



Patrick Henry College

For Christ and for Liberty

Production Planning Guide

There is a lot of planning that goes into a play. Here is a quicksheet guide to help make your play run as smoothly as possible. If you have any questions or are unsure about whom you need to talk to, contact the Scheduling & Events Coordinator.

- All schedules are **REQUIRED** to go into the EMS calendar to **RESERVE AND USE** the room for **BOTH** rehearsals and the final production. To do this, go to the Events page of the PHC website under Online Reservations. This is to be done once you have approval from the Scheduling & Events Coordinator. Make sure that you reserve enough time for rehearsals. It is always better to reserve more time than to not have enough.
- For show nights, make sure that you reserve the Red Hill science classroom as your Green Room as a *separate private event*. This is specifically for show nights and dress rehearsals. Dress rehearsals should always be reserved as a *private event*. Email the Scheduling & Events Coordinator and Chief Yancy with times and dates that you would like to have the fire alarms in Red Hill turned off.
- Town Hall should be reserved **ONE** hour prior to the start of the show as well as **ONE** hour after the show has ended as a *private event*. This is for pre and post-performance purposes. For the nights of the show, Town Hall should be reserved as a *public event*.
- In the event that you need to borrow props, tablecloths, tension rods, lights, etc... contact the Scheduling & Events Coordinator. Eden Troupe owns a fog machine and solution. If it is the case that it will be used, you must contact Mr. Terryberry at least 2 weeks in advance for clearance to use in Town Hall as the fire alarms have to be turned off.
- Any time you need to use an open flame, you **MUST** contact the Scheduling & Events Coordinator for permission and guidance.
- Set design must be approved by the Scheduling & Events Coordinator before the beginning of construction. Finish the blueprints ASAP and set up an approval and construction date with the Scheduling & Events Coordinator as soon as they are complete.

- To rent the PHC sound equipment, contact the Scheduling & Events Coordinator. If you are planning on renting the sound equipment, it should be reflected in your budget as it costs money to staff the soundboard with a Tech Operator.
- Tickets for the show can be sold in the BHC lobby the week of the show once the Scheduling & Events Coordinator has granted permission. Make sure to request the table 2 weeks in advance.
- Talk to the Scheduling & Events Coordinator and Maintenance about your expectations from them. **Clear communication is key.**
- Request the parking and event signs be placed outside leading up to Town Hall for the Scheduling & Events Coordinator.
- You are not allowed to sell self-purchased or produced refreshments. If you would like catering, contact the Scheduling & Events Coordinator about catering from Bon Appetite. You will need people assigned to set up prior to the show and clean up after it has ended.
- For stage teardown, you need to contact the Scheduling & Event Coordinator to set up a time to make sure everything is completely cleaned, torn down, and returned to its proper place. Please leave Town Hall better than you found it!

**For more information on the policy for using campus facilities here is the [Facility Use Policy](#).
***Please remember as your responsibility as a student here is the [Student Honor Code](#).