
General:

1. Please respond to the email regarding radio needs if you haven't already!
2. **On Thursday, 2/4 in Studio 4 from 7p-9p** designers are invited to rehearsal to present their designs to the cast. **Contact Lina if you plan on attending and/or presenting.**
3. There is a scanned copy of the most updated ground plan available in the Production Management folder in the Dropbox. Please only use this document as a reference—it is in no way accurately scaled. Funky zooming in had to occur within the scanning settings to get it to work.

Director & Choreographer:

1. Props will be in close communication in regards to chair selections.
2. Jen—please be in contact with costumes to set up a time to visit the costume shop and see the Hot Box outfits.

Scenic:

1. The drops will begin to be painted on Monday, 2/1 in the Colonial!
2. The US pallets are going to be 4' x 10'.
3. The Camel sign will shift over as per discussed with lighting.
4. Production Management will be in contact to schedule a meeting between Scenic & Lighting to discuss the budgetary needs of lighting the sign.
5. Please see Sound Note #2.

Lighting:

1. Have started on plotting and is trucking along!
2. Production Management will be in contact to schedule a meeting between Scenic & Lighting to discuss the budgetary needs of lighting the sign.
3. Please see Scenic Note #3.

Costumes:

1. All the measurements will be done by early next week.
2. Work has begun on building the Hot Box dancer's costumes including work on the fit model.
3. Shoes, at the earliest, will hopefully be in rehearsal starting the week of 2/24—provided all goes well with ordering, fitting and necessary modifications.
4. Please be in contact with Jen to set up a time for her to come check out the Hot Box outfits.

Props:

1. Production Management will be in contact in regards to fulfilling rehearsal cube needs.
2. Scott L. would love to see some options for benches.
3. Props should be in close communication with Jen Farrell regarding selection of chairs.
4. Stage Management will be in contact to let you know when they need the breakaway bottle in rehearsal.

Sound:

1. The orchestral member who plays the chimes does not own their own set of chimes. The rental package for chimes has been quoted at \$395.
2. Please be in contact with Scenic in regards to figuring out where speakers will be set onstage and which flats speakers can be potentially mounted to.
3. Jon would like to be elevated in the pit so the actors can see him.

Production Management:

1. Please contact Scenic & Lighting to set up a meeting to discuss the budgetary needs of lighting the sign.
2. Please don't forget to look into purchasing baffling for the orchestra pit!