange printing of PR materials
- Organize box office
- Contact outlets to vend tickets
- Distribute tickets to vendors
- Approve/Distr. all comps
- Organize fitting schedule
- Collect unsold tickets from vend
- Approve final props list
- Arr. for cast promo/ticket sale
- Organize spec hair/make-up needs
- Do paper tech with crew
- Oversee dist/disp of PR material
- Acquire city entertainment permit
- Assemble & rough out program



Gantt: LWGANT3
 Items and Row Labels

Number of Items (1-48): 22
 Number of Rows (1-20): 20

Items	Row	Start Date	End Date	Item Type	Item Text
	1: 1	07-01-92	07-15-92	Bar	TA
	2: 2	06-29-92	07-21-92	Bar	MD/AD/P
	3: 3	07-01-92	07-13-92	Bar	TA
	4: 4	06-01-92	06-15-92	Bar	AD
	5: 5	06-07-92	06-21-92	Bar	TA
	6: 6	06-15-92	06-30-92	Bar	MD
	7: 7	07-01-92	07-04-92	Bar	P
	8: 7	07-15-92	07-20-92	Bar	P
	9: 8	07-01-92	07-10-92	Bar	MD
	10: 9	07-15-92	07-20-92	Bar	P
	11: 10	07-07-92	07-15-92	Bar	MD
	12: 10	08-01-92	08-05-92	Bar	MD
	13: 11	07-05-92	07-12-92	Bar	CD
	14: 12	08-12-92	08-15-92	Bar	P
	15: 13	07-28-92	08-02-92	Bar	AD
	16: 14	07-28-92	08-05-92	Bar	MD
	17: 15	06-07-92	06-15-92	Bar	HD
	18: 16	07-28-92	08-04-92	Bar	AD/SM
	19: 17	07-17-92	07-22-92	Bar	MD
	20: 18	07-15-92	07-20-92	Bar	MD
	21: 19	07-28-92	08-01-92	Bar	MD
	22: 19	05-01-92	05-10-92	Bar	AD/SM

Row Labels

- 1: Arrg. rental, pu, del, & return
- 2: Proof all PR materials
- 3: Cont. site re: power & outlets
- 4: Appr. seat chart & plan for tech
- 5: Copy & distr. seat chart/plan
- 6: Arrange printing of PR materials
- 7: Organize box office
- 8: Contact outlets to vend tickets
- 9: Distribute tickets to vendors
- 10: Approve/Distr. all comps
- 11: Organize fitting schedule
- 12: Collect unsold tickets from vend
- 13: Approve final props list
- 14: Arr. for cast promo/ticket sale
- 15: Organize spec hair/make-up needs
- 16: Do paper tech with crew
- 17: Oversee dist/disp of PR material
- 18: Acquire city entertainmnt permit
- 19: Assemble & rough out program
- 20: _____

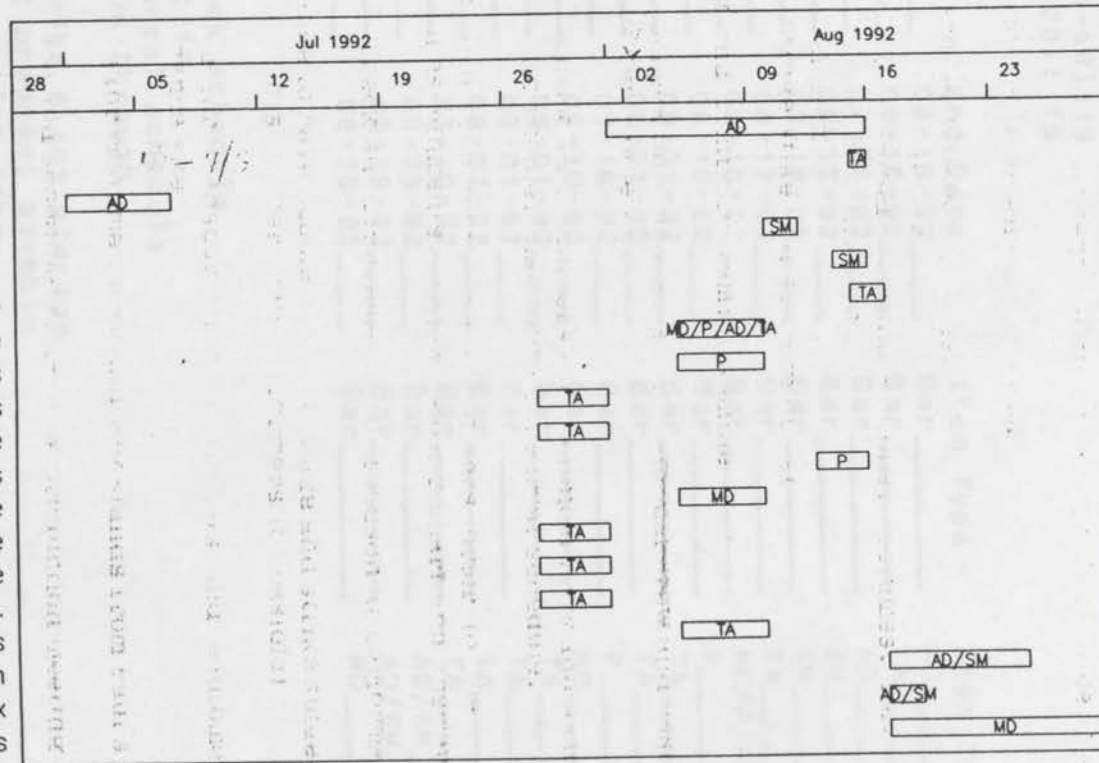
Lily White & Company, Inc.

Production Checklist August Show

Tasks

Dates

- Prepare tech week schedule
 - a) Arrange put-in
 - b) Final rehearsal schedule
 - c) Dry tech run-through
 - d) Final tech
 - e) Arrange strike & set storage
- Proof and print program; assemble
- Dchk all vols & assign jobs
- Dchk all tech crew & assign jobs
- Distribute rehearsal schedule
- Meet & train front-of-house vols
- Dchk arrangements with site
- Arrange set set-up & strike
- Arrange light set-up & strike
- Arrange for trans of sets, etc.
- Arrange for racks and stands
- Organize & schedule post-mortem
- Oversee return of entertmt tax
- Oversee post-show T-You letters



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Gantt: LWGANT4
 Items and Row Labels

Number of Items (1-48): 19
 Number of Rows (1-20): 19

Items	Row	Start Date	End Date	Item Type	Item Text
	1: 1	08-01-92	08-16-92	Bar	AD
	2: 2	08-15-92	08-16-92	Bar	TA
	3: 3	07-01-92	07-07-92	Bar	AD
	4: 4	08-10-92	08-12-92	Bar	SM
	5: 5	08-14-92	08-16-92	Bar	SM
	6: 6	08-15-92	08-17-92	Bar	TA
	7: 7	08-05-92	08-10-92	Bar	MD/P/AD/TA
	8: 8	08-05-92	08-10-92	Bar	P
	9: 9	07-28-92	08-01-92	Bar	TA
	10: 10	07-28-92	08-01-92	Bar	TA
	11: 11	08-13-92	08-16-92	Bar	P
	12: 12	08-05-92	08-10-92	Bar	MD
	13: 13	07-28-92	08-01-92	Bar	TA
	14: 14	07-28-92	08-01-92	Bar	TA
	15: 15	07-28-92	08-01-92	Bar	TA
	16: 16	08-05-92	08-10-92	Bar	TA
	17: 17	08-17-92	08-25-92	Bar	AD/SM
	18: 18	08-17-92	08-19-92	Bar	AD/SM
	19: 19	08-17-92	08-30-92	Bar	MD

Row Labels

- 1: Prepare tech week schedule
- 2: a) Arrange put-in
- 3: b) Final rehearsal schedule
- 4: c) Dry tech run-through
- 5: d) Final tech
- 6: e) Arrange strike & set storage
- 7: Proof and print program; assemble
- 8: Dchk all vols & assign jobs
- 9: Dchk all tech crew & assign jobs
- 10: Distribute rehearsal schedule
- 11: Meet & train front-of-house vols
- 12: Dchk arrangements with site
- 13: Arrange set set-up & strike
- 14: Arrange light set-up & strike
- 15: Arrange for trans of sets, etc.
- 16: Arrange for racks and stands
- 17: Organize & schedule post-mortem
- 18: Oversee return of entertmt tax
- 19: Oversee post-show T-You letters

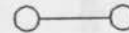
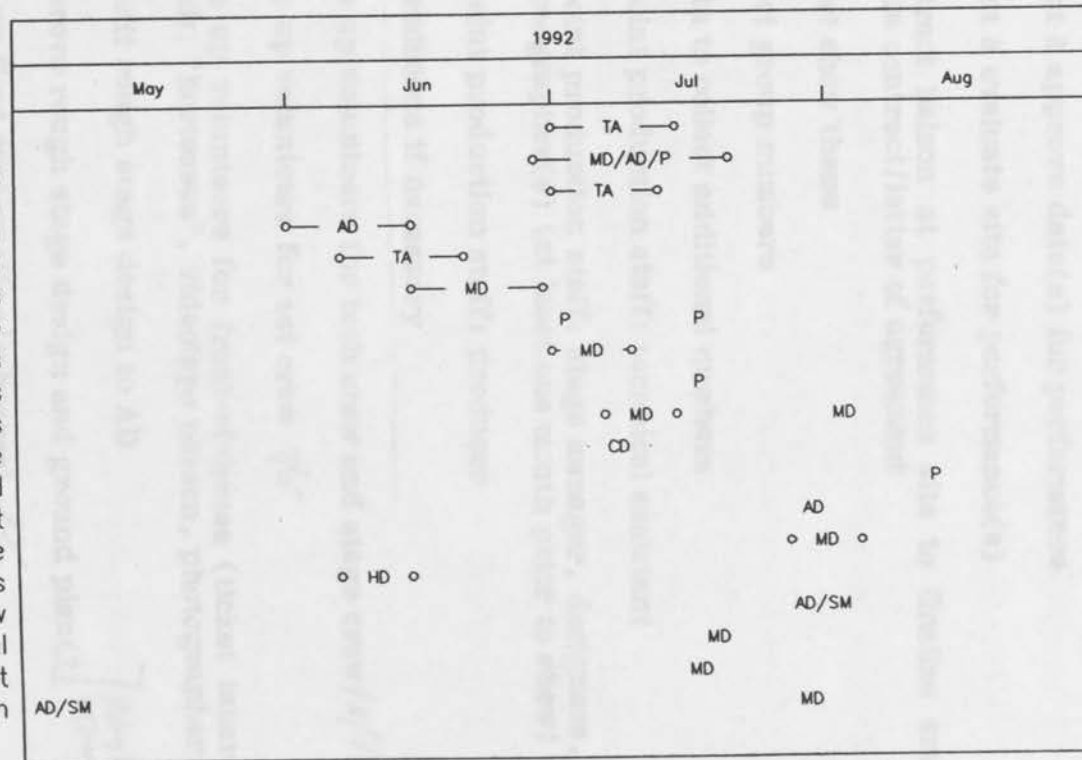
Lily White & Company, Inc.

Production Checklist August Show

Tasks

Dates

- b
- Proof all PR materials
 - Cont. site re: power & outlets
 - Appr. seat chart & plan for tech
 - Copy & distr. seat chart/plan
 - Arrange printing of PR materials
 - Organize box office
 - Contact outlets to vend tickets
 - Distribute tickets to vendors
 - Approve/Distr. all comps
 - Organize fitting schedule
 - Collect unsold tickets from vend
 - Approve final props list
 - Arr. for cast promo/ticket sale
 - Organize spec hair/make-up needs
 - Do paper tech with crew
 - Oversee dist/disp of PR material
 - Acquire city entertainmnt permit
 - Assemble & rough out program



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Lily White & Company

PRODUCTION CHECKLIST

- B 1 Select & approve date(s) for performance
- MD/AD 2 Select & evaluate site for performance(s)
- MD 3 Contract liaison at performance site to finalize arrangements and
4 obtain contract/letter of agreement
- C 5 Select show theme
- C/AD 6 Select group numbers
- C/AD 7 Begin to collect additional numbers
- AD 8 Appoint production staff: technical assistant
- TA 9 Appoint production staff: stage manager, designers, music director,
choreographer(s) (at least one month prior to show)
- MD 10 Appoint production staff: producer
- AD 11 Do auditions if necessary
-
- TA 12 Line up volunteers for tech crew and stage crew / 8/1
- SD 13 Line up volunteers for set crew 7/5
- P 14 Line up volunteers for front-of-house (ticket takers, ushers, coat
check, "hostesses", videotape person, photographer, etc.) 8/1
- SD 15 Submit rough stage design to AD
- AD 16-17 Approve rough stage design and ground plan(?) } Rough out
Tonight
- SM 18 Set up first cast meeting/rehearsal - *fm.*
- SM 19 Assemble cast contact sheet and cast conflict list - *fm.*
- AD 20 Collect additional numbers & assign cut-off date ✓
-
- AD 1 Assign additional choreographers to specific numbers Act I - 6/20
Act II - 4/5
- AD/TA 2 Confirm rehearsal space
- AD 3 Develop rehearsal schedule Inst #1 ✓ Inst #2 - 6/18 Ins #3 - 7/16
- MD 4 Develop comprehensive public relations plan with specific deadlines ✓
- MD 5 Get information to artist for development - 6/20

- AD 6 Begin rehearsal period ✓
- MD 7 Approve rough layouts for PR, i.e., posters, flyers, etc. - 6/22
- MD/FC 8 Develop and prepare a patron campaign with mailing - 7/3
- FC 9¹⁰ Develop a list of businesses for potential underwriters/advertisers
- MD 11 Contact business for contribution and follow-up 6/20
- AD 12 Collect final numbers - 6/20
- AD 13 Assemble show order, dub rehearsal master, determine cuts ^{in process} ~~6/30~~ 6/30
- SM/AD 14 Assign people to transcribe lyrics -
- SM - 15 Collect Transcriptions; see to duplication of distribution - As delivered - All out by 7/9
- AD 16 Approve final set and costume designs - 7/10
- SD 18 Set up and schedule set crew for construction - 7/10
- AD/SM 19 Schedule and organize production meetings (at least 2/show) -
- 20 Place mail orders for materials or supplies 7/13

TA 1 Place all rental equipment orders, scheduling pick-up, deliver & return 7/13

P/M/AD 2 Proof all PR materials - ^{Patron} 6/29 → 7/21 - 0

TA 3 Contact liaison at performance site regarding power sources and availability of outlets ^{7/13}

AD 4 Approve seating chart and floor plan for tech equipment ^{7/13}

J.A. → P/D MD 5 Copy ^{Patron} "Disassemble" Arrange for printing of all PR materials (flyers, posters, special mailing) to patrons, tickets, etc.)

P 7 Organize box office - 7/4 - Patron - 7/20 - Public Sale

MD 8 Contact outlets to vend tickets - 7/10

P 9 Distribute tickets to vendors - 7/20

MD 10 Distribute all complimentary tickets (following Board approval) - 7/3

CD 11 Organize fitting schedule - 7/12

P 12 Collect unsold tickets from vendors - 8/15

AD 13 Approve final props list - 7/30

MD 14 Arrange for cast members to promote show/sell tickets in "costume" -

HD 15 Organize any special hair or make-up needs - 6/15

(Approved 7/15/92)

- SM/AD 16 Do paper tech with technicians - 8/2 ^{Sum.}
- MD 17 Oversee distribution/display of all PR materials (i.e. posters, tablet tents, etc.) - 7/20
- MD 18 Acquire entertainment permit from City Tax Office. 7/20
- MD 19 Assemble and rough out program - 9/1
-
- AD 1 ~~20~~ Prepare tech week schedule: 8/1
 TA 2 a) Arrange put-in - 8/16
- AD 3 b) Final rehearsal schedule - props, costumes, etc.
- SM 4 c) Dry tech run-through - 8/11
- SM 5 d) Final tech, 8/16
- TA 6 e) Arrange strike and storage of set -
- P/AD/MD/TA 7 ^{8/17} Proof and print program; assemble 8/10
- P 8 Doublecheck all volunteers for ~~technical crew~~ and assign specific jobs to specific people - 8/10
- TA 9 Doublecheck all volunteers for technical crew and assign specific jobs to specific people; distribute rehearsal schedule. 8/1
- P 10 Meet with front-of-house volunteers prior to the house opening to explain assignments, review seating chart and answer all questions. 8/15
- MD 11 Doublecheck all arrangements with liaison at performance site 8/10
- TA 12.14 Arrange to have people to set up stage and strike stage, and set up and strike lights (other than performers if possible) 8/1
- TA 15 Arrange for transportation of all sets and equipment to and from performance site - 8/10
- TA 16 Arrange for costume racks and wig stands from Paul's garage or HCT. 8/10
- AD/SM 17 Organize and schedule post-show production meeting (post-mortem) 8/25
- MD 18 Oversee completion and return of entertainment tax return form 8/17
- MD 19 Oversee completion of post-show thank you letters (i.e. underwriters, (8/30) volunteers, etc.)