Scenic Studio Meetings  
Definitions and Expectations

**DESIGN MEETINGS** – individual meetings called by director before Preliminary Design

**PDP - “Preliminary Design Conference”** Approximately 8 weeks before the show goes into the scenic studio  
Attendance: Scenic Designer, TD, Faculty Advisors, + entire Production Team, *typically 1 hour*  
Held in Art Gallery or Theatre West Conference Room

**RA - “Resource Analysis”** Approximately 1 week after PC, & 7 weeks prior to Construction  
Attendance: Scenic Designer, Tech Director, Props Master, Faculty Advisors. *Approx. 30 min.*

**Scenic Designer**  
Share updates since PDP; identify areas of concern and design challenges; items needing additional research; material & schedule challenges and scale/scope are addressed

**Technical Director**  
Present initial technical research and *preliminary* estimate for cost and time. Identify areas of concern; items needing additional research; material & schedule challenges and scale/scope are addressed

**FDP - “Final Design Conference”** Approximately 3 weeks before show goes into the scenic studio  
Attendance: Scenic Designer, TD, Props Master, Faculty Advisors. *Approx. 1 hour*  

*By the end of the meeting, the design should be approved*

**DR-1 “Drafting Review #1” for Design Dwgs**  
Approximately 2 weeks before show goes into the scenic studio  
Attendance: Scenic Des, TD, ATD, Props Master (if needed), Faculty Advisors *Approx. 1 hour*  
- Prelim drafting is due to Faculty SD a few days prior to this meeting. Revisions based on those comments are to be completed for DR1.  
- All corrections and updates must be shared within 48 hrs following this meeting. All digital files should be cc’d to advisors and uploaded to IU Box show folder  
- It is recommended that the Scenic Designer bring appropriate visuals (other than drafting)  
- All drawings must be plotted in the intended scale

**DR-2 “Drafting Review #2” for Technical Dwgs**  
Approximately 1 week before show goes into the scenic studio  
Attendance: Scenic Des, TD, ATD, Master Carp, Props Master (if needed), Faculty Advisors *Approx. 1 hour*  
- This is the Technical Drawing Deadline.  
- All corrections and updates must be shared within 48 hrs following this meeting. All digital files should be cc’d to advisors  
- All drawings should be plotted in the intended scale

**SM - “Scheduling and Materials”** Approximately 1 week before show goes into the scenic studio  
Attendance: Scenic Des, TD, ATD, Master Carp, Props Master (if needed), Faculty Advisors *Approx. 30 min.*  

*Due*: Hard-copies of the final cost/labor estimate, initial materials order (blue sheet), construction/paint/load-in schedule as coordinated by the TD and scenic artist

**Notes:**  
The Scenic Designer is most often props designer and will attend all prop meetings.

No meetings may be scheduled during Scenic Studio hours other than 12:30 PCs and Final Props Check.

Directors and stage managers are welcome, and should be encouraged, to visit the shop.