



Production Meeting Report #1 January 13, 2025

Next Meeting: Monday, January 27th, 3PM		27 Days Until Tech 37 Days Until Opening
Start Time: 3:00 PM End Time: 3:42 PM	Present: Christie C. Starr G. Alia M. Steve E. Daniel S. Sydney C. Vada E. Kylee V.	Late or Absent: N/A

Production Meeting Notes

<p>General:</p> <ul style="list-style-type: none"> • May need to pull boxes as stand ins for items (copier, water cooler, etc.) • Will discuss a time that steve will talk with the cast about the drawbridge 	<p>Dramaturgy:</p> <ul style="list-style-type: none"> • Sydney has sent questions to Hank and those questions have been answered. • Vada has been working on researching mental health in the workplace and has links to all the articles she has read. • Please research the significance of the "Battle Hymn of the Republic"
<p>Scenic:</p> <ul style="list-style-type: none"> • We are making the desks • Would like us to purchase filing cabinets (5 ft, 2 silver/gray, 2 cream) • Will need four chairs (these have been found at the Louisville office supply store) • Hoping to have desks useable by the end of next week 	<p>Props:</p> <ul style="list-style-type: none"> • The Edicts will be a prop responsibility. • Christie would prefer the obituary to be in a newspaper • Many props are on their way • All of the cakes will be real and frozen (3 cakes per show)
<p>Costumes:</p> <ul style="list-style-type: none"> • Andy/Andie will be in black suits 	<p>Lighting:</p> <ul style="list-style-type: none"> • Working on what to order for the windows • The fluorescent fixtures have been ordered
<p>Sound:</p> <ul style="list-style-type: none"> • No notes today, thank you! 	<p>Stage Management:</p> <ul style="list-style-type: none"> • Which pocket does Craig pull his castle from? Or is it sitting on his desk? (Let Starr know ASAP)



Production Meeting Report #2 January 27, 2025

Next Meeting: Monday, February 3rd		13 Days Until Tech 24 Days Until Opening
Start Time: 3PM End Time: 3:36	Christie C. Starr G. Alia M. Steve E. Daniel S. Sydney C. Vada E. Kylee V.	Late or Absent: (Kylee L - 5 min)

Production Meeting Notes	
<p>General:</p> <ul style="list-style-type: none"> • Instead of a High School matinee we are moving forward with a Wednesday night preview show (area friends, local theater people, etc.) • the arctic process is going well. 	<p>Dramaturgy:</p> <ul style="list-style-type: none"> • Have been researching stock characters, and battle hymn of the republic.
<p>Scenic:</p> <ul style="list-style-type: none"> • Working on building the door for the center and windows. • Light boxes have led strips put in them. • Sales board will be divided by each person and a period of time. • Hope to have sales board finished by Friday. • Desks will not have practical drawers. • Desks will have shelves inside to put things. • The conference table will be done by the end of the week and will be usable by crewview. 	<p>Props:</p> <ul style="list-style-type: none"> • Will start bringing over edicts tonight. • We will answer the viva la clybourne question at tonight's rehearsal. • Laptops will be brought to the theater tonight • lamps have arrived, they will arrive at the theater tonight. • Will need to know if there is more shredded paper. • We have a long list of thank you's for the program. • The manilla folders have been stuffed. <ul style="list-style-type: none"> ◦ Do we need any more? • The cakes will be arriving in two batches.
<p>Costumes:</p> <ul style="list-style-type: none"> • Will try to finish accessorizing and bringing things over this week. • A couple wigs have been ordered for Andrew pike. 	<p>Lighting:</p> <ul style="list-style-type: none"> • Basically everything is roughly focused. • Working on inputting ques
<p>Sound:</p> <ul style="list-style-type: none"> • Most of the sound effects are found. 	<p>Stage Management:</p> <ul style="list-style-type: none"> • Spike inside of trash cans.

- Working on finding underscoring moments.

- Insides of desks should always be faced upstage.
- Send out comp tickets reminder.
- Have cast send pictures to Alia by tomorrow for IG takeover.



Production Meeting Report #3 February 3, 2025

Next Meeting: Monday, February 10th		6 Days Until Tech 16 Days Until Opening
Start Time: 3:03pm End Time: 3:33pm	Christie C. Starr G. Alia M. Steve E. Daniel S. Sydney C. Vada E. Kylee V.	Late or Absent: Starr (A) Vada (A)

Production Meeting Notes

<p>General:</p> <ul style="list-style-type: none"> • Tickets went on sale today! • Emails about Instagram takeovers have gone out. 	<p>Dramaturgy:</p> <ul style="list-style-type: none"> • No notes today, thank you!
<p>Scenic:</p> <ul style="list-style-type: none"> • The flag pole will be a plastic pipe, it will slide into another pipe that is strapped to the back of the center stage chair. • Channing will be underneath the desk to "release the gate" • The carpet is going in today! • Starting to paint the desks tomorrow. • Working on putting up the fluorescent lights. 	<p>Props:</p> <ul style="list-style-type: none"> • Can we get a tape dispenser for Larry's desk? • Is there a timeline on when we will have a printer?
<p>Costumes:</p> <ul style="list-style-type: none"> • No notes today, thank you! 	<p>Lighting:</p> <ul style="list-style-type: none"> • Rough focus is done.
<p>Sound:</p> <ul style="list-style-type: none"> • Most of the underscoring is decided on. • There are some sound effects to build off of for the bigger moments in the show. 	<p>Stage Management:</p> <ul style="list-style-type: none"> • Test drive Act 2 with cords tonight.



Production Meeting Report #4 February 10, 2025

Next Meeting: Monday, February 17th		0 Days until Tech 10 Days until Opening
Start Time: 3:05PM End Time: 3:39	Christie C. Starr G. Alia M. Steve E. Daniel S. Sydney C. Vada E. Kylee V.	Late or Absent: N/A

Production Meeting Notes

<p>General:</p> <ul style="list-style-type: none"> Any thank yous, directors notes and bios will be sent to Alia. 	<p>Dramaturgy:</p> <ul style="list-style-type: none"> No notes today, thank you!
<p>Scenic:</p> <ul style="list-style-type: none"> Working on getting window and door trim painted. Currently hanging the fluorescent lights. Will put some more staples on the carpet. The copier has arrived, it is bigger than expected so we will have to shift the stage right file cabinet and copier upstage. 	<p>Props:</p> <ul style="list-style-type: none"> We have ordered pens and a new stamp which should arrive Wednesday. Cakes should start arriving Wednesday, we are planning to use them in runs starting Monday. The castle has arrived; we will wait to use it for now. Mouthwash station will be located next to the costume rack backstage.
<p>Costumes:</p> <ul style="list-style-type: none"> All costumes are in the building, they will be set in dressing rooms for Friday. Crew costumes will be set in the back hallway. Quick change location will be off Stage Right in front of the midline 	<p>Lighting:</p> <ul style="list-style-type: none"> Currently hanging the fluorescent lights.
<p>Sound:</p> <ul style="list-style-type: none"> The obituary/susans epiphany underscoring has been cut. From our research at this current moment we do not seem to be violating any laws by using songs from The Cranberries. Will get a better idea of how sound cues will 	<p>Stage Management:</p> <ul style="list-style-type: none"> No notes today, thank you!

work out during tonight's run.

- Will need to finalize the track for battle hymn.