Below is a list of the items that are to be delivered to the technical director on the sound design due dates. Additional responsibilities are also listed to give the sound designer an idea of what is expected of them. If a student is awarded a sound design production position, they will also be required to have a series of meetings with the sound design Mentor in order to support the design process.

1. Speaker Plot (3-4 copies)
2. System Diagram (1-2 copies)

List of Responsibilities for the Sound Designer:

1. Develop sound working with the Director
2. Supervise the recording of ALL sound effects and underscoring
3. Coordinate with the Technical Director and Faculty supervisor on the shows specific needs. (Must realize that equipment limitation)
4. Sound Plot must be completed by date specified before Technical Rehearsals, give copies to Faculty Supervisor and Technical Director
5. Attend AT LEAST two rehearsals and/or run-throughs including the Designer Run-Thru prior to the Final Sound Design due date. This is to get an idea of cue placement, sound ideas.
6. Responsible for the number and placement of all headsets
7. Must meet with Director and SM to go over ALL sound cues prior to Technical rehearsals - (Usually done in paper tech)
8. Must have all known sound effects ready by the Dry-tech rehearsal
9. Must work with Sound operator on how to execute sound cues
10. Must have a printed cue sheet of sound effects for Sound Operator on Dry-tech
11. Must work with Technical Director and other Designers on placement of equipment
12. Must work with Technical Director on Budget
13. Must attend ALL Production Meetings
14. Must attend all tech & dress rehearsals
15. Provide the Stage Manager with cuing as determined by Director and Lighting Designer
16. Must be available for short production meetings following Technical and Dress rehearsals
17. Must attend and assist sound strike.

As of 6/1/14