

MERRILY WE ROLL ALONG Production Meeting Notes

V. 1
Emerson Stage
Cutler Majestic

Meeting #: 4
Day/Date: Friday, 2/13/15

Location: Greene Theater
Start: 10:31a **End:** 11:00a

General:

1. We have a cast list and have been able to have a few music rehearsals.
2. Christopher Ash, Projections Designer, was able to Skype into the meeting
3. Design Presentations to the cast will still take place (at least for Scenic) on 2.17, 7p.

Scenic:

1. The ground plan is in a more comfortably close stage of being finalized.
2. An autocad version will be made available soon.
3. Overall, in a great place!

Props:

1. Katie (Asst. Scenic) sent a list of furniture to props and Rachel will see what we have available.
2. An updated budget breakdown will be sent to Dan.

Lighting:

1. Rental numbers are being worked out.
2. Overall, lighting is in good shape, currently researching LEDs/Movers to see what is most cost effective.
3. Currently working on basic cover of the stage right now.
4. Advancing into good prelim staging for cables and numbers.
5. High end list of equipment will be sent to Dan and the ME team, Jeremy is doing research as to what is more cost effective.
6. Mini strips will be on the high pipe, upstage above lighting.
7. A larger discussion of the vertical pipes and real estate between pallet furniture clearance, sound and projections will be in a sidebar. Currently Sound is going to be high while lighting will be low on the verticals.
8. A discussion of how to attach the strips to the vertical pipes will also occur due to the skim.

Projections:

1. Thank you for Skyping in!
2. Chris sent a couple drawings to start a conversation last night. The biggest question is where do we want to see images? US Wall, SR/SL Walls, Legs under platform, etc?
3. Charles will check and look into this email with the images sent and have a sidebar with Scott P. and Chris to discuss.
4. Real estate conversation with lighting needs to take place.
5. Dan will have quotes ASAP for the three options Chris provided regarding equipment needed.
6. A conversation regarding transitions will also need to take place with scenic and lighting.

Costumes:

1. Measurements of the cast have been scheduled and provided by stage management.
2. Fitting forms were also provided by stage management, scheduling will come soon.
3. Jen has requested to have shoes, especially for the female ensemble, by 2/24.

Sound:

1. Currently looking into non wireless with OA.
2. Stage sourcing for the house needs to be discussed.
3. The onstage piano will be played from the pit.
4. Arshan will sidebar with Josh and Charles.
5. A discussion for real estate overhead will also take place between lighting and projections.
6. Sound is responsible for their own battery purchase.
7. Jon, please send Arshan a pit plot as soon as possible.
8. Arshan will also touch base with Scott L.

Choreography:

1. See costume note #3

Production Management:

1. Projections and Dan will discuss due dates for design deadlines and come up with a timeline.
2. Prelim ME/PSE paperwork is due 2/26
3. Due dates are very important to hit due to rentals/vendors having items in stock.
4. Stage management will see if there are any possible make up dates for rehearsals missed and put them on Dan's radar.
5. Design presentations for the production team will take place next meeting.

*Any Questions or Concerns, Please Contact Sam Burke, Stage Manager, at 860.999.3828 or
Samantha_Burke@emerson.edu*

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Company Management:

1. Paperwork was taken care of with the company, including contracts.
2. Designer contracts will be taken care of some time next week.

Office of the Arts:

No notes at this time

Scheduling:**Our next meeting is:**

Friday, 2/20
10:30a-11:30a
Semel Lobby