

# Production Planning Notes

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# 1 Week 2

## 1.1 Monday 1/22/24

- Types of organizations
  - Commercial
    - \* Broadway
    - \* Touring Companies
    - \* Cruise ships
    - \* Las Vegas
    - \* Exhibit, Themed Environment
    - \* ... Film/TV
  - LORT — Regional
    - \* Leave of Resident Theatres
    - \* Not for profit regional (501(c)(3))
    - \* Religious production
  - Educational
    - \* College Theatres
    - \* High school Theatre
  - Community Theatre
- Different organizations prioritize different genres
  - Theatre
  - Dance
  - Opera
- Unions
  - AEA — Actors Equity Association
  - IATSE — International Alliance of Theatre Stage Employees
  - USA — United Scenic Artists
  - AFM — American Federation of Musicians
  - AVGA — American Guild of Variety Artists

- AGMA — American Guild of Musical Artists
  - SDC — Stage Directors & Choreographers
- Country
- Budget and slashes
- Project specifics
  - size
  - schedule
- Production Phases
  - The most obvious phase of our projects is: do the show
  - typically, opening night doesn't move. Why is that?
    - \* Ticketing, among other things
  - project tracks
    - \* Production Shops
    - \* Rehearsal Hall
    - \* General Management
  - Phases
    - \* Design
    - \* Budget
    - \* Prep
    - \* Build
    - \* Install
    - \* Tech
    - \* Run
    - \* Strike
    - \* Post

## 1.2 Resume and Cover Letters

- Pitching yourself on paper
- follow established norms
- do what presents you the best
- Cover Letter
  - Format as a business Letter
  - attachment rules
    - \* Format
    - \* Filename
  - Components
    - \* Address/Inside Address
    - \* Salutation
    - \* Message Body
    - \* Closing
    - \* Signature
- Salutation
  - Find a specific person
  - Avoid “to whom it may concern”
  - omit?
    - \* “in re: Production Position”
- Message Body
  - Four paragraph structure
    - \* what are you applying for and why
    - \* why are you the right person for the job
    - \* something about the company
    - \* Summary recap. Action Item.
- Closing — use “Sincerely,”

- Signature
  - Contact information
  - Websites
  - possibly credentials
- Resume
  - Entertainment Resume
  - Professional Resume
  - Infographic Resume
- Parts of a Resume
  - Contact information
  - Experience
  - Education
  - References (3 References)
- Contact information
  - Required — Email & cell
  - Option — Websites
  - Think twice — Actual mail
- Experience
  - Production based
    - \* Production
    - \* Position
    - \* Place
    - \* date
    - \* (director)
  - Placed based
    - \* Place
    - \* Date

- \* Position
  - \* Something about the job
- References
  - 3 references from 3 different places
  - Include
    - \* Name & title
    - \* phone
    - \* Email
  - Contact your references before you list them
- Parts of a resume
  - Entertainment Resume
    - \* Contact information
    - \* Experience
    - \* Education
    - \* References
  - Resume (optional)
    - \* Summary/objective statement
    - \* skills
    - \* Awards
    - \* Certifications/licenses
    - \* Organizations/union membership
    - \* Publications/Appearances

- top 10 list
  1. proofread/spellcheck
  2. one side of one page
  3. Reverse Chronological order
  4. Nothing smaller than 8pt type/no bigger than 10pt
  5. Don't include things you don't want to discuss
  6. three references
  7. avoid large blocks of text
  8. consider the context
  9. avoid repetitive lists
  10. proofread/spellcheck again

## 2 Week 3

### 2.1 Phases 2

- Time
  - What is the difference between “labor hours” and “linear time”?
    - \* Linear time is clock time
    - \* Labor hours are “effort” — how many hours of work does it take to get something completed
    - \* the amount of linear time for a project may be shortened or lengthened by adding or removing effort:
      - 2 people x 4 hours = 8 labor hours & 4 hours linear time
      - 4 people x 2 hours = 8 labor hours & 2 hours linear time
- Budgeting
  - When budgeting, you want to break even, you don’t want to run short on money, or leave money unused
  - if you are 5–10% over, you can make up that money up from somewhere that doesn’t really matter, generally from changing the way we fabricate something
  - 10–50% over, can be made up from slightly changing the design
  - Generally the biggest, most expensive things get cut first
  - More than 50% over means something is going to have to substantially change
  - more often than not, can warrant a complete redesign



## 2.2 paperwork

- Unit Element Sheet

- Description

- \* Header

- show
    - date
    - designer
    - revision
    - what would be in a title block

- \* Description

- things that are not self evident in the drafting
    - Departmental duties

- Materials

- \* As a spreadsheet

Material	Unit	# of	cost	Line Total
4x8 1/2" Ply BC	Sheet	10	\$35	\$350.00
1x6 # 2	16' stick	5	\$23	\$115.00
54" Muslin	Yard	8	\$6	\$48.00
Door Hinge	each	10	\$2	\$20
Subtotal				\$553
5% Hardware Allow.				\$26
TOTAL				\$559

- Labor

Task	# of people	# of hours	Line Total
Cutlist Frame	1	.5	.5
Cut Lid Shape	2	.5	1
Assemble Frame	2	1	2
Attach Lid	2	.5	1
Paint Prep	1	1	1
Total			5.5 hrs

- \* Nothing can be done in less than  $\frac{1}{2}$  hour

- Summary Sheet
  - Header
    - \* Things that would be on a title block + due date + rev date
  - spreadsheet

Element	\$ in Materials	Labor Hours
Deck	\$280	20
Walls	\$350	40
Masking	\$0	15
Subtotal	\$630	75
10% contingency	\$63	8
Total	\$693	83