

- All shows must have at least 2 production meetings.
- 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. A third meeting, the week before the first production meeting, may be held as a designers meeting. This is a meeting to get the show team into the room together, chat about the show, get a director’s vision if there is one, get the initial plans, and go over the designer’s package.
- There should be a method of communication between all members of the production teams for shows, whether an email list or group chat.
- The following people must be present at the first production meeting: All designers, directors, and SMs, as well as SATCo GM, TDs, Marketer, Liaison, Financial 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, the Mac Resident Tech (RT), a Marketer, and a FOH Manager.
- The first production 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. In the event of a season with overlapping production schedules, Thursday or Friday may be used for overlapping meetings.
- The second meeting occurs 1 week before the show and allows the department Production Manager 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
			Designers meeting OPTIONAL			
			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 online by the General Manager.
- Design packages are distributed online by the Technical Director(s).
- SMs are responsible for sending in incident reports if needed.
- Scheduling
  - Minimum 12 hour breaks between calls. In the event that a call runs long the following calls must be adjusted.
  - The TD block 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:
- The TD team should be notified of any design changes as soon as possible.

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 a 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 the same crew in a season, unless necessary to meet show requirements
  - Posting on the Phoenix Phacebook page for board ops is to go up a minimum of one (1) week prior to the hang.
- Basic Tech Safety
  - Zero (0) 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 the deck while overhead work is being conducted
  - No phones on the catwalk
  - Clothing regulations
    - Close-toed shoes
    - No high-heeled shoes
    - No skirts/dresses/kilts
    - No loose clothing
    - Ankle-length pants recommended
  - Follow Standard Phoenix Hang procedures
- Relationship with Mac Technician/Phoenix TDs
  - 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.
    - All equipment must be returned in a timely fashion.
      - I.e Any cables borrowed should be labeled with what theatre they are from etc...
- TD/ATD relationship
  - The TD is here to train ATDs in a mentor capacity.
  - Both TD and ATD help run crew and make sure that the show's technical elements work well.
  - ATDs should be filled in and CCd on all TD correspondence so that they are in the loop and they can feasibly take over in the event of the TD becoming unavailable or ill.
- 105 policy

- Create a positive learning environment
- Be sure they understand basic safety procedures
- Do not leave 105's unattended, CHECK OVER THEIR WORK.
- 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).