

Backstage Handbook \$13 Stage rigging handbook \$21 Illus. Production guide \$28
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## Organization for production

### ❖ Organization / Producing Organization

- Positions
  - Producer
  - director
  - designers
  - TD/PM
  - SM
  - Crews
- Responsibility Matrix
- Producing org.
  - Commercial
    - Org chart
  - Non-Profit
    - Org chart
- Schedule
  - Outline of prod schedule
    - Key dates
    - Responsibility Chart
  - Tools
    - Excel
    - Calendaring

### ❖ Meetings

- Agenda
- What is outcome
- Minutes & Action Items
- Design meeting agendas
- Production meeting agendas

### ❖ Forms

- To Do
  - Rehearsal
  - General
- Technical Production
  - Production estimate
  - Unit estimate
  - Work chart
  - Labor log
- Scheduling
  - OA Schedule
  - Master Schedule
- Expense logs

Organization Chart

