
		Created by: Lani Skelley Yeatts Edited by: Andrew Broadston		As You Like It Adapted by Shaina Taub & Laurie Woolery		UNCSA School of Design & Production					
Production Timeline:		Faculty Advisor:		Eric Nottke							
Pre-Production:	March 21, 2023 - Sept. 4, 2023	Production Manager:		Lani Skelley Yeatts							
Production:	Sept. 5, 2023 - Nov. 18, 2023	Dir. of Production:		Cameron Russell							
Post-Production:	Nov. 19, 2023 -	Asst. Prod. Manager:		Andrew Broadston							
Communication Type	Objectives	Communication Method	Frequency	Recipients	Responsible Parties	Time	Approved By	Format			
Production Calendar	Record of significant dates & milestones in monthly calendar format	Teams, Prepared, Living Document	Updated as Needed	Production Team	PM, APM	Pre-Production	DOP, PM	Sheets, PDF, Link			
Contact Sheet	Contact information from the artistic & production team in list form	Teams, Prepared, Living Document	Updated as Needed	Production Team	PM, APM	Pre-Production	PM	Sheets, PDF, Link			
PIF	Onesheet compiled of significant personnel, contacts, milestones, & budget information	Email, Final Binder, Living Document	Updated as Needed	PPM	PM, APM	Pre-Production	DOP, PM	Sheets, PDF			
Org. Chart	Visual graphic of the hierarchical form of the team	Final Binder	Once Per Production	PPM	PM	Pre-Production	DOP, PM	PDF			
Production Meeting Agenda	Documents relevant information to be addressed at production meetings	Email, Teams	Weekly	Production Team	PM	24 Hours Prior to Production Meeting	DOP, PM	Word Doc, PDF			
Weekly Reports	Document used to update & flag program leaders of important information	Email, Final Binder	Weekly	PPM	PM	EOD Wednesdays	PM	Word Doc, PDF			
Load-In Schedule	Schedule defining activities of each department during the space, load-in period on a weekly basis	Email, Teams, Living Document	Updated as Needed	Production Team, Department Heads	PM, APM	1 Week Before Load In	DOP, PM	Sheets, PDF			
Tech Schedule	Schedule defining tech plan on a weekly basis, provided by the Production Stage Manager	Email, Teams, Living Document	Updated as Needed	Production & Artistic Team	Production Stage Manager	2 Weeks Before Tech	Faculty Director, PM	PDF			
Load-Out Schedule	Schedule defining activities of each department during the space, load-out period on a weekly basis	Email, Teams, Living Document	Updated as Needed	Production Team, Department Heads	PM, APM	1 Week Before Load Out	Department Heads, PM	Sheets, PDF			
Budget Summary	Documentation of final budget contrasted with initial amount allotted broken down by department	Email, Final Binder	Once Per Production	PPM	PM	Post Production	DOP, PM	Sheets, PDF			
Meeting Minutes	Documented notes from department & production meetings to ensure clear inter-department communication	Email, Teams	Weekly	Production Team	APM	24 Hours Post Production Meeting	DOP, PM	Word Doc, PDF			
Production Meetings	Weekly occurring full production team conversation to ensure inter-departmental communication, updates & Q&As	Zoom, In Person, Recorded	Weekly	Production Team	PM	Build Phase	PM	Zoom, Recording			
Shop Walks	Weekly, scheduled check ins with departments in their shops & workspaces	Internal Notes, In Person Conversations	Weekly	Production Team, PPM	PM, APM, DOP	Build Phase	PM	In- Person			
Site Visit	Visits to production venue with team to ensure all space requirerments & needs are accounted for	Internal Notes, In Person Conversations	Once Per Production	Production & Artistic Team	PM	Pre-Production	PM	In-Person			