



<b>Next Meeting: Wednesday, September 10th</b>		20 Days Until Tech 30 Days Until Opening	
Start Time: 12:30 End Time: 1:28		<b>Present:</b> Christie C. Tad H. Starr G. Lacey M. Kylee V.	<b>Late or Absent:</b> N/A

Production Meeting Notes	
<b>General:</b> <ul style="list-style-type: none"> <li>No notes today, thank you!</li> </ul>	<b>Music:</b> <ul style="list-style-type: none"> <li>Is mic-ing them an option? Maybe maybe not we'll see! We may not even need it I guess we'll try some stuff</li> <li>Piano in the corner or maybe the middle</li> <li>They are learning everything very well</li> <li>We are looking at purchasing a new keyboard for the studio</li> </ul>
<b>Scenic:</b> <ul style="list-style-type: none"> <li>Starting getting stuff out this week</li> <li>Current thought is everything painted black but we are open to other options</li> <li>Thursday we will roll out the carpet and see what it looks like, if we carpet we might be able to add more audience</li> <li>Tomorrow everything is getting started</li> </ul>	<b>Props:</b> <ul style="list-style-type: none"> <li>We have a props list and props people</li> <li>Should get started on friday</li> </ul>
<b>Costumes:</b> <ul style="list-style-type: none"> <li>2 people have been measured</li> <li>Claire late 20s early 30s</li> <li>Jason early 30s</li> <li>Deb and Warren early to mid 20s</li> <li>Timeless/seasonless</li> </ul>	<b>Lighting:</b> <ul style="list-style-type: none"> <li>4 wooden tresses</li> <li>General wash just up and down</li> </ul>
<b>Sound:</b> <ul style="list-style-type: none"> <li>No notes today, thank you!</li> </ul>	<b>Stage Management:</b> <ul style="list-style-type: none"> <li>Get papers today</li> <li>Get some times for costume changes</li> </ul>



# Production Meeting Report #2      September 10, 2025

<b>Next Meeting:</b> Wednesday, September 17th		11 Days Until Tech 21 Days Until Opening	
Start Time: 3:16 End Time: 4:14		<b>Present:</b> Christie C. Tad H. Starr G. Lacey M. Kylee V.	<b>Late or Absent:</b> N/A

Production Meeting Notes	
<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• There are thoughts about what will go outside if anything.</li> <li>• We will put a blackout cling on the doors</li> <li>• We are working on ticketing for this show.</li> </ul>	<p><b>Music:</b></p> <ul style="list-style-type: none"> <li>• The cast has been pretty consistently prepared.</li> <li>• We will have the coffee cups on the floor for tad to hand Sydney and Seth during Big Picture.</li> <li>• We will add back in two measures between 08 and 09.</li> </ul>
<p><b>Scenic:</b></p> <ul style="list-style-type: none"> <li>• Some photos have been uploaded to the band of the studio in its current state.</li> <li>• We are moving the stage left curtain to cover the door to the costume shop.</li> <li>• the blocks are fine, we will not be editing them anymore.</li> <li>• The plan is for the whole studio floor to be carpeted.</li> </ul>	<p><b>Props:</b></p> <ul style="list-style-type: none"> <li>• Some props were pulled and they will be shown to Christie on Friday, we will start to implement after then.</li> <li>• We will compile props being brought from Christie and put them on the back table in the studio.</li> <li>• Conversations will be had on Friday about the flyers and what is needed on them.</li> </ul>
<p><b>Costumes:</b></p> <ul style="list-style-type: none"> <li>• Emily and Jose have come in for fittings, those pictures are in band.</li> <li>• Seth Sydney and Jose will be going in tomorrow for another fitting.</li> <li>• Some things have been pulled for Seth and Sydney.</li> <li>• The shoes for Fine the strap will break</li> </ul>	<p><b>Lighting:</b></p> <ul style="list-style-type: none"> <li>• Everything has been loaded in and hung. The board is working at the very least.</li> <li>• Some more equipment will be moved in tomorrow</li> <li>• The hope is that everything is cabled by the end of the week.</li> <li>• there are 15 fixtures hung, about half of them are RGB so we may have color?</li> <li>• The hope is to get things focused next week.</li> </ul>

**Sound:**

- We will reevaluate the question about mic-ing the cast after the full run tomorrow/music run Friday.

**Stage Management:**

- The cast should not touch the curtains or lean on them in any way.
- Put foam under blocks to stop the wobble.
- Music run through Thursday 6-8, 8-9 spotwork
- 5:30 call Friday start run at 5:45
- send out info about t-shirts and bios.



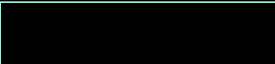


Production Meeting Report #3      September 17, 2025

<b>Next Meeting: Wednesday, September 24th</b>		5 Days Until Tech 14 Days Until Opening	
Start Time: 3:18 End Time: 4:10		<b>Present:</b> Christie C. Starr G. Lacey M. Kylee V. Alia M.	<b>Late or Absent:</b> Tad (A)

Production Meeting Notes	
<b>General:</b> <ul style="list-style-type: none"> <li>No notes today, thank you!</li> </ul>	<b>Music:</b> <ul style="list-style-type: none"> <li>August Garrett may play pre-show music, he will attend rehearsal one day next week.</li> </ul>
<b>Scenic:</b> <ul style="list-style-type: none"> <li>We will start installing the carpet next Friday at noon. Hopefully it will be down for that night's rehearsal.</li> </ul>	<b>Props:</b> <ul style="list-style-type: none"> <li>Tables have been taped out.</li> <li>We will try half sheets of paper on Thursday</li> <li>Charity's handwriting has been selected for the flyers</li> <li>the photo has been printed and they have tested the ripping</li> <li>The wine bottles are currently being worked on.</li> <li>We are currently looking for planners.</li> </ul>
<b>Costumes:</b> <ul style="list-style-type: none"> <li>3 of the 4 have costumes done.</li> <li>Seth is coming in tomorrow</li> <li>We will rework some entrances &amp; exits to make costume changes easier.</li> </ul>	<b>Lighting:</b> <ul style="list-style-type: none"> <li>Blackout curtains have been ordered from the doors after testing the window cling options.</li> <li>working on adding some new light fixtures hopefully by the end of today.</li> <li>There is a slim possibility of color shifts.</li> <li>lighting is happening!</li> </ul>
<b>Sound:</b> <ul style="list-style-type: none"> <li>Most of the equipment has been loaded in</li> <li>Tomorrow will be spent figuring out if sound can work in that room in the way that is wanted</li> <li>We will hopefully have everything to test</li> </ul>	<b>Stage Management:</b> <ul style="list-style-type: none"> <li>Try to keep things away from the curtains as much as possible</li> <li>remind cast that the wine bottles will be full not empty</li> <li>Try half sheets of paper.</li> </ul>

something tomorrow.





## Production Meeting Report #4 September 24, 2025

<b>Next Meeting: N/A</b>	0 Days Until Tech 7 Days Until Opening	
Start Time: 3:16 End Time: 4:11	<b>Present:</b> Christie C. Tad H. Starr G. Lacey M. Kylee V. Alia M.	<b>Late or Absent:</b> N/A

Production Meeting Notes	
<b>General:</b> <ul style="list-style-type: none"> <li>No notes today, thank you!</li> </ul>	<b>Music:</b> <ul style="list-style-type: none"> <li>The piano will now play out of itself and the speakers.</li> </ul>
<b>Scenic:</b> <ul style="list-style-type: none"> <li>Audience seating has been spiked mostly</li> <li>Carpet and curtains will be going in friday afternoon</li> </ul>	<b>Props:</b> <ul style="list-style-type: none"> <li>There will be a separate flyer backstage that is prefolded and used for Deb's flyer</li> <li>We do not need to sanitize the coffee cup each night</li> <li>We still need a map of the MET</li> <li>We will reevaluate the "Top 10 Things" list later</li> </ul>
<b>Costumes:</b> <ul style="list-style-type: none"> <li>We will discuss wearing costumes Friday but if that happens they may need to be laundered, they may need to be laundered anyway. In a case that you would normally spray something down it will probably just need to be laundered.</li> <li>We will order a starbucks hat.</li> </ul>	<b>Lighting:</b> <ul style="list-style-type: none"> <li>We have another spotlight that does work now!</li> <li>More adjustments have been made.</li> </ul>
<b>Sound:</b> <ul style="list-style-type: none"> <li>The piano will now play out of itself and the speakers.</li> <li>The mics are a process</li> <li>August will play preshow music</li> <li>We might have postshow music maybe not</li> </ul>	<b>Stage Management:</b> <ul style="list-style-type: none"> <li>Follow up with charity about attaching the sleeves to the cups</li> <li>Print out signage for the theater.</li> <li>The outside people can help guide people</li> <li>3 seats reserved friday night plus one for the</li> </ul>

SM. Kylee VanAtter

Dir. Christie Connolly

	crew member
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