



**RICHARD III**

Emerson Stage  
February 18-21st | Semel Theater

## PRODUCTION MEETING NOTES

FRIDAY'S PRODUCTION MEETING:	NEXT PRODUCTION MEETING:
GENERAL MEETING: 2/5 11:30am-12:00pm in the Semel	POST-PRODUCTION MEETING: 2/26 10:30am-11:30am in the Greene

### MEETING SUMMARY / GENERAL NEED-TO-KNOWs

Today was our last meeting prior to going into tech! We focused on backstage traffic and storage as well as last minute touches on props and scenic items to bring into rehearsal.

We also discussed changes to the load-in schedule and ideas about how to approach costumes in the days following 10/12 rehearsals.

### SCENIC:

1. Tent poles and how to construct everything are being discussed with props.

### COSTUMES:

1. Battle gear will be worked on and ready for Sunday.
2. We will be most likely cutting the chain mail on Patty de la Garza's sleeves.
3. Tuesday or Wednesday we will be inventorying costumes with Brian.

### LIGHTING:

1. Looking to book cues with stage management on Monday.
2. The truck is coming in on Sunday and we will be starting load in upstage of the proscenium.

### SOUND:

1. Possibility of storage on galleries -- will be sharing with electrics.
2. In the process of getting a wireless mic for Margaret at the end of the show.
3. Looking into possibly recording the pre-show announcement over the music.

*Please contact Charlotte Morrill, stage manager, with any questions or concerns.  
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## **PRODUCTION MEETING NOTES**

### **PROPS:**

1. The tents are in progress and being discussed with scenic.
2. Many items will be worked on at the beginning of this week and are being finished for the upcoming runs on Tuesday and Wednesday.

### **DRAMATURGY:**

1. No updates at this time.

### **GENERAL MANAGEMENT:**

1. No updates at this time.

### **PRODUCTION MANAGEMENT:**

1. Stage management will be taping Studio 7 on Saturday evening from 7pm-11pm.
2. The new version of the load-in schedule was passed out today.