



Production Meeting Report #1      October 30, 2024

<b>Next Meeting:</b>	20 Days Until Tech 34 Days Until Opening
Start Time: 4PM End Time: 4:40PM	<b>Late or Absent:</b> N/A

**Production Meeting Notes**

**General:**

- Thinking about getting crew neck sweatshirts instead of t-shirts. Alia will find out pricing of these before we make a final decision.

**Scenic:**

- Platforms are up but need some adjustment. Plan is to have them with steps, ready to use by 5:00 Monday.
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**Props:**

- Has a list of what props we need to ask for, buy and pull.
- Plans on pulling props this week
- Can start working as soon as Emily gets schedules from crew
- Will change hoverboard to scooter
- buy/ask for wire hangers to use instead of fish hooks on fish scarf
- Found a spray can fire extinguisher to use, but we will need to discuss where to spray it in order to keep actors safe
- Prop tables will be on stage behind the midline
- Plan is to go to the props garage by the end of week.
- Plan is to talk with Andrew about props by the end of the week.

**Costumes:**

- Working on simplifying costumes in act 1
- Starting work next week

**Lighting:**

- Lighting is in progress currently.

**Sound:**

- No sound cue needed for fire extinguisher
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**Stage Management:**

- No notes today, thank you!



# Production Meeting Report #2

November 6, 2024

<b>Next Meeting:</b> Wednesday Nov. 13, 4PM	12 Days Until Tech 28 Days Until Opening
Start Time: 4PM End Time: 4:42	<b>Late or Absent:</b> N/A

## Production Meeting Notes

**General:**

- Jon Carey will run the sound board.
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**Scenic:**

- Working on getting 3 tall white stools.
- No styrofoam iceberg
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**Props:**

- The things we have have been pulled.
- Props have been ordered from Amazon.
- Wheelchair and microphone will be brought over on thursday.

**Costumes:**

- Some things are pulled, some will be pulled tomorrow
- Everything other than the rat king costume and mother ginger have been ordered.
- Anything not needing alterations has been brought over to the theater.
- Still need to order base layer shirts for Kelli and Colin

**Lighting:**

- GOBOs have been ordered.
- Currently working on cue sheet.

**Sound:**

- Colin's voice overs have been recorded
- Will attend rehearsal Monday and Wednesday to play around with sound.

**Stage Management:**

- Have bluetooth speaker out on Monday and wednesday.
- AndThenSome



Production Meeting Report #3      November 13, 2024

<b>Next Meeting:</b> Wednesday November 20	4 Days Until Tech 20 Days Until Opening
Start Time: 4PM End Time: 4:35	<b>Late or Absent:</b> N/A

**Production Meeting Notes**

**General:**

- No notes today, thank you!

**Scenic:**

- Working on getting doors up

**Props:**

- Will finish ordering props today
- No microphone at the beginning of Rudolph
- Will finish Laurens note cards today
- Will paint charlies box tomorrow
- We will use a book we already have for the Christmas Carol Book
- Props will pull green army men for Alia
- Will bring the coat rack back to the theater

**Costumes:**

- Making a list for costume crew tomorrow
- 75% of costume stuff is done or here
- Everything but Mother Ginger should be about done by tomorrow
- Next week have a costume tracking rehearsal

**Lighting:**

- Rough cue list by Thursday

**Sound:**

- Will be there tonight to play with stuff

**Stage Management:**

- Send Steve a reminder about the 21st
- Let everyone know they will be there till 9
- Props Tracking Sheets will be filled out by the end of the week.
- Password is AndThenSome for comp tickets



Production Meeting Report #4      November 20, 2024

<b>Next Meeting:</b>	0 Days Until Tech 13 Days Until Opening
Start Time: 4PM End Time: 4:27	<b>Late or Absent:</b> N/A

**Production Meeting Notes**

**General:**

- No notes today, thank you!

**Scenic:**

- Working on painting set
- Working on the design for the stage floor

**Props:**

- Pops tables are complete
- Still waiting on the scooter
- Will get fruitcake soon
- Will research Australian people for their favorite drinks.
- The pocket watch has been ordered, we are just waiting on it to be delivered.

**Costumes:**

- Most costumes are at the theater
- Some costume pieces are on the way

**Lighting:**

- Continuing to work on lights and cues
- Patio lights have arrived and are being put up.

**Sound:**

- No notes today, thank you!

**Stage Management:**

- Will need to spike stools (preferably dark)
- Send out message about t-shirts