

Production Management Show Proposal

Relevé Theatre Company

Ricky A. Moats

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Production Management

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Script Analysis

Title: The Glass Menagerie

Playwright: Tennessee Williams

Script Edition: Johnny's Edition

Venue: Davis Theatre

Director: Jefferson Banks

Special Notes: Theatre is a 3/4 thrust venue – Seating at 250

Analysis By: Ricky A. Moats

Evaluation Date: September 27, 2019

Rehearsals Begin: February 3, 2020

Load-In: February 21, 2020

Tech Rehearsals Begin: February, 29, 2020

Preview: March 5, 2020

Performances: March 6, 2020

Load-Out: March 15, 2020

Amount of Performances: 10

Synopsis: 1930's

Run Time: 1.5 Hours

Period: Past and Present

General Setting: An alley in St. Louis/An Apartment/Fire escape

Cast: 4 Cast Members

Est. Run Crew: 1 Run Crew Member

Scene Breakdown w/ Passage of Time: 7 Scenes

Scene 1: Apartment in the evening - The scene is memory (non-realistic)

Scene 2: Later the same evening

Scene 3: Fire escape at night

Scene 4: Early morning around 5am

Scene 5: Early dusk of a spring evening – supper has just finished in the apartment.

Scene 6: About 5 on a Friday evening of late spring

Scene 7: Hour and a half later – dinner is just being finished

Full Sets - Number and Description: Full apartment living and dining room

Partial Sets - Number and Description: Fire Escape

Period's Effect on Costs: 1930's time period -

Comparison to Recently Done Shows: This show is possible with the comparison to previous productions.

Impression: Overall a smaller cast production – scenic and prop heavy, but able to use a lot of stock. Production could be fun!

Script Analysis

Scenery

Budget Estimates: \$10,000

Build Labor: 3 Carpenters at 40h/week for 3 week build plus 1 week load in = 480 Hours

Run Labor: 1 Run crew at 2.5 week run at 50h/week = 125

Materials: wooden, steel fire escape,

Automation Needs: None

Special Effects: None

Additional Staffing Needs: See above.

Other: First production done through scrim, images on a screen,

Paints

Budget Estimates: \$2,500

Labor: 2 Charge Artists at 40h/week for 2 weeks plus load in week = 240 Hours

Materials: Rosco Paints.

Special Equipment Needs: None.

Additional Staffing Needs: None.

Other: Simple housing paint treatments – possible floor treatment. Portrait of father (paint/props)

Props

Budget Estimates: \$3,000

Labor: 1 Prop master at 40h/week for 3 weeks = 120

Materials: Multiple materials throughout

Major Furniture Pieces: Bed, living room furniture (sofa, lamp, tables, etc.), Dining room set (table, chairs, etc.), Ivory chair w/ clawfoot, kitchen items

Major Hand Props: Small household items,

Scene Changes that affect Props: Transition to fire escape may affect props if the whole stage is used.

Consumables / Real Food: Dinner food, chart

Special Effects: cigarettes

Additional Staffing Needs: None.

Other: Furniture pieces and hand props are mostly from stock.

Costumes

Budget Estimates: \$2,500

Build Labor: 2 stitchers at 3 Week build plus 1-week load in at 40h/week = 320

Run Labor: 1 Wardrobe crew at 2.5 week run at 50h/week = 125

Materials: Costumes can be a mix of stock and built

Character Count (Details Attached Below):

Number of Women's Costumes: 6

Laura: 2

Amanda: 4

Number of Men's Costumes: 3

Tom: 2

Jim: 1

Script Analysis

Material Types: Standard cotton, or alike
Number of Full Changes: 4-5
Number of Partial Changes: 0
Number of Quick Changes (Full or Partial): 0
Additional Staffing Needs: See above.
Special Effects: None
Other: None

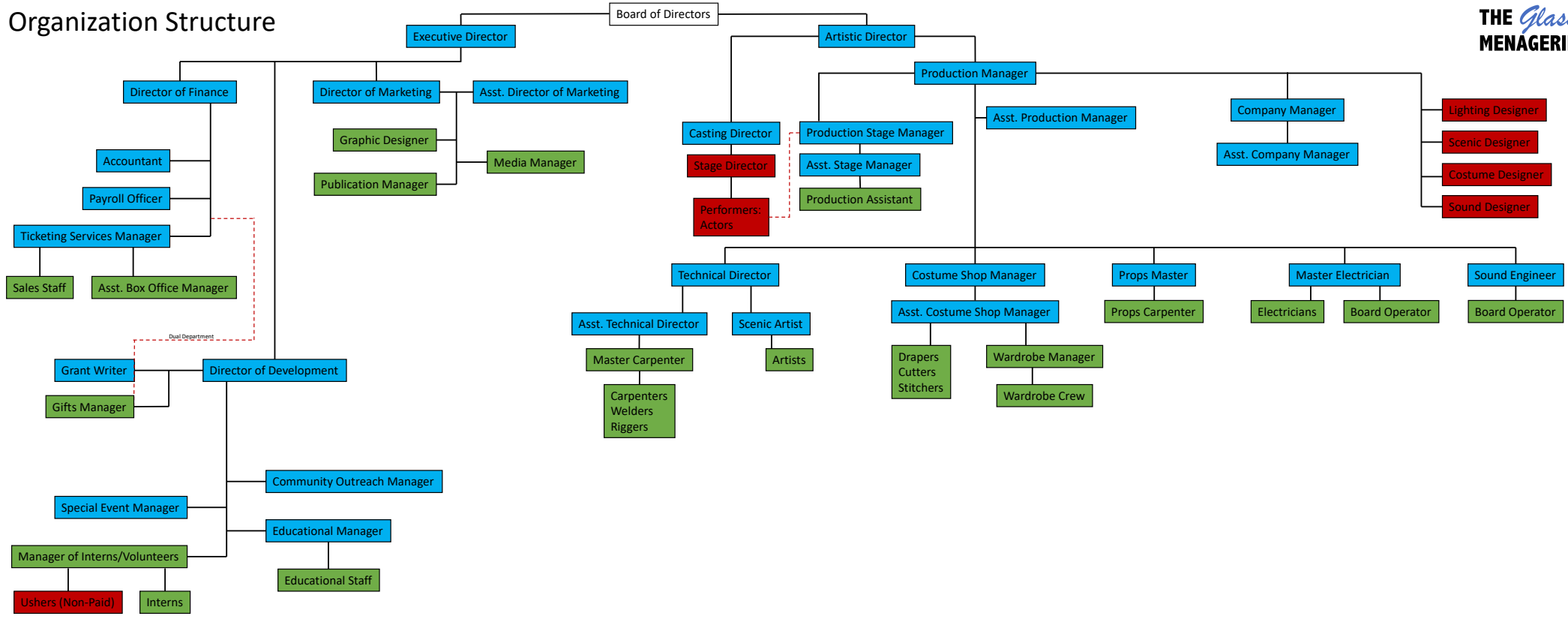
Lighting

Budget Estimates: \$2,000
Labor: 2 electricians at 50h/week for 2.5 weeks = 250
Run Labor: 1 Board Op at 2.5 week run at 50h/week = 125
Materials: gel, practical cabling
Practicals Mentioned: Housing
Followspots Needed: None.
Additional Staffing Needs: See above.
Projections: Images on a screen
Other: Haze – a lot of night/late evening settings

Sound

Budget Estimates: \$1000
Labor: 1 Audio Engineer at 50h/week for 2.5 weeks = 125
Run Labor: 1 Board Op at 2.5 week run at 50h/week = 125
Materials: All materials are from stock.
Compositions Needed: Possibility depending on sound designer
Live Mics: None
Live Musicians (Estimate Instrumentation): None – can be recorded
Special Effects: None.
Sound Sources Onstage: Music
Additional Staffing Needs: See above.
Other: All sounds can be designed or pre-recorded

Organization Structure



Key:
 Blue – Perm./Salaried
 Green - Hourly
 Red – Contracted/Temporary

Overview Page

IMPORTANT DESIGN DATES

FIRST DESIGN MEETING	October 11, 2019
SECOND DESIGN MEETING	October 25, 2019
PRELIMINARY DESIGNS DUE	November 22, 2019
DESIGNS DUE	December 20, 2019
BUILD BEGINS	February 3, 2020
DESIGN PRESENTATIONS	February 3, 2020

IMPORTANT PROJECT DATES

REHEARSALS BEGIN	February 3, 2020
LOAD IN BEGINS	February 21, 2020
TECHNICAL REHEARSALS BEGIN	February 29, 2020
DRESS REHEARSAL/PHOTO CALL	March 4, 2020
OPENING	March 5, 2020
CLOSING	March 15, 2020

CALENDAR SPAN OVERVIEW:

OCTOBER							NOVEMBER							DECEMBER							JANUARY							FEBRUARY							MARCH						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5							1							
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9							
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16							
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23							
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29								
														30	31																										

Overview Production Calendar - October 2019

MONDAY	TUESDAY	WEDNESDAY	THIURSDAY	FRIDAY	SATURDAY	SUNDAY
				11 First Design Meeting	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Second Design Meeting	26	27
28	29	30	31			

NOTES:

- None for this month.

Overview Production Calendar - November 2019

MONDAY	TUESDAY	WEDNESDAY	THIURSDAY	FRIDAY	SATURDAY	SUNDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Prelim Designs Due - Scenery, Props, & Costume	23	24
25	26	27	28	29	30	

NOTES:

- None for this month.

Overview Production Calendar - December 2019

MONDAY	TUESDAY	WEDNESDAY	THIURSDAY	FRIDAY	SATURDAY	SUNDAY
						1
2	3	4	5	6 Production Meeting @ 12p	7	8
9	10	11	12	13 Production Meeting @ 12p	14	15
16	17	18	19	20 Final Designs Due - Scenery, Props, & Costume Production Meeting @ 12p		

NOTES:

- Company is closed from December 21, 2019 - January 5, 2020 for the Holidays.

Overview Production Calendar - January 2020

MONDAY	TUESDAY	WEDNESDAY	THIURSDAY	FRIDAY	SATURDAY	SUNDAY
6 Scenery Prep/ Drawings to shop	7	8	9	10 Production Meeting @ 12p	11	12
13 Paint Elevations/ Model Due	14	15	16	17 Production Meeting @ 12p	18	19
20	21	22	23	24 Production Meeting @ 12p	25	26
27 Stage Management Prep Week Begins	28	29	30	31 Prelim Sound and Light Plots Production Meeting @ 12p		

NOTES:

- None for this month.

Overview Production Calendar - February 2020

MONDAY	TUESDAY	WEDNESDAY	THIURSDAY	FRIDAY	SATURDAY	SUNDAY
					1	2
3 Build & Rehearsals Begin Design Presentations	4	5	6	7 Sound and Light Plots Due Production Meeting @ 12p	8	9
10	11	12	13	14 Production Meeting @ 12p	15	16
17	18	19	20 Designer Run	21 Load in and Hang Begins Production Meeting @ 12p	22	23 Focus Begins
24 Company Day Off	25 Paints	26 Sound Quiet Time Day LX Cueing	27 Notes	28 Notes	29 Technical Rehearsals Begin	

NOTES:

- Feb. 29 is a 10/12 tech rehearsal
- Mondays are equity days off

Overview Production Calendar - March 2020

MONDAY	TUESDAY	WEDNESDAY	THIURSDAY	FRIDAY	SATURDAY	SUNDAY
						1 Tech Cont.
2 Notes Equity Day Off	3 Dress Rehearsal	4 Dress Rehearsal Photo Call	5 Preview	6 Opening Perf. #1	7 Perf. #2 MAT Perf. #3 EVN	8 Perf. #4 MAT
9 Equity Day Off	10 Additional Rehearsal as needed (no tech)	11 Perf. #5	12 Perf. #6	13 Perf. #7	14 Perf. #8 MAT Perf. #9 EVN	15 Perf. #10 MAT

NOTES:

- Tech Times - 8 hour slots in accordance to equity.
- Strike will be in Sunday, March 15 following the last performance.

Production Snapshot

Event	Date	Notes
First Design Concept Meeting	October 11, 2019	
Second Design Concept Meeting	October 25, 2019	
Scenery, Properties, & Costume Preliminary Designs	November 22, 2019	
Properties Preliminary Designs	November 22, 2019	
Costume Preliminary Designs	November 22, 2019	
Scenery, Properties, & Costume Finals	December 20, 2019	
Scenery Prep/Drawings to Shop	January 6, 2020	
Paint Elevation/Model Due	January 13, 2020	
Stage Management Prep Week	January 27, 2020	
Preliminary Sound & Light Plots	January 31, 2020	
Scenery, Properties, & Costume Build Begins	February 3, 2020	
First Rehearsal	February 3, 2020	Mondays are Equity days off
Design Presentations	February 3, 2020	
Sound and Lights Plots Due	February 7, 2020	
Designer Run	February 20, 2020	
Hang	February 21, 2020	
Load In	February 21, 2020	
Focus	February 23, 2020	
Quiet Time	February 26, 2020	
Tech Rehearsals Begin	February 29, 2020	Feb. 29 is a 10/12 tech rehearsal, all other will be 8 hours with 1 hour break
Dress Rehearsal/Photo Dress	March 4, 2020	
Preview	March 5, 2020	
Opening	March 6, 2020	Total of 10 Performances
Closing	March 15, 2020	
Strike	March 15, 2020	

NOTES:

- Production meetings every Friday at Noon starting December 6, 2019 - excluding Dec. 27 & Jan 3.

Rehearsal Calendar - February 2020

MONDAY	TUESDAY	WEDNESDAY	THIURSDAY	FRIDAY	SATURDAY	SUNDAY
					1 None	2 None
3 Equity Day Off	4 Equity Business 9:00a-10:00a Rehearsal 10:00a-5:30p	5 Rehearsal 9:00a-5:30p	6 Rehearsal 9:00a-5:30p	7 Rehearsal 9:00a-5:30p	8 Rehearsal 9:00a-5:30p	9 Rehearsal 9:00a-5:30p
10 Equity Day Off	11 Rehearsal 9:00a-5:30p	12 Rehearsal 9:00a-5:30p	13 Rehearsal 9:00a-5:30p	14 Rehearsal 9:00a-5:30p	15 Rehearsal 9:00a-5:30p	16 Rehearsal 9:00a-5:30p
17 Equity Day Off	18 Rehearsal 9:00a-5:30p	19 Rehearsal 9:00a-5:30p	20 Rehearsal 9:00a-5:30p	21 Rehearsal 9:00a-5:30p	22 Rehearsal 9:00a-5:30p	23 Rehearsal 9:00a-5:30p
24 Equity Day Off	25 Rehearsal 9:00a-5:30p	26 Rehearsal 9:00a-5:30p	27 Rehearsal 9:00a-5:30p	28 Rehearsal 9:00a-5:30p	29 See Technical Schedule	

**Rehearsals are under a category 6 with 7 out of 8 ½ per day.

Build Calendar - February 2020

MONDAY	TUESDAY	WEDNESDAY	THIURSDAY	FRIDAY	SATURDAY	SUNDAY
					1 None	2 None
3 Shop Day Off	4 Build 9:00a-5:00p (all shops)	5 Build 9:00a-5:00p (all shops)	6 Build 9:00a-5:00p (all shops)	7 Build 9:00a-5:00p (all shops)	8 Build 9:00a-5:00p (all shops)	9 Shop Day Off
10 Shop Day Off	11 Build 9:00a-5:00p (all shops)	12 Build 9:00a-5:00p (all shops)	13 Build 9:00a-5:00p (all shops)	14 Build 9:00a-5:00p (all shops)	15 Build 9:00a-5:00p (all shops)	16 TBD Build 9:00a-5:00p
17 Shop Day Off	18 Build 9:00a-5:00p (all shops)	19 Build 9:00a-5:00p (all shops)	20 Build 9:00a-5:00p (all shops)	21 Build/Load-in 9:00a-5:00p		

* Saturday, February 16 is a contingency build day for any shop - please work with production management to confirm.

** Shop heads will need to determine what is needed build wise for Friday, February 21.

Load-In Breakdown - February 2020

Friday, February 21, 2020

9:00a-10:00p - LX and SND Hang

9:00a-10:00p - Scenery

Saturday, February 22, 2020

9:00a-10:00p - Scenery

Sunday, February 23, 2020

9:00a-10:00p - Scenery

12:00p-10:00p - Focus

Monday, February 24, 2020

Company Day Off

Tuesday, February 25, 2020

9:00a-10:00p - Paints

Wednesday, February 26, 2020

9:00a-10:00p - LX Focus (as needed)/Cueing

12:00p-10:00p - SND Quiet Time; Additional Paint notes as needed

Thursday, February 27, 2020

9:00a-10:00p - Open Notes; Departments need to work with
PM to determine space availability

Friday, February 28, 2020

9:00a-10:00p - Open Notes; Departments need to work with
PM to determine space availability

Saturday, February 29, 2020

9:00a-2:30p - Open Notes; Departments need to work with
PM to determine space availability

**Breaks throughout each day in accordance to union/equity.

Technical Rehearsal Schedule - Feb./March 2020

Saturday, February 29, 2020

2:30p-3:30p	Stage Clear
3:30p-4:00p	Half Hour
4:00p-10:00p	Tech
10:00p-10:30p	Prod. Meeting
10:30p	Theatre Dark

Sunday, March 1, 2020 - 10/12 Rehearsal

10:00a-3:00p	Tech
3:00p-5:00p	Dinner Break
5:00p-10:00p	Tech
10:00p-10:30p	Prod. Meeting
10:30p	Theatre Dark

Monday, March 2, 2020

Equity Day Off

Tuesday, March 3, 2020

10:00a-2:00p	Tech
2:00p-3:30p	Lunch Break
3:30p-6:30p	Tech
6:30p-7:00p	Prod. Meeting
7:00p	Theatre Dark

Wednesday, March 4, 2020 - 10/12 Rehearsal

10:00a-3:00p	Dress
3:00p-5:00p	Dinner Break
5:00p-10:00p	Dress
10:00p-10:30p	Prod. Meeting
10:30p	Theatre Dark

Thursday, March 5, 2020

6:00p-7:00p	Stage Clear
7:00p-7:30p	Half Hour
7:30p	Preview
9:30p-10:00p	Prod. Meeting
10:00p-10:30p	Preview

- See Performance Schedule

Performance Schedule - March 2020

Friday, March 6, 2020

6:00p-7:00p	Stage Clear
7:00p-7:30p	Half Hour
8:00p	Performance #1
10:30p	Theatre Dark

Saturday, March 7, 2020

12:30p-1:30p	Stage Clear
1:30p-2:00p	Half Hour
2:00p	Performance #2
4:30p	Dinner Break
6:00p-7:00p	Stage Clear
7:00p-7:30p	Half Hour
8:00p	Performance #3
10:30p	Theatre Dark

Sunday, March 8, 2020

12:30p-1:30p	Stage Clear
1:30p-2:00p	Half Hour
2:00p	Performance #4
4:30p	Theatre Dark

Monday, March 9, 2020

Equity Day Off

Tuesday, March 10, 2020

TDB Rehearsal (No Tech)

Wednesday, March 11, 2020

6:00p-7:00p	Stage Clear
7:00p-7:30p	Half Hour
8:00p	Performance #5
10:30p	Theatre Dark

Thursday, March 12, 2020

6:00p-7:00p	Stage Clear
7:00p-7:30p	Half Hour
8:00p	Performance #6
10:30p	Theatre Dark

Friday, March 13, 2020

6:00p-7:00p	Stage Clear
7:00p-7:30p	Half Hour
8:00p	Performance #7
10:30p	Theatre Dark

Saturday, March 14, 2020

12:30p-1:30p	Stage Clear
1:30p-2:00p	Half Hour
2:00p	Performance #8
4:30p	Dinner Break
6:00p-7:00p	Stage Clear
7:00p-7:30p	Half Hour
8:00p	Performance #9
10:30p	Theatre Dark

Sunday, March 15, 2020

12:30p-1:30p	Stage Clear
1:30p-2:00p	Half Hour
2:00p	Performance #10
4:30p	Strike Begins
11:00p	Theatre Dark

Budget Overview



	Budget	Actual	Variance
Materials	\$ 25,300.00	\$ -	\$ 25,300.00
Staff	\$573,804.02	\$ -	\$573,804.02
Grand Production Total	\$599,104.02	\$ -	\$599,104.02

Production Labor Budget

Salaried Employees

Positions	Weekly Salary	Additional Fees	Wks Worked	Total Salary	Salary for Production
Artistic Director**	\$ 2,500.00	\$ 1,000.00	52.00	\$ 130,000.00	\$ 19,500.00
Production Manager	\$ 1,991.00	\$ 1,000.00	52.00	\$ 103,532.00	\$ 15,529.80
Assistant Production Manager	\$ 1,558.00	\$ 750.00	52.00	\$ 81,016.00	\$ 12,152.40
Company Manager	\$ 1,390.00	\$ 750.00	52.00	\$ 72,280.00	\$ 10,842.00
Assistant Company Manager	\$ 1,115.00	\$ 500.00	52.00	\$ 57,980.00	\$ 8,697.00
Production Stage Manager	\$ 1,508.00	\$ 500.00	52.00	\$ 78,416.00	\$ 11,762.40
Assisstant Stage Manager	\$ 1,150.00		52.00	\$ 59,800.00	\$ 8,970.00
Technical Director	\$ 1,385.00	\$ -	52.00	\$ 72,020.00	\$ 10,803.00
Assistant Technical Director	\$ 994.00	\$ -	52.00	\$ 51,688.00	\$ 7,753.20
Scenic Artist	\$ 1,081.00	\$ -	52.00	\$ 56,212.00	\$ 8,431.80
Props Master	\$ 1,115.00	\$ -	52.00	\$ 57,980.00	\$ 8,697.00
Costume Shop Manager	\$ 1,308.00	\$ -	52.00	\$ 68,016.00	\$ 10,202.40
Assistant Costume Shop Manager	\$ 1,118.00	\$ -	52.00	\$ 58,136.00	\$ 8,720.40
Master Electrician	\$ 1,058.00	\$ -	52.00	\$ 55,016.00	\$ 8,252.40
Sound Engineer	\$ 998.00	\$ -	52.00	\$ 51,896.00	\$ 7,784.40
Total Salaried Employees	\$ 17,769.00	\$ 3,500.00	728	\$ 923,988.00	\$ 158,098.20

Hourly Employees

Positions	Hourly Salary	Additional Fees	Hours worked	Total
Master Carpenter	\$ 23.00	\$ -	165.00	\$ 3,795.00
Carpenter 1	\$ 20.00	\$ -	159.00	\$ 3,180.00
Carpenter 2	\$ 20.00	\$ -	159.00	\$ 3,180.00
Carpenter 3	\$ 20.00	\$ -	159.00	\$ 3,180.00
Artist	\$ 20.00	\$ -	120.00	\$ 2,400.00
Props Carpenter	\$ 20.00	\$ -	120.00	\$ 2,400.00
Wardrobe Manager	\$ 22.00	\$ -	165.00	\$ 3,630.00
Stitcher 1	\$ 20.00	\$ -	160.00	\$ 3,200.00
Stitcher 2	\$ 20.00	\$ -	160.00	\$ 3,200.00
Wardrobe Crew	\$ 22.00	\$ -	125.00	\$ 2,750.00
Electrician 1	\$ 22.00	\$ -	125.00	\$ 2,750.00
Electrician 2	\$ 22.00	\$ -	125.00	\$ 2,750.00
Light Board Operator/Programmer	\$ 21.00	\$ -	125.00	\$ 2,625.00
Sound Technician/Operator	\$ 21.00	\$ -	125.00	\$ 2,625.00
Run Crew 1	\$ 22.00	\$ -	96.00	\$ 2,112.00
Run Crew 2	\$ 22.00	\$ -	96.00	\$ 2,112.00
Production Assistants (intern)	\$ 18.00	\$ 500.00	350.00	\$ 6,300.00
Hourage Contingency	\$ 23.00	\$ -	80.00	\$ 1,840.00
Total Hourly Employees	\$ 378.00	\$ 500.00	2614.00	\$ 54,029.00

Stipends/Other Payroll

Positions	Fee	Additional Fees	Total
Stage Director	\$ 8,500.00	\$ 250.00	\$ 8,500.00
Sound Designer	\$ 4,500.00	\$ 250.00	\$ 4,750.00
Lighting Designer	\$ 5,250.00	\$ 250.00	\$ 5,250.00
Costume Designer	\$ 5,500.00	\$ 250.00	\$ 5,500.00
Scenic Designer	\$ 6,500.00	\$ 500.00	\$ 6,500.00
Total Designer Fees	\$ 21,750.00	\$1,500.00	\$ 22,000.00

Production Labor Budget

Actor Payroll - Guest Artist Teir 3 Contract (No Per Diem)

Positions	Rehearsal Pay	Performance Pay	Health	Pension	Total
Actor 1	\$ 2,412.00	\$ 1,360.00	\$ 1,038.00	\$ 301.76	\$ 5,111.76
Actor 2	\$ 2,412.00	\$ 1,360.00	\$ 1,038.00	\$ 301.76	\$ 5,111.76
Actor 3	\$ 2,412.00	\$ 1,360.00	\$ 1,038.00	\$ 301.76	\$ 5,111.76
Actor 4	\$ 2,412.00	\$ 1,360.00	\$ 1,038.00	\$ 301.76	\$ 5,111.76
Total Amount for Actors	\$ 9,648.00	\$ 5,440.00	\$ 4,152.00	\$ 1,207.04	\$ 20,447.04

Amount of Employees in Company	32
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Total of Additional Fees	\$ 5,500.00
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Taxes and FICA

Total Company FICA	\$ 58,771.95
Total State Income Tax	\$ 77,743.73
Total Taxes	\$ 136,515.68

Salaried and Hourly Fringe Benefits

Health Insurance (20/60)	\$ 2,907.20
401(b) (30%)	\$ 174,306.90
Total	\$ 177,214.10

Rate is 680/Person - 544/Employee by company (45.33/Month)

GRAND TOTAL	\$ 573,804.02
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Department Budget Overview

	Budget	Actual	Variance
Scenery	\$ 10,000.00	\$ -	\$ 10,000.00
Paints	\$ 2,500.00	\$ -	\$ 2,500.00
Properties	\$ 3,000.00	\$ -	\$ 3,000.00
Costumes	\$ 2,500.00	\$ -	\$ 2,500.00
Lighting	\$ 2,000.00	\$ -	\$ 2,000.00
Sound	\$ 1,000.00	\$ -	\$ 1,000.00
Stage Management	\$ 500.00	\$ -	\$ 500.00
Production Management	\$ 500.00	\$ -	\$ 500.00
Company Management	\$ 1,000.00	\$ -	\$ 1,000.00
Contingency	\$ 2,300.00		
Total Materials	\$ 25,300.00	\$ -	\$ 23,000.00