



Set Design Worksheet

This sheet is to aid in the design process for you and your design team. With this information in hand you should feel prepared for the set design submittal and consultation.

Design Submittal Key Dates	
WGI	October 1st
Marching Band	April 1st

*Quotes will be sent within 30 days of design submission. There is a 15 day deadline for your approval of the quote.

Show Details

- Show Title** - This will help inform the direction of the design _____
- Show Design** - What is your story line? Are there any surprises you want at the end of the season?

- Set Concept** - Brief description of the set. Provide inspiration photos, videos and field/floor layout if available.

Set Details

- Does the set move during the show? YES NO
- How many pieces are there? Do multiple pieces merge into one single piece for a different look? _____

- Will performers be climbing on the set piece(s)? YES NO How many performers? _____
- Will the set move with performers on it? YES NO

Transportation

- What will the set be transported in?
 Trailer Box Truck Tractor Trailer Other _____
- Get exact inside dimensions of the space available for the set including the inside doorway width and height:

Venue

- Are there any limitations or obstacles for rehearsal space or show venues? (Think stairs, smaller doorways, or tunnels at UD.) _____

Other Considerations

Budget _____

Make sure designs are not copyright or patented.

Delivery of Set

o Will you need the set delivered or will you be picking it up? Delivery Pick Up in Garner, NC

o Reliable Contact Person and Cell Phone Number: _____

o Delivery Address: _____

o Are there any limitations on where the set will be delivered? YES NO
