

# Stagecraft Design Projects Checklist

**DUE: Thursday, December 18th**

*Using Neil Simon's God's Favorite students will select one of four technical areas to create original designs*

Use the website [ophstheatre.org](http://ophstheatre.org) as a resource to help you achieve your designs.  
(Website Resources: Click on Classes, then Stagecraft)

## **Sound & Lights:**

- Generate sound and light cue sheets
  1. Fill out Sound Cue Sheet with **ALL** music and **ALL** sound effects. See rubric to ensure you get all required elements.
  2. Fill out Light Cue Sheet with **ALL** light cues. See rubric to ensure you get all required elements.
  
- Generate a playlist for your music & sound effects to document your sound design
  1. on iTunes for pre-show, intermission, post-show/curtain call, and sound cues. (Unable to download music? See below)
  2. Create a playlist on Microsoft Word with song titles and links to the sound file (from wherever you found them) in order that they should play.
  
- Generate Ground Plan with light areas
  1. Create a 1/2 inch scale ground plan of the scenery based on the needs of the play (BOTH ACTS)
  2. Using a compass create "lighting areas" where you would have the lights focus our attention. Think about blocking and the set. Where will the light need to be? Do you want to change the lights often to help set the mood, or do you want a "general wash" of light to cover most of the stage and go for a simpler design?
  3. Label your lighting areas with a number. Use the

**\*\*\*\*SOUND & LIGHTS RUBRIC BELOW\*\*\*\***

## SOUND & LIGHTS

CRITERIA	25	50	75
<b>Sound Cue Sheet</b>	The Sound Cue Sheet is sometimes organized but it is mostly hard to read or very sloppy. The Sound Engineer forgot several sound cues or forgot pre-show, intermission, or post-show/curtain call songs.	The Sound Cue Sheet is mostly well organized but it is hard to read or sloppy in a few places. The Sound Engineer forgot to fill 30 minutes of pre-show time, 15 minutes of intermission, or 15 minutes of post-show/curtain call music. A sound effect is missed or out of order.	The Sound Cue Sheet is well organized and contains ALL pre-show (30 mins), intermission (15 mins), post-show/curtain call songs (15 mins), and ALL required sound effects for the show. The sound cues are in chronological order beginning with the pre-show music. The Sound Cue Sheet is <b>completely</b> filled out.
<b>Sound Playlist</b>	The playlist is missing several songs from the pre-show, intermission, and post-show/curtain call or is missing several sound cues. The playlist is not in chronological order.	The playlist is not printed in Song List form (iTunes) or is missing the song name or the link to the sound file (MS Word). The playlist is missing songs from the 30 minute pre-show, 15 minute intermission, 15 minute post-show/curtain call and sound cues. The playlist has sound files out of order.	Using iTunes (or MS Word), create a show Playlist with 30 minutes of pre-show songs, 15 minutes of intermission songs, 15 minutes of post-show/curtain call songs, and all sound cues for the show. Turn in printed Playlist by clicking file, print, and click "Song List." MS WORD: Include song/sound name, and paste link where you found the sound. Print Playlist.

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## SOUND & LIGHTS

<p><b>Light Cue Sheet</b></p>	<p>The Light Cue Sheet is sloppy and unorganized or difficult to read. The Light Cue Sheet is missing 3 or more elements or does not include a pre-show look, black outs after scenes, or required light effects the script indicates. The Light Cue Sheet is <b>NOT</b> filled out entirely in 3 or more places.</p>	<p>The Light Cue Sheet is mostly well organized but it is hard to read or sloppy in a few places. The Light Cue Sheet is missing 1 or 2 effects or required elements. The Light Cue Sheet is <b>NOT</b> filled out entirely in 1 or 2 places.</p>	<p>The Light Cue Sheet is well organized and contains ALL lighting cues (Beginning with a pre-show look, and ending after the curtain call). The <b>ENTIRE</b> sheet is filled out. The cue sheet contains black outs in between scenes, and at the end of the show. The cue sheet contains any special lighting effects required in the show according to the script.</p>
<p><b>Ground Plan with Light Areas</b></p>	<p>The Ground Plan is missing a KEY at the bottom right of the paper, or the designer did not include one of the following: Title of Show, Playwright, "1/2 Inch Scale Light Design by YOUR NAME." The Ground Plan is missing required scenery the script mentions or an entire ACT. The Ground Plan and Lighting Areas are sloppy and look unorganized and poorly labeled.</p>	<p>The Ground Plan has a KEY at the bottom right of the paper which includes: Title of Show, Playwright, "1/2 Inch Scale Light Design by YOUR NAME." The Ground Plan contains most of the required scenery the script mentions but not all (BOTH ACTS). The Ground Plan and Lighting Areas are mostly clearly labeled and neatly drawn but could be better with more work.</p>	<p>The Ground Plan has a KEY at the bottom right of the paper which includes: Title of Show, Playwright, "1/2 Inch Scale Light Design by YOUR NAME." The Ground Plan contains all required scenery the script mentions (BOTH ACTS). The Ground Plan and Lighting Areas are clearly labeled and neatly drawn. The Ground Plan &amp; Light Areas are in 1/2 inch scale.</p>