

education

ROUNDAABOUTTHEATRECOMPANY

Postcard Production Company

DEPARTMENT BREAKDOWN

Producing

Production Management

Direction / Choreography

Stage Management

Set Design

Lighting Design

Costume Design

Sound Design

Front of House

Marketing / Public Relations

Development

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THEATRE ORGANIZATIONAL CHART

Administration	Artistic	Production
Executive Director	Artistic Director	Producing Director
General Manager	Playwright	Production Coordinator
Company Manager	Director	Production Stage Manager
Marketing Director	Dramaturg	Assistant Stage Manager
Publicist	Assistant Director	Running Crew
Theatre Journalists	Dialect Coach	Set Designer
Theatre Critics	Actors	Prop Master
Graphic Artist	Composer/Lyricist	Lighting Designer
Photographer	Musical Director	Costume Designer
Videographer	Vocal Coach	Wardrobe Crew
Box Office Manager	Singers	Sound Designer
House Manager	Musicians	Technical Director
Ushers	Choreographer	Scenery Crew
Concessions Staff	Dance Captain	Electrics Crew
	Dancers	Sound Crew
		Props Crew

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POSTCARD PRODUCTION SCHEDULE

10 Minutes—Meet and Greet

- Concept of postcard production is explained.
- Administrative/Production and Artistic departments are defined.
- Script is presented.

5 Minutes—Read Through—Full Company

15 Minutes—Preproduction

- Performers are cast and text is explored.
- Songs are developed.
- Designs for set, lights, costumes and sound are created.
- Administrative departments set their agendas.

10 Minutes—Design Presentation Meeting

- All departments share their work.

30 Minutes—Rehearsal/Production

- Script and songs are staged.
- Set, props and costumes are built.
- Lighting and Sound Qs are built.
- Seating charts are established.
- Box office is set up.
- Promotional materials are created.

5 Minutes—Final Production Meeting

- All production plans are finalized.

15 Minutes—Technical Rehearsal

- Set, costume, sound, and lighting designs are incorporated into rehearsal.
- Production photos are taken.
- Front of House is set-up.

15 Minutes—Show Time

15 Minutes—Strike/Cast Party

- Participants share what they have learned.

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PERFORMANCE COMPANY

1 Meet & Greet

- ☐ Attend Meet and Greet
- ☐ Read and analyze script
- ☐ Research World of the Play and Develop characters
- ☐ Present ideas at Design Presentation Meeting

2 Pre-Production

- ☐ Give measurements to costume crew
- ☐ Stage the Scene

☐ Give Press Interviews

- ☐ Attend Production Meeting

3 Rehearsal/Production

- ☐ Run through play on stage for tech
- ☐ Attend Pre-Performance Meeting

4 Technical Rehearsal and Performance

- ☐ Perform play for audience
- ☐ Attend Post-Production Meeting
- ☐ Strike

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STAGE MANAGEMENT

1 Meet & Greet

- ☐ Attend Meet and Greet
- ☐ Read and analyze script
- ☐ Identify prop, costume, sound, and set needs
- ☐ Facilitate teams reporting at Design Presentation meeting

2 Pre-Production

- ☐ Schedule costume fittings.
- ☐ Schedule interviews with press and collect program information
- ☐ Tape out ground plan
- ☐ Record blocking and staging notes

- ☐ Communicate rehearsal needs to production departments

- ☐ Set cues with light and sound
- ☐ Attend Production Meeting

3 Rehearsal/Production

- ☐ Run technical rehearsals
- ☐ Attend Pre-Production Meeting

4 Technical Rehearsal and Performance

- ☐ Communicate with Front of House to start show
- ☐ Call cues and run show
- ☐ Attend Post-Production Meeting
- ☐ Strike

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COSTUME DESIGN

1 Meet & Greet

- ☐ Attend Meet and Greet
- ☐ Read and analyze script
- ☐ Research the world of the play and make concept choices
- ☐ Attend Design Presentation Meeting

2 Pre-Production

- ☐ Measure actors
- ☐ Create costume and make-up plots
- ☐ Attend Production Meeting

3 Rehearsal/Production

- ☐ Pull costumes and costume props from stock
- ☐ Fit costumes to actors
- ☐ Dress and Make-up actors
- ☐ Attend Production Meeting

4 Technical Rehearsal and Performance

- ☐ Watch the show
- ☐ Attend Post-Production Meeting
- ☐ Strike

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SET DESIGN

1 Meet & Greet

- ☐ Attend Meet and Greet
- ☐ Read and analyze script
- ☐ Research the world of the play and Develop ideas for the set
- ☐ Develop ground plan.
- ☐ Attend Design Presentation Meeting

2 Pre-Production

- ☐ Build the set

- ☐ Find, build and dress the props
- ☐ Attend Production Meeting

3 Rehearsal/Production

- ☐ Fix set
- ☐ Attend Pre-Performance Meeting

4 Technical Rehearsal and Performance

- ☐ Watch show
- ☐ Attend Post-Production Meeting
- ☐ Strike

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LIGHTING DESIGN

1 Meet & Greet

- ☐ Attend Meet and Greet
- ☐ Read and analyze script
- ☐ Research the World of the Play
- ☐ Explore lighting choices and determine design
- ☐ Attend Design Presentation Meeting

2 Pre-Production

- ☐ Become familiar with lighting equipment
- ☐ Choose gels and set light positions

- ☐ Meet with Stage Manager to set cues for technical rehearsal

- ☐ Attend Production Meeting

3 Rehearsal/Production

- ☐ Practice lighting cues

- ☐ Attend Pre-Performance Meeting

4 Technical Rehearsal and Performance

- ☐ Run lights for show

- ☐ Attend Post-Production Meeting

- ☐ Strike

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SOUND DESIGN

- | | | |
|---|---|---|
| 1 | Meet & Greet
<hr/> ☐ Attend Meet and Greet
☐ Read and analyze script
☐ Research the World of the Play and Explore sound and music choices
☐ Determine sounds to present at meeting
☐ Attend Design Presentation Meeting
Pre-Production
<hr/> ☐ Become familiar with and set up sound equipment
☐ Record and set up sound cue tapes | ☐ Meet with Stage Management to set cues for technical rehearsals
☐ Attend Production Meeting
Rehearsal/Production
<hr/> ☐ Practice Sound cues
☐ Attend Pre-Performance Meeting
Technical Rehearsal and Performance
<hr/> ☐ Run sound for show
☐ Attend Post-Production Meeting
☐ Strike |
|---|---|---|

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DEVELOPMENT

1	Meet & Greet	☐ Determine appropriate acknowledgement for identified donors ☐ Attend Final Production Meeting 4 <i>Technical Rehearsal and Performance</i>
2	Pre-Production	☐ Bring donors and potential donors to rehearsal to network ☐ Watch show ☐ Assist with meet and greet at party.
3	Rehearsal/Production	☐ Implement and monitor funding and strategy success.

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FRONT OF HOUSE

1 Meet & Greet

- ☐ Attend Meet and Greet
- ☐ Read and analyze script
- ☐ Attend Design Presentation Meeting

2 Pre-Production

- ☐ Set up procedures for ticket sales
- ☐ Attend Production meeting

3 Rehearsal/Production

- ☐ Organize advanced reservations
- ☐ Print tickets

☐ Plan concessions

- ☐ Attend Production Meeting

4 Technical Rehearsal and Performance

- ☐ Distribute tickets from box office
- ☐ Get Ok to open house from Stage Management
- ☐ Take tickets, hand out programs
- ☐ Show audience to their seats, Watch show
- ☐ Strike and Meet backstage for cast party!

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MARKETING

1 Meet & Greet

- ☐ Attend Meet and Greet
- ☐ Read and analyze script
- ☐ Research World of the Play and develop design ideas for posters and ads
- ☐ Create a Logo
- ☐ Attend Design Presentation Meeting

2 Pre-Production

- ☐ Choose venues for posters and ads
- ☐ Develop graphics for posters and ads
- ☐ Plan Special Ticket offers

- ☐ Attend Production Meeting

3 Rehearsal/Production

- ☐ Develop program and make copies to be distributed by Front of House
- ☐ Attend Pre-Performance Meeting and present work

4 Technical Rehearsal and Performance

- ☐ Watch show
- ☐ Attend Post-Production Meeting
- ☐ Strike

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PUBLIC RELATIONS

1	Meet & Greet	☐ Oversee the interaction of the press with the actors
☐	Attend Meet and Greet	☐ Attend Production Meeting
☐	Read and analyze script	3 <i>Rehearsal/Production</i>
☐	Research World of the Play and Develop press releases	☐ Greet VIPs at rehearsal
☐	Attend Design Presentation Meeting	☐ Attend Pre-Performance Meeting and present work
2	<i>Pre-Production</i>	4 <i>Technical Rehearsal and Performance</i>
☐	Schedule photo calls and interviews	☐ Watch Show
☐	Collect information for programs	☐ Attend Post-Production Meeting
☐	Arrange tickets for critics	☐ Strike

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MEDIA

1	Meet & Greet	☐ Attend Production Meeting
	☐ Attend Meet and Greet	☐ Write feature articles
	☐ Read and Analyze script	☐ Attend Pre-Performance meeting and present feature articles
	☐ Research the world of the play	
2	Pre-Production	4 Technical Rehearsal and Performance
	☐ Plan story angles	☐ Watch Show
	☐ Plan interview questions	☐ Attend Post-Production Meeting
	☐ Attend Design Presentation Meeting	☐ Strike
3	Rehearsal/Production	
	☐ Take photos of rehearsal	
	☐ Conduct interviews	

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PUBLIC RELATIONS

- | | | |
|---|--|--|
| 1 | Meet & Greet | ☐ Oversee the interaction of the press with the actors
☐ Attend Production Meeting
3 <i>Rehearsal/Production</i>
☐ Greet VIPs at rehearsal
☐ Attend Pre-Performance Meeting and present work
4 <i>Technical Rehearsal and Performance</i> |
| 2 | ☐ Attend Meet and Greet
☐ Read and analyze script
☐ Research World of the Play and Develop press releases
☐ Attend Design Presentation Meeting
<i>Pre-Production</i> | ☐ Watch Show
☐ Attend Post-Production Meeting
☐ Strike |
| 3 | ☐ Schedule photo calls and interviews
☐ Collect information for programs
☐ Arrange tickets for critics | |

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MATERIAL NEEDS

Polaroid Camera
Polaroid Film
Magazines (for costume and set research)
Newspapers (for publicity research)
Cardboard / Poster board
Construction paper
Rolls of colored paper
Markers
Pens/Pencils
Colored Pencils
Glue
Masking tape
Scissors
Tape measure
Flashlights
CD / Tape Player
Variety of music selections relating to the script
Variety of costume pieces relating to script
Variety of props relating to script
Foam core (to build props)
Fabric (to build costumes)

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POSTCARD PRODUCTION SCRIPT

Meet and Greet

Producer

Good morning every one. Rather than starting today by talking we are going to start by doing; and what better way is there to introduce ourselves to theatre than by doing it. We are going to stage a production.

In my hand, I have a stack of postcards that identify all of the tasks necessary to put on a show. In the real world, this endeavor typically takes upwards of a hundred people to complete. So we will be short handed, but, thankfully, the deck has been stacked with a few experts to help us find our way. Let me introduce them to you. You can consider me your producer.

We call this process a postcard production. It begins—like all productions—by hiring a creative team. The postcards you are being handed will tell you what job you are being hired for and the rest of the morning will be spent completing the tasks listed on them. Our goal is to stage a scene from {name of play} by {Showtime}.

Ok, I think we are ready, please give your attention to your production manager.

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POSTCARD PRODUCTION SCRIPT

Start Time Meet and Greet**card 1**

Good Morning, welcome to the postcard production company. In the next few hours we are going to experience the magic of theatre, so brace yourselves. If you will all look together at the yellow card in your stack, you will see that regardless of what your job is, you are expected to attend the Meet and Greet. This is usually the first time a company comes together to read their script and hear what the Director has to say about it. So, lets begin our Meet and Greet by going around the group and introducing ourselves. When we come to you, please tell us your name and what you will be doing today - If you not sure, just look at the top of your postcard.

Cont →

Start Time Meet and Greet**card 2**

All right. Now, our Stage Manager is passing out our production script. Our producer has assigned the actors to their roles, and if everyone is ready, I am going to turn this meeting over to our director who will take us through a reading of the script. Please welcome your director.

(Director will lead us through a reading and discussion of the script.)

Ok! Time to get to work. Please look for the green card in your folder labeled pre-production. It will tell you where to go and what you will need to accomplish. You now have 30 minutes to prepare for our next meeting.

STOP

Start +30 Design Presentation Meeting**card 3**

Well, a lot has been accomplished in the past half-hour. It's now time for our design presentation meeting so that we can see what everyone has been working on. Stage manager, will you please facilitate the meeting

(Stage Manager will ask each team to report.)

I think we are ready to move into the production phase. Please refer to the purple card in your folder and we will meet again at **{Start +45}**

STOP

Start +1:15 Final Production Meeting**card 4**

Things are really cooking up now. **(Make a few general comments about what you have seen people working on)** As we move into technical rehearsals it becomes the stage managers job to keep everything and everyone on the same page. It's important now that everyone stay very focused and pay close attention to what your stage manager asks you to do. We are scheduled to start our performance at **{START +1:30}** so we all need to be on our toes. After the performance, I'm going to ask you all to meet for a final discussion about our work. For now, I'm going to ask you to find you pink card and turn your attention to your stage manager, who will lead us through our tech and into performance **Stop**

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Start +1:30

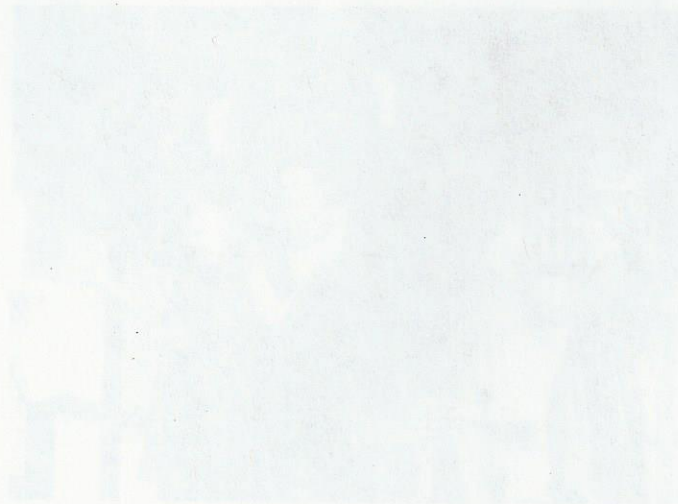
Curtain Speech

card 5

Good afternoon ladies and gentleman. Welcome to the Postcard Production Company. Without further ado, I am happy to present **(name of play)**: the postcard version.

(Curtain up.)

STOP



The Postcard Production Company
Roundabout Theatre Company
presented with a strong
representation of the nation's leading style that
we are all proud to be. We look forward to taking
the work nation in the new year.
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