



## Light Design To-Dos/Expectations

- Read script - by first design meeting
- Attend every design meeting as scheduled
- Read through the dramaturgy packet if applicable
- Visual research and initial looks presented to design team - final design meeting before first rehearsal
- Presentation for actors ready to go for design presentations - by first rehearsal
- Attend first rehearsal/design presentations - first rehearsal
- Copy of light score to artistic team - first production meeting
- Attend every production meeting as scheduled
- Attend designer runthrough - 5 weeks to open
- Confirm masking locations (if applicable) with scenic designer - 5 weeks to open
- Check color choices with fabric swatches from costume designer - 4 weeks to open
- Hang and focus all lights in the performance space
  - Work with Technical Director to coordinate volunteers/crew to assist as needed
- Determine run light needs with SM - 3 weeks to open
- Attend paper tech - 2 weeks to open
- Attend costume parade & give general washes/colors
- General washes ready for rehearsal - Monday of tech integration
- First half of cues programmed - Tuesday of tech integration
- Second half of cues programmed - Wednesday of tech integration
- Attend **all** rehearsals during tech week
- Create pre/post-show checklists for board operator or SM - by cue to cue
- Attend **all** of cue to cue
- Attend **all** dress rehearsals and stay after for tech notes as needed
- Attend opening performance
- Check performance reports and fix any issues before the next performance
- Attend strike after closing performance

Gather Repertory does not tolerate racism, sexism, homophobia, transphobia or xenophobia. Production Team Members are expected to uphold Gather Repertory's mission of inclusion and tolerance. If a Production Team Member is no longer upholding this expectation, their position will be under review for termination.

Production Team Members are expected to abide by Gather Repertory's Covid-19 Policy. If a Production Team Member is no longer upholding this expectation, their position will be under review for termination.