



## SEATTLE SCENIC STUDIOS

**(Producer)** has contracted Seattle Scenic Studios to realize your scenic design on this seasons productions. Theatre is full of budgets in time and money. To ensure you get the quality product you have contracted for on time and within budgets, we have devised a list of basic needs for a smooth build. Actual deadlines are to be determined by **Producer**.

**PRELIMS** must include **SCALE GROUND PLAN**  
**SCALE ELEVATIONS**

With detail indications such as material, molding, supply numbers,  
notes, sketches research, etc

**ROUGH WHITE MODEL** or **SCALE SKETCH**

From preliminary drawings, Seattle Scenic Studios will provide an estimate of materials and labor. Should the estimate exceed Producers budget, SSS, designer and Producer will collaborate to bring the budget back to reason. This process includes but not limited to, figuring in SSS stock scenery, Producer stock scenery, allocating volunteer labor or donated transportation.

**FINALS** must include **SCALE MASTER GROUND PLAN**  
**SHIFT PLANS W/STORAGE**  
**COMPLETE SCALE CONSTRUCTION ELEVATIONS**  
**MODEL** (if required by producer) color or white  
**COMPLETE COLOR ELEVATIONS**

Finals must be signed by Designer, Director and Producer to ensure all parties are agreed on design and budget. Any major changes or adds introduced after approved finals will be quoted by **SSS** and will not be built until **Producer** has signed a written approval. Deadlines not met will delay construction and possibly load in of scenic pieces.

Please understand that these are necessary tools for us. Without them ordinary limitations can have extraordinary impacts on design and execution. Simply, we cannot construct on guesses. This is a waste of time and money for everyone involved.

Feel free to contact us at anytime during this project.  
Thank you,

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