

DESIGN MEETING GUIDELINES

	COSTUMES	SCENERY	LIGHTS	SOUNDS	TECHNICAL DIRECTION	DIRECTOR
INITIAL MEETING WEEK 1	<ul style="list-style-type: none"> Read the script Be prepared to discuss preliminary ideas Costume Plot 	<ul style="list-style-type: none"> Have read script and scene breakdown /synopsis, Be prepared to discuss prelim. ideas about the production 	<ul style="list-style-type: none"> Have read script and scene breakdown /synopsis, Be prepared to discuss prelim. ideas about the production 	<ul style="list-style-type: none"> Have read script and scene breakdown /synopsis, Be prepared to discuss prelim. ideas about the production 		<ul style="list-style-type: none"> Prepare to lead a discussion of the play in terms of ideas for action of play; Present conceptual statement of style - "world of the play." Detail sources of personal inspiration (images, sounds, themes, justify reason for doing the piece, etc.) Ready to articulate the play scene by scene, character by character. Be responsive to period considerations.
DESIGN MEETING 2 WEEK 2	<ul style="list-style-type: none"> Research and Prelim. Mood/World Boards in response to director's concept thumbnails 	<ul style="list-style-type: none"> Provide preliminary research to support broader ideas of play and director's vision as well as thumbnail sketches of scenic ideas 	<ul style="list-style-type: none"> Provide a list of lighting objectives Be prepared to discuss design and initial ideas 	<ul style="list-style-type: none"> Preliminary research and examples Initial ideas concerning the aural landscape of the play 		<ul style="list-style-type: none"> Prepared to receive research responses from all design areas; clear understanding of characters. Clarity on physical demands of set, props, costumes, lights and sound. Ready to discuss preliminary ideas on conventions and transitions (opening and closing sequences, scene transitions, style conventions, etc.). Ready to coordinate and/or integrate various design ideas.
PRELIM. DESIGNS WEEK 4	<ul style="list-style-type: none"> Prelim. sketches Color roughs/ swatches Costume Breakdown Prelim. Budget 	<ul style="list-style-type: none"> Provide preliminary groundplan, set sketch or white model 	<ul style="list-style-type: none"> Present prelim. research and inspirational images Present initial lighting concept 	<ul style="list-style-type: none"> Prelim. Cue List Plans for speaker/ mic placement 	<ul style="list-style-type: none"> Respond to prelim. ground plan and model within 3 days with a rough budget, and feasibility of any structural or design issues 	<ul style="list-style-type: none"> A strong working knowledge of all specifics for physical requirements of set, costumes, lights and sound. A knowledge of how the play moves, scene by scene, to be conversant about the groundplan and other spatial issues. An understanding of each character's through-line for cloths.
DESIGN MEETING 4 WEEK 6	<ul style="list-style-type: none"> 1st Color Renderings Prelim. Swatches Costume Sourcing Budget Breakdown 	<ul style="list-style-type: none"> Provide finished groundplan and elevations along with color samples 	<ul style="list-style-type: none"> Present more concrete ideas and color research Present tentative images (sketches, storyboards, virtual light lab images, etc.) 	<ul style="list-style-type: none"> Provide specific examples of key sound elements Provide Signal Flow Diagram Refine cue list and speaker placement 	<ul style="list-style-type: none"> Respond to prelim. ground plan and model within 3 days with a rough budget, and feasibility of any structural or design issues 	<ul style="list-style-type: none"> A sense of practical useful vocabulary to articulate each of the scene's light and sound "feel." Get answers to specific problems/demands of production
FINAL DESIGNS WEEK 8	<ul style="list-style-type: none"> Final Color Renderings Final Swatches Final Budget 	<ul style="list-style-type: none"> Complete groundplan, section, elevations, color model or rendering Coordinate color changes necessary to meet design, budget and labor needs. Bring prop master into meeting 	<ul style="list-style-type: none"> Present final concept and lighting images (color images, storyboards, etc.). Provide basic color key for show. 	<ul style="list-style-type: none"> Finalize cue list, equipment usage and placement, and signal flow diagram Begin completion of sound design 	<ul style="list-style-type: none"> Update the budget for any scenery, surface or detail changes Begin technical drawings 	<ul style="list-style-type: none"> Review, compromise adjust and clarify specifics. Be prepared to articulate any changes deemed necessary in all design areas and other special technical issues.
WEEK 9	<ul style="list-style-type: none"> Prop List 	<ul style="list-style-type: none"> Paint elevations and prop list/research due 				



Department of Theatre and Film Studies

Franklin College of Arts and Sciences

UNIVERSITY OF GEORGIA