Propared User Guide – [Company Name]

### Projects

**Projects:** Each show gets its own project. *Small Events & Classes are grouped into their own Projects. There are also projects for non-show related things (Facilities, Board Meetings, etc).*

**Project Color Code:**

|  |  |
| --- | --- |
|  | Venue 1 |
|  | Venue 2 |
|  | Department 1 |
|  | Department 2 |

### Tags & Lists

**Tasks:** Any item within a project (deadlines, meetings, rehearsals, performances, holidays, important dates, etc)

**Departments:** Tags to organize Tasks by Department.

* + *Production*
	+ *Marketing*
	+ *Development*

**Categories:** Additional tags to organize Tasks and make them show up on various calendars.

* + *Rehearsal*
	+ *Performance*
	+ *Load In/Out*
	+ *Fittings*
	+ *Master Calendar*

**Places:** Venues that have an address (usually the building itself).

**Spaces:** Locations within a Place

* + *Theatre A*
	+ *Rehearsal Room 101*
	+ *Loading Dock*

**Filters:** Filters are the calendars and schedules used internally and externally. Each has it’s own URL.

* + *Master Calendar*
	+ *Load In Schedule*
	+ *Rehearsal Schedule*
	+ *Venue Schedule*
	+ *Sally’s Schedule*

**Note:** Do not create new Department/Category Tags. Only choose from the ones available in the list. Make sure to appropriately tag the right department, place, space, or category to ensure that your projects and tasks are filtered into the right calendars/schedules.

### Responsibilities

**Role 1** (**Production Management):** Create new shows and build master calendar, Assign Deadlines, Create Tag Lists, Create Locations, Create Filters

**Role 2 (Department Heads):** Enter department-specific Tasks into the appropriate Project and tag them with your Department. Create and distribute Department-specific Filters.

**Role 3 (Stage Management):** Update shows with additional details (rehearsals, fittings, etc). Create and distribute Show-specific Filters.

**Person 1 (Name):** Add new Users to Propared

**Person 2 (Name):** Approve all space usage

If you have questions: Contact (Name)

### Calendar & Schedule Links

Bookmark any of the following schedule links that you think you will find useful. You can also create bookmarks as icons on the home screen of your phone. Let Production Management know if there are other calendars and schedules that would be helpful.

Master Calendar: <link>

Show #1 Calendar: <link>

Department #1 Calendar: <link>

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### Important Notes

Please keep in mind all filters are shared publicly with your casts, crews, vendors, etc

When labeling tasks you should pay attention to grammar, spelling, capitalization, and consistency. The things you put in Propared are to help us with production planning, yes, but they are also a vehicle for forward facing communication, and should be treated with the same care that you would treat the crafting of any marketing material.