**The Big List of Capstone Deadlines!**

2022/2023

Fall 2022

**Weeks 1-7**

Choose a play

Begin to discuss design/SM slots.

Find people who are a good fit- don’t settle.

Swap a slot: design for somebody else in exchange

Talk to Janice/Steven/Shannon about cool students in class

**Week 8 (or before)**

**Send play title to Jennifer to request rights.**

Title, Author, any info about who holds rights

$200 of rights are covered by department, overage comes from budget.

**Week 10**

Designer Fair

Meet with students to fill available design/SM slots.

Show up with title, short description, why the show will be cool

This is a GREAT place to meet new and exciting folks!!

**Winter Break**

Finalize design team

Send Scripts to designers and begin discussions

Organize schedules and set WEEKLY production meeting times.

**Winter 2023**

**Week 1**

Meet with Design Faculty- whole group

T or Th after 4 in first week

Begin Production Meetings

You only have a couple weeks!

Faculty have time blocked out T/Th at 4 to help (if you ask)

**Week 6-7**

Check in with Shops

Are your preliminary designs doable in the time frame?

Get an UPDATED materials list for budgeting scenery/paint

Special needs? Fog/Fire/Blood…

Check in with Peers

Preliminary Cycle assignment?

Who has the biggest shows, build-wise (Cycle 2)

Mix of different styles: comedy/drama/other

Time conflicts? Thesis/other Capstone/Spring formal??

**Week 8**

First round of presentations (based on preliminary Cycle 1)

Approx. 20 minutes per show

Show Synopsis, Themes and Concepts, Design areas

Present order: Scenery, Costume, Lighting, Sound

Questions from group/faculty

Digital copies of complete plan package to Steven and Janice

*Your goal is to both present the facts, but also to excite others about your ideas!*

**Week 9**

Second round of presentations (based on preliminary Cycle 2)

Round 1 “Redline”- Director and scenic designer meet with Steven to discuss design-required.

**Week 10**

Auditions!

One evening preliminaries

Two evenings callbacks

Meet end of week for Pool Casting

All shows go up on board

Balance between shows and cycles!

Three-deep casting plans

Round 2 “Redline”- Director and scenic designer meet with Steven to discuss design-required.

Cycle 1 shows submit final drawings end of week- changes during finals.

**Spring 2023**

**Week 1**

Cycle 2 shows submit final drawings end of week