Lighting Designer

The Design Process:
- Determine the production schedule and budget.
- Read, assimilate, and understand the material being designed.
- Conduct research and compose preliminary sketches.
- Begin thinking about a concept.
- Finalize your design concept and ideas.
- Determine what instruments, gels, gobos, etc. can be used to achieve the desired effect.

Pre-Production:
- Attend pre-production meetings with the director and other design team members.
  - Discuss stage space with the stage manager, scenic designer, director, and technical director to ensure none of the instruments are blocking set pieces, exits, etc.
- Meet with the technical theatre professor to discuss your budget. After this meeting you must manage your budget.
  - Keep accurate and detailed records of all transactions.
- Schedule hang and focus calls with your master electrician.
  - Discuss stage availability with the technical director.
- Hold a workshop with all lighting crew members. This workshop should be lead by the master electrician and supervised by you.
  - Ensure that all crew members attend.
  - Ensure that all the basics are covered. Meet with your ME first.
- Provide the following paperwork to your Master Electrician
  - Lightplot, instrument schedule

Rehearsal Process/Tech Week:
- You are required to attend production meetings.
  - Give a brief statement about the progress of the show's lighting.
- It is your responsibility to keep the electrics paperwork up to date and accurate.
  - When it is updated, be sure to give copies to the master electrician and stage manager.
- Create and maintain an inventory of instruments, gels, and special effects.
  - Create a list of needed items to best execute the lightplot.
    - Speak with the master electrician and technical director about the feasibility of these implementation options.
- Attend hang calls if possible.
  - If you cannot attend, make sure the assistant lighting designer can.
- Attend all focus calls.
  - Ensure prior to the focus call that all instruments have been hung.
- Program the cues into the lightboard.
- Give the stage manager a finalized cue sheet for the paper tech.

Technical/Dress Rehearsals:
- During these rehearsals take notes of any problems.
  - At the end of the rehearsal have a meeting with the master electrician about what needs to be fixed.
  - Keep stage management informed if you have altered or added any cues.
- Remind the master electrician and the electrics crew that there is a possibility to have a focus call after any technical or dress rehearsal.

Projections:
- Unless otherwise noted you are responsible for projections in a production.
  - Collaborate with the scenic designer, master electrician and the director.
- Conduct research and compose preliminary sketches.
  - Begin thinking about a concept.
- Finalize your design concept and ideas.
  - Discuss the projection sequence with the director.

Lighting Designer Schedule:
12 Weeks (84 Days) Out – Preliminary meetings with director and design team.
11 - 6 Weeks (77 - 42 Days) Out – Meetings continue. Meetings should include: research, photos, textbooks, concepts, renderings, practical research, etc, (gels should not be brought to these meetings).
6 Weeks Out – Scenic plate package should be completed and given to lighting designer.
5 Weeks (35 Days) Out – Last meetings with director to finalize lighting design.
4 Weeks (28 Days) Out – Light plot package should be completed (2 weeks before hang) and given to the master electrician, technical director, and stage manager
- Light plot package should include: light plot, instrument schedule, section, channel hook-up, magic sheet, and color cut list.

3 Weeks (21 Days) Out – Materials must have been ordered by this week.
2 Weeks (14 Days) Out – Hang should occur under the discretion of the technical director and master electrician (make sure scenic pieces are not going to obstruct lighting positions, etc.)
9 Days Out (Monday) – Focus should be completed by Monday before Paper Tech.
8 Days Out (Tuesday) – A cue preview of the different "looks" of the show for the director should occur as soon as those looks have been developed and programmed.
7 - 6 Days Out (Wednesday - Thursday) – Any Projections should be finished so changes can be made before tech week.
5 Days Out (Friday) –
- Paper Tech: Preliminary proposed cues should be prepared and given to stage manager.
- Tech Week: Take notes and perfect all cues.

4 - 2 Days Out (Saturday-Monday) – Tech Week: Take notes and perfect all cues.
1 Day Out (Tuesday) – Final Dress Rehearsal: Ideally - no notes, everything perfect, all cues in book, all instruments working. No more changes should have to be made.
Opening Night (Wednesday) – All done. Congratulations!

Lighting Designer

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

_____

Phone Number:

_____

Email:

_____

Production:

_____

Role:

_____

Please check all that apply to you:
___ I am in the THEA 104 class.
___ I am in the Opera Workshop class.
___ I am in an Independent study class. The class name is _____
___ I am a BFA Tech major.
___ I am a BFA Performance major.
___ I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

_____

Signature:

_____

Date: _____