



## Tags: Roles

A Job or function someone has in an organization or a Project

Examples:

Production Manager
Lighting Designer
Artistic Director
Shop supervisor
Dresser
Stage Manager
Follow Spot Op
House Manager
Truck Driver
Role Names (show specific)

## Tags: Groups

How people are classified together in an organization or on a project

Examples:

Cast
Creative
Technical Staff
Production Staff
Full-Time
Volunteer
Run Crew
Vendor
Act 1, Scene 1
Security

## Tags: Categories

Activities with commonalities between events; Phases

Examples:

Deadlines/Due Dates
Meetings
Rehearsals
Trucking
Fittings
Important Dates
Photo Call
Pre Production
Auditions/Casting
Build
Tech
Performances

## Tags: Departments

Division of expertise or responsibility

Examples:

Production
Lighting
Costume
Prop
Marketing
Video
Audio
Design
Actors
Paints
Direction
HVAC



## Tags: Status

Position of affairs at a particular time

Examples:

Confirmed	Cancelled
In Progress	Paid
Tentative	Shipped
Delivered	

## Projects

Buckets in which we will work in Propared

Examples:

A Main Stage Production
Gala
Rental Event
Tour Stop
Classes
Recital Series
Facilities & Maintenance Scheduling
Costume/Scene Shop Scheduling
A piece of programming in a Festival
Holidays/Important Dates

## Events

Things that happen within a Project

Examples:

Rehearsal
Contract Deadlines
Room Ready Milestone
Design Phases
Overnight Load-out
Reminder

## Production Books

Strategy for communication

Examples:

Rehearsal Schedule
A Personal Schedule
Daily Schedule
Company Calendar
Departmental Calendar
Location Schedule
Venue Schedule
Contact List (contact lists only)
Design Documents (attachments only)
Requirements for an Event
To Do's for a Department

## Attachments

Resources you may want to share

Examples:

Design Files
Contracts
Rules & Regulations
Parking/Campus Map
Wardrobe Forms
Polls or Surveys
Venue Request Forms
Reimbursement Forms
Incident Reports
Websites
Equipment Manuals