



PGF WIP residency team versus BAC staff responsibilities

PGF residency team	BAC Production staff
Find out goals and initial technical needs from all artistic and design collaborators, formulate goals and plans of the residency as they stand for first exchange after grant award	Reach out to PGF award recipient to schedule initial exchange after grant award
Ensure all collaborators understand the space, they are working in and study the Tech Specs, equipment inventory, pre-production timeline and BAC venue and labor policies	Share Tech Specs and equipment inventory for specific residency space
Find a date and time at the ten-week mark when all collaborators are available for a Production meeting and set this meeting with BAC Production	Go through pre-production timeline with members of the PGF residency team as needed
Make sure all design collaborators read BAC info materials prior to the Production meeting and have a list of questions ready	Explain BAC venue and labor policies
Establish all designer, assistant designer, company staffing, operators and their availabilities >> communicate to BAC Production	Answer technical and logistical questions throughout the pre- production process
Ensure all PGF residency team members adhere to the pre-production timeline	Host Production meetings at ten and five week marks
Prioritize artistic and design collaborators needs according to the overall project goals	Evaluate Production Schedule and give feedback as needed
If any design discipline looks to pursue more ideas than realistically achievable, prioritize and communicate priorities to BAC Production	Hire BAC Tech Crew
Issue Production Schedule with all load in, notes calls, finalized showing times and load out times	Manage BAC portion of budget (crew, FOH staff, space and equipment fees)
Find a date and time at the five-week mark when all collaborators are available for a Production meeting and set this meeting with BAC Production	Lead BAC Tech Crew during load in, notes calls and load out
Make sure designers submit all requested plots, plans and equipment lists as well as a prioritized work plan for their discipline for load in	Advise PGF residency team on startup and shutdown procedures of control equipment
Make sure any outside/rented equipment is functional and is delivered with all necessary parts and hardware	Introduce BAC documentation team to responsible company staff and facilitate logistics for the documentation
Communicate equipment requests for in house equipment to BAC	
Place rental equipment orders	
Communicate incoming equipment and all delivery and pick up times to BAC Production	
Communicate audience layout for showings (if custom) to BAC Production	
Throughout residency prioritize arising needs and ideas and communicate to BAC Production. Any physical notes will have to be added to a list and taken care of during a notes call.	
Arrange timely pick up of company owned equipment and materials or appropriate disposal on the day of load out	