

## **SET DESIGNER'S RESPONSIBILITIES TO THE DEPARTMENT**

- Check e-mail on a daily basis.
- Attend all design and production meetings.
- Schedule a meeting with Design Mentor and Technical Director one week prior to prelims to look at progress.
- Adhere to all published deadlines with design work. It is your responsibility to contact the shop and give them your designs in person.
- Be proactive: contact your director and stage manager, find out the rehearsal schedules, check in with your fellow designers regularly, etc.
- Present your design to the cast.
- Attend necessary rehearsals.
- Attend all daytime work calls agreed upon with scene shop, including all lab times.
- Shopping and pulling of props, as needed (coordinate with Props Artisan, Props Master, and/or Professional Props Coordinator).
- Train assistant designer, crew personnel, actors – as appropriate.
- Attendance at all technical rehearsals, crew view, dress rehearsals and previews.
- Attend paint calls, as needed (coordinate with Scenic Artist and Professional Scenic Artist).

\*Designer to schedule daily check in time with shop during practicum hours until opening nights.

\*Missed Deadlines result in simplification and most likely redesign.

\*Deadlines are at 11am unless meeting times dictate otherwise.

**Preliminary Set Design Checklist**                      **Due:**

- Set design statement, design objective defined for the play/musical
- Scene breakdown
- Denotative and connotative research
- Rough ground plan (1/4" or 1/2" Scale) including storage positions
- Rough sectional (1/4" or 1/2" Scale)
- Sketch and/or storyboard
- Working rough 1/4" scale model with figures
- List of scenic units and what they do/need: including tracking, structural needs and materials
- Props list including research
- Color and texture ideas

**Final Set Design Checklist**                                      **Due:**

- Drafting package including:
  - Ground plan, section and elevations
  - Theatre architecture drawn
  - Masking elements drawn
  - Title block
  - Dimensions
  - Labels
  - Notes: including any special objectives or materials
- Props list including research and sketches for any built items
- Paint elevations
- Swatches when applicable
- Finished model
- Chart of scenic transitions including flown, traveling and gripped