**Picking a Performance Date:**

This is one of the first things that should be done, as early as possible (preferably a semester in advance). Once a date is set, then space reservation can occur. If there is more than one show going up in a semester, the creative teams of both shows will need to coordinate on the dates of their respective shows.

Things to consider:

-do you want a Thursday, Friday, Saturday show (the most popular combination)? This will draw a reasonable audience for the Friday and Saturday night shows because they are weekend shows and Thursday can draw a larger number of student audience members than other week nights because it is later in the week. Family members have more flexibility to arrive for Friday and Saturday night shows.

-do you want a Wednesday, Thursday, Friday show?

-do you want a Friday, Saturday, Sunday show? (In past years, this was done with a Friday/Saturday night performance and a Sunday matinee. The Sunday matinee didn’t get a very large crowd. Also consider that it helps to have a full day between the end of a show and the beginning of a week of classes as it allows for time to catch up on school work that may have been neglected during the week.)

-matinee vs. night show (matinees more likely to occur on weekends then week days for fairly obvious reasons).

-what else is happening on those dates? Avoid scheduling conflicts with

a)Major traditions

b)Plenary

c)Mainstage shows (this is especially important from a tech standpoint as we may not be able to borrow equipment if Mainstage is using it. Mainstage will be using equipment from the weekend before the show, for tech week, through the weekends of their performances.)

d)Finals, midterms, etc. (It can be done but be very sure your cast/crew knows this well in advance so they can plan their schedules accordingly; also consider that the rest of the student body may not want to interrupt their finals/midterms to see the show[s].)

e)Dorm Draw/Room Draw (usually occurs during part of somebody’s tech week in the spring. Sometimes cast/crew need to get proxies, sometimes rehearsals end early/are cancelled.)

f) Other theatrical performances (we frequently overlap with Greasepaint. Try to avoid doing so, but acknowledge that it will sometimes have to happen.)

g) Major Religious Holidays

h) Be aware of breaks and being able to set up.

Once the date is set, reserve space. Be sure to post the date of your performance clearly in the audition room (if possible) and to the cast at the beginning of the rehearsal process; this will prevent cast members from alerting you at the last second that they have other events that they were not aware would be conflicts.

Decide when you wish for tech week to begin. Do you want to start it the Sunday before a show or the Monday? Sometimes a major break, like Thanksgiving will determine this. Will there be days during tech week where the run will have to start/end early/late? Will there be days during tech week where a run has to be cancelled (for something like Room Draw)? Be careful not to cut Tech Week too short; especially if one or more of your actors have conflicts on one or more days of Tech Week, you should try to make the tech/rehearsal part of Tech Week at least four, if not five days long.

Popular performance dates (these should not be seen as the only possible dates, rather as possibilities that are commonly employed):

Fall:

Thursday-Saturday of Parents Weekend. Usually the first week in November.

Thursday-Saturday the weekend after we return from Thanksgiving Break. Some years this is the weekend before the last week of classes. Sometimes it is two weeks before the last weekend before the last week of classes.

Spring:

Thursday-Saturday two weekends before the last week of classes.

Thursday-Saturday the weekend before the last week of classes.