The Scenic Designer is expected to attend design/production meetings as required throughout the design/build period of the production. Equally important, the Scenic Designer is expected to regularly attend rehearsals and continue the design communication throughout the process. As a designer you will be called upon to help guide the educational experience of associate and assistant designers assigned to this project.

When designs are due, the following information is expected:
- Ground Plan: 1/2" = 1'-0" Including seating and masking.
- Plate size as necessary. Note that we stock 24" wide plotter paper. Plates wider than this size must be plotted in parts or at an outside service bureau at your expense. (If necessary 3/8" = 1'-0” scale is acceptable.)
- Section(s): 1/2" = 1'-0" Plate Size as necessary. (Same note as above)
- Elevations: Convenient Scale Plate Size is 24" x 36".
- Painted Model AND/OR Painter's Elevations: Elevations should be covered with acetate. Color swatches are necessary.
- Items designed by the scenic designer which are to be “electrified” will be budgeted as scenic elements and must be provided to the Lighting Department based upon a mutually agreeable schedule.
- Properties List: Including sketches, and/or orthographic projections of all built objects, research, etc.
- A design presentation to acting company as well as to the production department and area staff.

During the Build and Tech/Dress period:
- Throughout the build period the designer MUST be available for daily consultation.
- The Scenic Designer is expected to help with the painting of the scenery. While the department does supply a scenic artist, it is necessary that the designer paint.
- The Scenic Designer will help with the collection, construction and painting of properties.
- The Scenic Designer is expected to attend Technical and Dress Rehearsals.

Projects may have a stated “preview” period where audience members will be in attendance – typically the first two or three performances. Designers will be responsible to resolve ideas that surface or need to be implemented during this period.

Post-Show:
- After closing you can expect to help with the following:
- Assist with strike – sort props and speciality items obtained for the production
- Assist with returns to rental house(s)

NOTE: Sometimes it becomes apparent that designed items defy these requirements and/or information follows the "trickle down theory", in these cases communication between the designer and the shops is even more critical. Please make every effort to discuss your design with the shop before and during the process for the best results.