



Production Meeting Report #1

June 3, 2025

Next Meeting: Tuesday, June 10th, 4pm	20 Days Until Tech 30 Days Until Opening
Start Time: 4:01pm End Time: 4:46pm	Late or Absent: N/A

Production Meeting Notes

General:

- We will need to put a person in the mirror to be the reflection
- The "Train experience" will be two people holding train station signs

Scenic:

- Set will get moved downstage after Anastasia ends
- Wand flying can be silly; doesn't need any scenic components

Props:

- There is a dark brown stool at the studio
- We are keeping the mirror props
- Can we get a thermal sticker printer
- The book on pg 79 that is thrown is "the tragic yet rewarding history of the puffs"
- The book on pg. 68 is the year 5 book
- Props will be brought over after Anastasia
- We only need one baby, not the two mentioned in the script.

Costumes:

- We have sizes from the cast
- Some things will be ordered today
- We hope to have capes and hoods by this weekend that can be used for fight choreo if needed.
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Lighting:

- Can attend rehearsal Monday to watch a full run.
- Can we add a green flash for "Avadacadabra"

Sound:

- No notes today, thank you!

Stage Management:

- Let Starr know who will be holding the train station signs



Production Meeting Report #2

June 10, 2025

Next Meeting: Tuesday, June 17th	13 Days Until Tech 22 Days Until Opening
Start Time: 4PM End Time: 4:44	Late or Absent: N/A

Production Meeting Notes

General: <ul style="list-style-type: none"> No notes today, thank you! 	
Scenic: <ul style="list-style-type: none"> Some doors have been made, and will put handles and hardware on them. 	Props: <ul style="list-style-type: none"> The books have been finished The teddy bear has magnates in its hands We will cut the second batch of gummy worms for the battle scene We will cut the teacup We will cut "class objects" The scroll of curses needs to be closer to 8ft long. The spider will fall from the center arch There is a microphone in the The castle can be either option as long as it can be operated/brought on by only Cara.
Costumes: <ul style="list-style-type: none"> Will need to send some items back to get better sizes. 	Lighting: <ul style="list-style-type: none"> Have started hanging some cords for the hanging lights and mirrorball. We will move the blocking for the letter scenes so they can be in individual spotlights.
Sound: <ul style="list-style-type: none"> On Wednesday we will run the show with sound. 	Stage Management: <ul style="list-style-type: none"> Barefoot Khalil We will need to have someone to release the spider during the battle



Production Meeting Report #3

June 17, 2025

Next Meeting: Tuesday, June 24th	6 Days Until Tech 15 Days Until Opening
Start Time: 10:01 End Time:	Late or Absent: N/A

Production Meeting Notes

General:

- Emily, Vada, and Eli will be backstage.
- Everest will be doing sound and Jon H. will be doing Microphones.
- We are working on finding someone to run lights

Scenic:

- The set is moved, working on securing the columns
- Hoping to get the doors on today.
- Working on finding a metal bowl for the goblet.
- There is a wall behind both arches

Props:

- Things are coming along.
- Some things are in transit, and some things are being finished.
- All the puppets should be done this week.
- Will need to buy some zip ties to finish the moving snake, and some batteries for the egg.
- Malorie is finishing the spider to give to Steve.
- Any usable props will be put in 211.

Costumes:

- Will work today on getting things pulled and ordered.

Lighting:

- No notes today, thank you!

Sound:

- We need to rerecord the voice overs with our cast.

Stage Management:

- No calling Line will be Monday.
- Crew View will be Monday.
- 211 will need to be locked with props every night.
- Need to get the invite list for the Wednesday preview show.
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