

Meeting #:10**Day/Date: Friday, 4/3/15****Location: Semel Lobby****Start: 10:32a****End: 10:52a**

General:No notes at this time

Scenic:

1. Fabric for the "Frankly Frank" curtain will be discussed further with props.
 2. Keith and Stage Management will meet and discuss the blocking on the upper level.
 3. Safety talk scheduling will be for late next week.
 4. Production management mentioned wire shelving backstage for storage purposes.
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Props:

1. Currently building couches.
 2. Production management recommends a "do-see-do" of closet furniture to make room for the ottoman.
 3. NBC Studio chairs will be delivered soon!
 4. The snake sofa center will be built soon and Scott L. will pop in on Monday to take a look at it.
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Lighting:

1. Very happy with how things are going, got to see the run which was very helpful.
 2. Will clean up plot some and PDF it for the dropbox.
 3. Production management would like Kevin to send the list of expendables and needs a 3rd quote.
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Projections:

1. Production management shared that the editing and rendering machine has been imaged and all programs have been installed. It will be ready for pick up on Monday.
 2. All of the cable has been ordered.
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Costumes:

1. Currently finishing fittings and taking photos of all costumes that work.
 2. Making scene by scene boards, will have them done by tomorrow and will then work on scanning them and putting them in the dropbox.
 3. Shoes will need to come back to the shop for second fittings, Richelle will email stage management as a follow up to explain further.
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Sound:

1. Voiceover edits to rehearsal soon, as well as the sampler for Jon when it comes in.
 2. Will discuss the phone cueing during tech verses performances more with stage management.
 3. Mic discussion with costumes will happen as more decisions are made, currently approx. two girls may need thigh mic packs. Sound will check the length of the cable for this.
 4. Sound will also install the overhead camera for automation.
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Choreography:N/A

Production Management:No notes at this time

Company Management:

1. Program is being worked on, an email about designer bios will go out soon.
 2. Will follow up with Jon about the WERS setlist.
 3. Opening night, MTS award tech needs: Lighting cue, follow spot, handheld wireless mic. Can we clarify who will be presenting this award?
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Office of the Arts:Thanks for joining us!

Scheduling:**Our next meeting is:**4/10, 10:30a-11a
Studio 5