

# Event Timeline Information Sheet

(2 Shows)

## Elements needed:

- Reservation start/end time
- Arrival times (call times)
- Set-up/load in
- Tech rehearsals (if needed)
- Any breaks
- Warm-ups/rehearsals
- When doors open for the audience (30min before performance start)
- Performance start times
- Intermissions – 10-15 min (if needed)
- Performance end times
- Clean up/strike
- Departure time

## Sample Event Timeline

12:00 PM	(Reservation Start)
12:00 PM	Production Crew call time
12:05 PM	Tech set-up (and run if needed)
1:00 PM	Performer call time
1:10 PM	Performer warm-up
2:30 PM	House Manager call time
3:00 PM	Ticket Sellers and Ushers call time
3:05 PM	House Staff Debrief/set-up
<b>3:30 PM</b>	<b>Matinee House Opens</b>
3:45 PM	Performers stand by
<b>4:00 PM</b>	<b>Matinee Show Starts</b>
4:55 PM	Intermission (10 min)
5:05 PM	Post-Intermission performance starts
<b>6:00 PM</b>	<b>Matinee Show Ends</b>
6:15 PM	Dinner Break
6:45 PM	Production crew, Performers, House Manager and Staff call time
7:00 PM	Debrief/Warm up
<b>7:30 PM</b>	<b>Evening House Opens</b>
7:45 PM	Performers stand by
<b>8:00 PM</b>	<b>Evening Show Starts</b>
8:55 PM	Intermission (10 min)
9:05 PM	Post-Intermission performance starts
<b>10:00 PM</b>	<b>Evening Show Ends</b>
10:10 PM	Clean-up/Strike Equipment
11:45 PM	Final exit
12:00 PM	(Reservation End)

