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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