

# **Production Meeting Notes**

**Date: 3/18/16** Time: 10:30a-11:00a Location: Semel Theater

#### General:

- 1. There is a weather threat on Sunday and Monday.
- 2. Blocking is almost complete for the entire show.
- 3. Alicia Bettano will be reaching out to departments for content for marketing.
- 4. Tickets in the orchestra are selling quickly, so buy tickets soon!

#### **Director:**

1. No notes at this time, thanks!

#### Scenic:

- 1. The ladder on the fire escape unit is going to be a fly cue.
- 2. Can the Mission benches be afixed to the pallets?

# Lighting:

- 1. The final order has been submitted to Christie Lites.
- 2. Master Electrician Finals have been uploaded to the dropbox.
- 3. Scott and Taylor will coordinate a time with costume shop to explore the racks on either Monday or Tuesday

#### Costumes:

- 1. Uniforms are in and about half have been fitted already (more fittings will be scheduled for next week).
- 2. Two understudies have been selected for Havana scene, but do not need any additional costumes.
- 3. Anthony Z. can conceal the gun however works best.
- 4. Need a scanner and an inkjet printer to print belts for Hot Box and some Havana dresses- possibly use the printer in 1010 or in shop office.
- 5. Please see Lighting Note #3.
- 6. Please see Props Note #4.

#### Props:

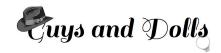
- 1. Will be meeting with scenic in props shop following the meeting.
- 2. The desk does not need to be reinforced.
- 3. 4 Mission benches have been built. 2 of them will work for performances, 2 will be rebuilt.
- 4. There will be a short poncho for Adalaide with props in it will bring fabric example to costume shop.
- 5. Please see Scenic Note #2.

#### Sound:

- 1. Elizabeth is putting together a survery for cast about allergies will send this to Lina to distribute.
- 2. What is the strings breakdown in the pit?
- 3. One-sided earpieces will be used for men and a couple of women.
- 4. Scott and Elizabeth will find a time to run through sound effects Elizabeth will send Scott her availability.
- 5. Elizabeth will start attending rehearsals next week will need a small table in the room.
- 6. The is a lot of ad libbing throughout the show mics don't need to be "hot" for these lines.
- 7. Charlie is working on comm plot.
- 8. There will be a microphone available for the MTS award (in front of the main rag at 7:55p).

## **Production Management:**

- 1. ME/PSE Finals were due 3/17.
- 2. What time will the load-in meeting be next week?
- 3. Please see Lighting Note #1, #2, #3.
- 4. Please see Costume Note #4.
- 5. Please see Sound Note #4.



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# Stage Management:

- 1. Please notify departments when a date for a stumble through has been decided upon.
- 2. Please see Costume Note #3.
- 3. Please see Prop Note #2.
- 4. Please see Sound Note #1, #5, #7 and #8.

## **General Management:**

- 1. We will be renting real chimes cost will be covered by Orchestra.
- 2. Orchestra rehearsal on 4/7 will be on Paramount Mainstage instruments needs to come back to Tufte following rehearsal.
- 3. Instruments will be moved on 4/11.
- 4. Would like to drop off drum kit on 3/29, but there is no where to safely store it.
- 5. Will the Sitzprobe (4/6) be in the Greene?
- 6. We will not be selling to top section of the balcony.
- 7. Please see sound note #2.

# **Company Management:**

- 1. MTS Award will be presented at 7:55p in front of the main rag on either the Thursday or Friday night performance.
- 2. See Costume Note #2.