Production Plan Format – (Enter Production Company Name)

**Key Personnel (name + email)**

Director:

Producer:

Production Manager:

Lighting Designer:

Sound Designer:

Set Designer:

FOH Manager:

Fly Bar Operator:

Total crew and cast number (including any band/orchestra):

**Production details**

Length of show: hh:mm

Show time - Evening: xx:xx pm Matinee: xx:xx am/pm

Seating Layout:

Total number of seats:

**Production Days (Fill x on relevant boxes)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Wednesday | Thursday | Friday | Saturday | Sunday | Monday |
| Evening |  |  |  |  |  |  |
| Matinee | **---------------** | **---------------** | **----------------** |  |  | **-----------------** |

**Get in & get out Schedule**

**(Date)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Time | Set | Stage | Sound | LX | Notes |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Special Effects**

Give details of any special effects planned to be used in the production (hazer, laser, pyro etc.), and who supplied it.

**Hired equipment details**

Give details of any equipment brought into the theatre (lights, sound, staging, set etc.) and where it was supplied from (TAFF, StarTec, Henley etc.).