

Check List

Day 1 - Morning

Please have Ready for Trainer's Arrival

- The "Local" Administrator password for the database server. This may be a different password than the "Domain" Administrator account. This account is required for the database server only.
- If you have a Network Domain setup, the "Domain" Administrator user ID and password for the server and workstation(s)
- If you are not using a Network Domain setup, the "Local" Administrator user ID and password for workstation(s)
- If you are using a Wireless Network that will be used by the Onsite Trainer, the Wireless Network password

Onsite Trainer Arrives

As this is most likely the first time to your facility for our training, providing the trainer a sense of your organization is important as then they can get a better sense of how to customize the training they will provide to your organization. Some ideas to give them a sense of your organization are:

- Location and setup of the box office
- Location and walk through of the venue seating location(s)
- Locations for other administration staff's offices

Some other helpful locations to know about are:

- Location of the training location
- Location of a coffee/lunch room area
- Location of the water closet

Meet & Greet

- All staff members should attend this important meeting (usually 30 minutes)
- You may not be using all 100% of Theatre Manager by the end of training
- Bring forward any changes in the training agenda based on your specific goals

Who Should be Attending this Overview Session?

- General Manager
 - Why things didn't work out as planned
 - How did item 'x' or item 'y' fall through the cracks
- Business Manager
 - Invoicing and billing
- Facility Manager
 - Venue/Building Availability
 - Providing overall picture of what date/time is available for bookings
 - Providing overall picture of what date/time for scheduling regular building maintenance projects
- Project Manager
 - Single source of all scheduling
 - Overall views for each ongoing project
- Artist Services Coordinator
 - Booking Venues, studio space for Artists
 - Booking Housing, accommodations for Artists
- House Manager
 - Estimate labor requirements for external clients
 - Organization and allocating ushers, captains, and other people working the events
 - Taking/tracking housing deposits and payments

Check List

- Box Office Manager
 - What is going on in the building as a whole
 - Monitor and react to changes to venue changes
- Audio/Video Engineers
 - Project staffing requirements for where everyone needs to be
- Master Carpenter
 - What is going on in the building as a whole
 - What is happening next
 - Arrangement of the crews
- Senior Management
 - What is going on in the building as a whole
 - High level view of what is going on

Getting to Know Your Business

- Events/Projects that you have upcoming
- Your existing method of scheduling and managing your facility
- What you like/dislike when using your existing method(s) of scheduling and management of your facility
- Opportunities for what you can use Facility Management for

Facility Management Overview

- Slide Show Presentation** containing the overview of Theatre Manager's Facility Management Module
- "Hands-on" experience using the Facility Management Module will be part of the next session. This session will be a sit back and soak in the information presented.

Day 1 - Afternoon

Facility Management Overview (Continued - if required)

- Slide Show Presentation containing the overview of Theatre Manager's Facility Management Module
- "Hands-on" experience using the Facility Management Module will be part of the next session. This session will be a sit back and soak in the information presented.

Day 1 - Homework

Data Preparation for Exporting (IT Department)

- Based on the existing scheduling software, export data that could potentially be imported into Theatre Manager (Projects, Volunteers, Positions, Resources, Inventory, Personnel Activities, Billing Rates, etc.)

Software Installation (IT Department)

If your organization requires Theatre Manager to be installed on additional workstations for any new users that require access, the Theatre Manager installation files will be provided.

- Installation and configuration of Theatre Manager on each of the workstations
- Connectivity testing from workstations to server