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**General:**

1. Please notify Production Management if anything in the Load In Schedule needs to be changed.
2. **Please notify Stage Management if you intend on attending the run through on Monday, 4/4 or the Designer Run on Thursday, 4/7.**
3. There will be a videographer present during load in.
4. Get your tickets soon, they're selling fast!

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**Director:**

1. Asst. Director Lexi will send the list of actors in the Crapshooter Ballet to Costumes.

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**Scenic:**

1. Janie will be attending rehearsal on Monday 4/4, and the Designer Run on Thursday 4/7.
2. The shop is chugging along and will be working on Saturday and Paint will be in over the weekend as well.
3. Automation will be pre-programmed prior to tech.
4. TDs please stay in close communication with Janie regarding when she should come on Saturday, 4/9.
5. Please see General Management Note #1.

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**Lighting:**

1. Taylor will be attending the run thru on Monday, 4/4.
2. Nathan spent time in the shop after the meeting working on electrifying signs.
3. Please stay in close communication with Production Management regarding the arrival of the LX truck.
4. Please stay in close communication with Production Management regarding the overhire call for strike, 4/17.

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**Costumes:**

1. Working on final details on the costumes.
2. Amber Voner will be doing hair & makeup.
3. Please see Director Note #1 and Stage Management Note #2.

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**Props:**

1. Connor will be attending the run thru on Monday, 4/4.

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**Sound:**

1. After the meeting, it was discovered that tours in the Maj are on Saturday, not Friday morning during quiet time.
2. Elizabeth will be attending the run thru on Monday, 4/4.
3. Please let Production Management know the status on row AA (over the pit).
4. The automation camera will go on the mezz rail.
5. There is a flatscreen TV for the Jon monitor in Dan's office.

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**Production Management:**

1. Please label the flatscreen TV in Dan's office "The Jon G. Living Memorial Monitor."

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**Stage Management:**

1. Saturday morning of tech will begin with dance spacing, mic check, and going over the fire escape ladder and the manhole cover. After the dinner break costumes will be integrated into tech.
2. Monday of tech will start with a run and potentially skip book scenes if deemed necessary.
3. Please let Jon G. know that Production Management will assist him with a platform in the pit.
4. Stage Management will put in a clean copy of the script into the Dropbox.
5. Please see Scenic Note #1 & #4, Lighting Note #1, Props Note #1, and Sound Note #2.

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**General Management:**

1. David will be bringing students through the shop around 11:30a-12p tomorrow, 4/2.

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**Company Management:**

1. Please see Costume Note #2.