# Scenic Studio Meeting Guidelines

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| **Scenic Designer** | • Shares updates since Prelim Design Conference  
  • Identify areas of concern and design challenges  
  • Items needing additional research  
  • Material & Schedule challenges  
  • Scale and Scope are addressed | **Must Include:**  
  • Final color renderings and story board of all scenes if appropriate  
  • Revised 1/8" Groundplan & Section  
  • Initial ideas on color/finish  
  **May Include:**  
  • Rough 1/4" white model | **Must Include:**  
  • Present drawings for review  
  • Discuss intentions with TD and Shop Supervisors  
  • Prelim Drafting due to Faculty a few days prior to meeting  
  • Revisions based on meeting comments completed for DR1  
  • Corrections and updates to be shared w/in 48hrs of meeting  
  • Bring appropriate visuals other than drafting  
  • All drawings plotted in intended scale | **Look at Paint Elevations and revisions may be suggested**  
  • Review TD drafts  
  • Discuss finishing intentions with TD and Scenic Charge  
  • Corrections and updates to be shared w/in 48hrs of meeting  
  • All files shared w/advisors  
  • All drawings plotted in intended scale | **Review revised Paint Elevations**  
  • Discuss paint samples with Charge | **Give quick presentation to shop**  
  • Meet with area heads for questions |
| **Technical Director** | • Present research and prelim estimate for cost/time  
  • Identify areas of concern  
  • Identify items needing additional research  
  • Material & schedule challenge  
  • Scale and Scope addressed | **Have play read**  
  • Familiarize self with budget and calendar  
  • Identify technical challenges | **Technology identified**  
  • Scale of show reviewed  
  • Prelim cost/labor estimate  
  • Present technical solutions | **Review designer drawings**  
  • Discuss intentions with Designer and Shop Supervisors  
  • Discuss budget and materials  
  • Discuss schedule  
  • Hand out updated schedule  
  • Start crews | | |
| **Prop Master** | • Have play read  
  • Familiarize self with budget and calendar  
  • Identify prop challenges | **Have play read**  
  • Familiarize self with budget and calendar  
  • Identify prop challenges | **Familiarize self with hand props and possible furniture/dressing needs.**  
  • Scale of show reviewed | **Look at preliminary prop list**  
  • Handoff starter package  
  • Keys, Credit cards, tax cards, forms, prop book  
  • Discuss designer expectations and feel of props  
  • Discuss build/buy/pull lists  
  • Set meeting with Director/Choreographer  
  • Discuss prop list with director and choreographer adds/cuts  
  • Look at research on specific build/buy  
  • Review preliminary budget  
  • Begin breakdown of master list into build/buy/pull  
  • Discuss trouble props  
  • Discuss budget  
  • Review final prop list as compiled from director/choreographer et al.  
  • Load prop list on IU BOX  
  • Hand out updated schedule  
  • Update prop list if needed  
  • Pull rehearsal props and move to rehearsal room  
  • Start pull/purchasing | **Discus budget**  
  **Discuss Schedule**  
  **Review final prop list as compiled from director/choreographer et al.**  
  **Load prop list on IU BOX**  
  **Hand out updated schedule**  
  **Update prop list if needed**  
  **Pull rehearsal props and move to rehearsal room**  
  **Start pull/purchasing** | | |
| **Scenic Charge** | • Have play read  
  • Familiarize self with budget and calendar  
  • Identify painting challenges | **Have play read**  
  • Familiarize self with budget and calendar  
  • Identify painting challenges | **Familiarize self with hand props and possible furniture/dressing needs.**  
  • Scale of show reviewed | **Review tactics and paint processes for show**  
  • Review Renderings or Model  
  • Discuss designer expectations and feel of show  
  • Discuss preliminary budget  
  • Review any research  
  • Discuss material needs  
  • Look at paint Elevations  
  • Review preliminary budgets  
  • Discuss schedule  
  • Discuss paint and products needed  
  • Sketch start blue sheet  
  • Discuss paint and finishing approaches  
  • Decide which paint samples to create  
  • Have Blue Sheet filled out  
  • Have samples ready to review  
  • Discuss budget  
  • Discuss schedule  
  • Discuss schedule problems  | **Hand out updated schedule**  
  **Review and updated samples**  
  **Laminate or Bag Elevations**  
  **Start paint mixing**  
  **Prop any layout work for floor or drops** | | |