

- All shows must have at least 2 production meetings.
- The following people must be present at the first production meeting: All designers, directors, and SMs, as well as SATCo GM, TDs, Marketer, Liaison, FOH manager, and the Mac Resident Tech (RT).
- The following people must be present at the second production meeting: All designers, directors, and SMs, as well as SATCo GM, TDs, Liaison, and the Mac Resident Tech (RT).
- The Technical Director(s) may request to add a preliminary meeting prior to the two production meetings. This can be done if the show has a potentially tech heavy process.
- The first meeting occurs 2 weeks before the show. This is a meeting to make sure everyone is on the same page as far as technical and design elements are concerned. This meeting is mandatory.
- The second meeting occurs 1 week before the show and allows Bert Timmermans to approve designs
- Meetings usually occur on Wednesdays and are run by the Technical Director(s).
- Deadline calendar:
 - Rough ground plan, on notebook paper is required at the first production meeting.
 - All design updates must be reflected in rehearsal reports AND discussed with the Technical Director(s) directly.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Production meeting rough ground plan due		Speaker and projection requirements	
	Prelim scale ground plan due		PM Meeting (subject to change)* final scale ground plan	Final Lx plot/paperwork due at noon	Lx hang 18:00-22:00	Levels/ Q2Q
	Final Dress		Opening	Show	Closing	

- SM packages are distributed by the General Manager.
- Design packages are distributed by the Technical Director(s).
- SMs are responsible for sending in incident reports if needed.
- Scheduling
 - Minimum 12 hour breaks between calls

- TD books the Mac for tech weekends (Max time available is Friday evening, Saturday and Sunday all day. This must cover hang, focus, levels, Q2Q, and tech dress.)
- Tech week schedules are drafted by the SM and approved by the TD. Maximum 10/12 days (10 hours worked out of 12)
- Example tech schedules:

1. (show light on tech)

Friday	Saturday	Sunday
18:00-21:00 Lx Hang 21:00-22:00 Lx Focus	10:00-12:00 Lx Focus 12:00-14:00 Levels 14:00-15:00 Lunch 15:00-16:00 Levels 16:00-19:00 Q2Q 19:00-19:30 Dinner 19:30-22:00 Finish Q2Q and Tech Dress	Dark Day

2. (show heavy on tech)

Friday	Saturday	Sunday
18:00-22:00 Lx Hang	10:00-14:00 Lx Focus 14:00-15:00 Lunch 15:00-18:00 Levels	10:00-14:00 Q2Q 14:00-15:00 Lunch 15:00-17:00 Tech Dress

- Who can work shows
 - Actors: They can not work on a show if it overlaps with their rehearsal and/or performance period of their assigned mainstage
 - Running crew for a mainstage: You can not work on a SATCo show from the time your mainstage responsibilities begin
 - 205s: (Need to discuss with your instructor as well)
 - All 205 students can work on SATCo productions as long as it does not conflict with work required from them on their assigned mainstage(s)
 - 305/405s: Handled on case by case basis
- Priority for board ops and tech personnel
 - Go down the backboard list first years first. Then 2nd, 3rd, 4th

- Don't repeat same crew in a season, unless necessary to meet show requirements
- Basic tech safety
 - Zero tolerance policy on drugs and alcohol while working
 - Never work alone
 - Out of the building by 23:00
 - Make sure you have a wrench lanyard
 - Hard hats on deck while overhead work is being conducted
 - No phones on the catwalk
 - Clothing regulations
 - Close toed shoes
 - No heels
 - No skirts/dresses/kilts
 - No loose clothing
 - Ankle-length pants recommended
 - Follow Standard Phoenix Hang procedures
- Relationship with Mac Technician/Phoenix TD's
 - Mac Technician
 - They are in charge of the space
 - All technical documentation of shows needs to get to them prior to the start of hang
 - They are in charge of gathering and running crew during hang and focus (post calls on 105 board)
 - Phoenix TD
 - We give them notice when we want to borrow equipment as soon as possible
- TD/ATD relationship
 - TD is here to train ATD's in a mentor capacity
 - Both TD and ATD help run crew and make sure that the shows technical elements work well
- 105 policy
 - Create a positive learning environment
 - Be sure they understand basic safety procedures
- Review Current Technical Documentation (TD's go over this annually)
 - This includes the SATCo Technical/Design Operating Policies (AKA the Designers Package,) Mac House Plot and associated paperwork
- All designers must be approved by the Technical Director(s).