

HOW TO PRODUCE A SHOW



ACK

Attend PreProds



DAC

Attend PreProds



TAC-E

- Attend PreProds
- Order and Secure Rights for Shows



SMAC

- Attend PreProds
- Order and Secure Rights for Shows (if applicable)



INDEPENDENT

Order and Secure Rights for Shows (if applicable)

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**Start
Rehearsals**

6 WEEKS

6 Week Meeting with Technical Advisor

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- Have Set Designs Approved
- Schedule Shop Hours

- 6 Week Meeting with Technical Advisor.
- Have Set Designs Approved (if applicable)
- Schedule Shop Hours

6 Week Meeting with Technical Advisor (if in IGT, Houston Hall, Museum, or need Equipment)

If in the Prince or Zellerbach, Schedule 6 Week Meeting with PLA Staff after meeting with Technical Advisor.

If in Harrison Auditorium, Rainey, or Widener, You will also need to email Penn Museum.

HOW TO PRODUCE A SHOW



ACK

5 WEEKS

If a Space Share:
Schedule Space
Share Meeting



DAC

If a Space Share:
Schedule Space
Share Meeting



TAC-E

If a Space Share:
Schedule Space
Share Meeting



SMAC

If a Space Share:
Schedule Space
Share Meeting



INDEPENDENT

If a Space Share:
Schedule Space
Share Meeting

4 WEEKS

• **Tech Rider
Due**

• **Space
Share
Contract**

Tech Rider if in
ULSE Space, or
borrowing PAC
Shop Equipment

3 WEEKS

**Show
Form
Due**

- Print Posters
- Donate Tickets to CTC
- Publicize Show

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2 WEEKS

- Confirm Tech Hours
- Confirm Equipment with PAC Shop

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- Confirm Tech Hours
- Confirm Equipment with PAC Shop

If using Equipment from the PAC Shop, Confirm with them

HOW TO PRODUCE A SHOW



ACK

1 WEEK

If using Microphones from PAC Shop, Coordinate Equipment Pickup

20 HOURS

+ 10 Hours with higher total if a Space Share

TECH WEEK

If using Microphones from PAC Shop, Coordinate Equipment Dropoff



DAC

40 HOURS

+ 10 Hours with higher total if a Space Share



TAC-E

Coordinate Load-in Times with PAC Shop and Venue

**50 HOURS
60 HOURS (MUSICALS)**

+ 10 Hours with higher total if a Space Share

- Coordinate Strike Times w/ PAC Shop (Groups w/ Sets)
- Coordinate Mic Drop Offs (if PAC Shop Mics)



SMAC

Coordinate Load-in Times with PAC Shop and Venue

20 HOURS

+ 10 Hours with higher total if a Space Share

- Coordinate Strike Times w/ PAC Shop (Groups w/ Sets)
- Coordinate Mic Drop Offs (if PAC Shop Mics)



INDEPENDENT

If using Microphones from PAC Shop, Coordinate Equipment Pickup

VARIES PER GROUP

If using Microphones from PAC Shop, Coordinate Equipment Dropoff

**Have an
Amazing
Show**

HOW TO PRODUCE A SHOW



	SATURDAY	2 WEEKS AFTER SHOW	
	ACK	<ul style="list-style-type: none"> Strike your Show! If Using PAC Shop Mics, Return to PAC Shop. 	Submit Show Review Form
	DAC	Strike Your Show!	Submit Show Review Form
	TAC-E	Strike Your Show!	Submit Show Review Form
	SMAC	<ul style="list-style-type: none"> Strike your Show! If Using PAC Shop Mics, Return to PAC Shop. 	Submit Show Review Form
	INDEPENDENT	<ul style="list-style-type: none"> Strike your Show! If Using PAC Shop Mics, Return to PAC Shop. 	

SPACE SHARES/ TECH WEEK

All tech week schedules must not exceed the maximum tech staff hour limitations for your organization. For example, a theater group and an a cappella group that are space sharing will get a total of 60 hours – 50 from the number of hours allocated to theater and 10 from being a space share.

QUESTIONS?

Contact Platt House at: plathouse@pobox.upenn.edu
 Contact the PAC Shop at: pacshop4100@gmail.com
 Contact PAC Exec at: pac-exec@googlegroups.com

PAC HANDBOOK

