

PGF-USA Works in Progress residency
Pre-Production Timeline

Time to first day of Residency:	Task:	Responsibility of:
After receipt of award & once residency dates are established with BAC	Initial exchange between PGF award recipient and BAC's Production Manager: <ul style="list-style-type: none"> PGF award recipient to give update about the current status of the project, plans for the residency to date and confirmed collaborators BAC Production Manager to share Tech Specs for chosen space, clarify questions about timeline and answer questions 	BAC Production
13 weeks	Start collecting collaborator / company staff availabilities for initial meeting & Communicate to BAC	PGF award recipient
11 weeks	Communicate all team availabilities to BAC & internally prepare for initial Production Meeting	PGF award recipient
Within two days of receiving all availabilities	Confirm initial meeting	BAC Production
10 weeks	Hold initial Production Meeting with PGF award recipient by phone or at BAC and as many design collaborators as possible Agenda of this meeting: <ul style="list-style-type: none"> Update PGF on any major changes to the project Discuss goals of residency from view point of award recipient and each collaborator Establish major physical projects and determine time needed to achieve them in practicality Compare in house equipment versus necessary rental or other outside equipment and discuss load in logistics Go through rules for day to day residency operations Discuss equipment operators (lighting, sound, video etc.) and their responsibilities Discuss plot and plan deadlines Establish basic Production Schedule 	PGF residency team and BAC
8 weeks	<ul style="list-style-type: none"> Initial plans due from each collaborator based on which we can determine how labor intensive load in is going to be Request BAC equipment 	PGF residency team

Time to first day of Residency:	Task:	Responsibility of:
8 weeks	<ul style="list-style-type: none"> Start working on securing outside equipment 	PGF residency team
6 weeks	<ul style="list-style-type: none"> Establish all designer & assistant designer 	PGF residency

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	<p>availabilities during residency time and communicate to BAC</p> <ul style="list-style-type: none"> • Establish all company staffing & operators, communicate to BAC • Issue Production Schedule with all L/I, notes calls, finalized showing times and L/O times <p>70% complete plots and plans due from all departments</p>	team
6 weeks	<ul style="list-style-type: none"> • Begin booking BAC Tech Crew • Schedule documentation crew 	BAC Production & Programming
4.5-5 weeks	Arrange 2 nd Production Meeting with complete residency team and BAC	PGF residency team
4 weeks	<ul style="list-style-type: none"> • Final plots, plans and work scopes due from all collaborators • Finish placing rental equipment orders • Communicate incoming equipment to BAC • Finalize use of BAC equipment • Final Production Schedule due (though this does not need to include daily cast calls yet, just final production and showing related information) 	PGF residency team
4 weeks	BAC finalizes booking of Tech crew and Front of House Management for showings	BAC Production
7 business days out	Last opportunity to add or change BAC Tech crew for notes calls	PGF residency team informs BAC Production
3 business days out	Communicate all delivery times to BAC	PGF residency team