



## TIMELINE

### *Skating in the Clouds*

This Timeline is based on our preferred dates for a season at Theatre Works. We will work with whichever dates you offer us, but our first preference for dates is:

**8<sup>th</sup> – 18<sup>th</sup> May 2024**

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- 20/1 Meeting with Crew to discuss budget, key dates, requirements
  - 27/1 Meeting with Theatre Works (TW) to discuss Co-Producer obligations for Venue and Clare
  - 12/2 – 28/2 Cast Confirmed / Letters of Agreement sent out
  - 22/3 SIX WEEKS OUT – Clare starts marketing campaign: Media release sent / Reviewers approached
  - 25/3 – 5/4 REHEARSALS on Thursdays 5pm – 9pm, Saturdays & Sundays: 10am – 5pm
  - 30/3 Lighting Plan and Risk Management Plan created – for supply to Theatre Works before 18/4
  - 5/4 Opening Night invitations sent out / Photographer and Videographer engaged
  - 6/4 Production Meeting with Theatre Works – Clare, Elizabeth (D), David (LD), John (SD) & SM
  - 13/4 Clare checks in with Crew re Rehearsal update, photos and petty cash receipts
  - 29/4 & 5/5 Final Rehearsals - finalisation of set delivery details + Clare gives marketing update to TW

#### **Show Week #1**

6/5 & 7/5 Bump-In, Tech Run, Dress = SM, LD, Videographer and Photographer to attend

8/5 Performance #1 @ 7.30pm (Preview)      9/5 Performance #2 (OPENING)

10/5 Performance #3      11/5 Performance #4

#### **Show Week #2**

15/5 Performance #5      16/5 Performance #6

17/5 Performance #7      18/5 Performance #8 (Final) & Bump-Out

25/5 Post-Production Meeting with Theatre Works

14/6 Box Office Reconciliation

30/6 Acquittal Report/s (2023) prepared for funding bodies as required