

Production Delivery Timeline

Six weeks before workshop

- Confirm booking type, time and location with ENT.
- Book actors, facilitator, and director. Recast if necessary.
- Organise rehearsal if necessary (approx. 1 week prior to performance)

Two weeks before workshop

- Contact school to confirm time, any special requirements, parking, and space details.
- Organise carpooling with actors.
- Make sure workshop notes are in order.

One week before workshop

- Send first reminder to actors, director, and facilitators.
- Hold rehearsal(s) if required. Ensure props, costumes and equipment are available at rehearsal.
- Check props, costumes and equipment. Maintain as necessary.

Day before workshop

- Pack Van
- Send final reminder to actors.

Performance Day

- Deliver cast, crew & set to school
- Sign all parties in at reception
- Greet teacher/s
- Manage any bump-in and set up
- Hand over to facilitator (but maintain time keeping)

Post Performance

- Bump out & pack van.
- Get approximate attendance from teachers.
- Get any feedback from school.
- Unpack van at ENT venue.
- Maintain + clean any costumes & props.
- [Write up show report and deliver to ENT.](#)

Have you filled in your show report?

COMPLETE NOW