Something Rotten

Production Team Due Dates

**Production meetings:**

* All Production meetings are on Fridays at 4 PM in LT. The ASM and AD will run rehearsal while the team meets. Every department must send one representative to each meeting.
* Production meeting dates: 11/4, 11/10, 11/18, 12/2, 12/9, 12/16, 1/13, 1/20, 1/27, 2/3, 2/10, 2/17, 2/24
* Weekly Crew reports are due at each Production meeting. Leads will come ready to report what has been done that week and their plan for the following week.
* Crew reports are due posted on Teams every Friday by 11:59 PM

**Crew meetings:**

* Crew leads can set their own crew schedule for when their crew is called to do work
* Crew schedules are due to the SM and Advisors by 12/2
* All crew leads are required to have their first crew meeting the first week of rehearsal. Crew leads must report to the SM when their Crew meeting #1 will be held.
	+ Available dates: 11/30, 12/1, 12/2

**Grade checks:**

* All cast and crew must remain academically eligible for participation in the show.
* Grade Check dates: 12/2, 12/16, 1/20, 2/3, 2/17, 3/3
* If a Company member is not eligible on the grade check dates, they are dismissed until the following grade check date
* Company member will be put on probation if their grades slip
* Academically Eligible:
	+ One F
	+ GPA above 2.0
	+ Good attendance

**Important Due Dates**

Casting: 11/17, 5 PM in Costume room

Crew work done: 1/27

Crew notes/fixes done: 2/10

Conflict doc window: 11/28-12/2

Remind and Teams sign up due: 11/28 and 11/29

Contact list due to Archer: 12/2