

Conflict Calendar

Instructions

- Publish the date range:**
Write the first and last dates you need to check, including likely weekends and technical periods. Ask everyone to include travel or school commitments that affect call time.
- Record exact windows:**
Enter each conflict as a date, start and end time, and a short reason if the performer is comfortable sharing it. Use "available after" or "leave by" when a partial conflict matters.
- Confirm before scheduling:**
Send back any ambiguous entries for clarification. Recheck the cast's availability before locking the schedule; circumstances can change after the first response.

Production details

Production:

Availability period:

Performer:

Best contact:

Submitted on:

Duplicate a row for each conflict date. An empty conflict list should be confirmed as "no known conflicts," not assumed.

Performer	Date	Unavailable from	Unavailable until	Partial availability / notes	Confirmed by stage manager

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