Design Meetings - Called by director before Preliminary Design

**DESIGNERS:** have read play, created appropriate preliminary character/action charts, scenic plots, synopsis, sketches, GPs

**“Preliminary Design Presentation”** Approximately 8 weeks before the show goes into the studios

**DIRECTOR:**
Present initial concept ideas

**SCENIC DESIGNER:**
- **Must include:** Research, sketches (grayscale or color), rough 1/8” GP & 1/8” section, initial ideas on color finishes
- **May Include:** Rough ¼” white model

**COSTUME DESIGNER:**
- **Must Include:** Preliminary silhouette research, color palette, overview of progression, and a discussion of any specific costume challenges
- **May Include:** Rough sketches, color key or swatches; costume plot

**LIGHTING DESIGNER:**
Preliminary roles for light in the production, related conventions, supportive visuals and scene specific orchestration examples. Identify special implementation and technical resource requests.

**SOUND DESIGNER:**
Propose uses for sound in the production and use of specials/unusual equipment needs Initial cue and source list

**TECH DIRECTOR:**
Must have read play; be familiar with budget and production calendar and initial technical challenges

**“Final Design Presentation”** Approximately 3 weeks before show goes into the studios

**DIRECTOR:**
Rehearsal schedules to area heads, director accepts/approves designs. Provide property list coordinated with the Scenic Designer prior to Final Design Pres.

**SCENIC DESIGNER:**
- **Must Include:** Color renderings (with storyboard if appropriate) & paste-up/white model OR full color 1/4” model (with model photos storyboard if appropriate), revised 1/8” GP & 1/8” section, prelim prop list and prop research book

**COSTUME DESIGNER:**
Finished color renderings of every costume, costume plot, and action chart including potential quick changes. Copy of costume plot must be given to the costume studio, director and stage manager Complete set of photocopied renderings must be given to costume studio and director

**LIGHTING DESIGNER:**
Detailed scene breakdown handout depicting lighting’s role; final visuals illustrating lighting orchestration; color plot (consider photos of lit model, digital renderings, simulations, collages, storyboard…). List of approved special requirements.

**SOUND:**
Updated cue list

**TECH DIRECTOR:**
Technology identified and assessed, scale of show reviewed, a preliminary cost/labor estimate has been created and technical solutions may be presented