



Emerson Stage | Courtney O'Connor

Production Meeting: 7

Start: 10:00am on the dot

Date: September 9, 2016

End: 10:46am

In Attendance: Alexis Ellis-Alvarez, Elizabeth Cahill, Brian Choinski, Keith Cornelius, Bree Dagdagan, Rachael Dahl, Jaclyn Dentino, Richelle Devereaux-Murray, Arshan Gailus, Nadine Grant, Lisa Guild, Janie Howland, Elizabeth Kamla, Jessica Kemp, Deb Krasa, Justin Kobylt, Vincent Laino, Alta Lewis Millard, Courtney O'Connor, Scott Pinkney, Michaela Rubinfeld, Marta Sarrion Arrúe, Benny Sato-Ambush, Abby Shenker, Michelle Slivinsky, Maddie St. Amour, Timothy Sullivan, Sam Swagert

Next Production Meeting: 11a-12p on September 16, 2016 in the Greene. Currently. Stay Tuned.

GENERAL

- 1) Today was our Load-In Discussion as well as a production meeting.
- 2) Thank you for your patience as we went day to day.
- 3) Nicole is willing to share the space in the Greene with us during her Electrics class. Thank you, Nicole!
- 4) The rehearsal room is in a great place! They have finished staging Scene 4 and will be staging Scene 5.
- 5) Courtney continues to insist that she is "super glad" for the first full week of rehearsals before school started. She really thinks it was great for the actors to get used to a real life full week.
- 6) Our show is a long, text heavy, dense show, but the rehearsal room is doing its best to keep the show moving.
- 7) Courtney also thanks Props and Costume departments for being so wonderful and supportive.
- 8) **PSE and ME finals are due 09.15.2016.**
- 9) The big chalk circle will be a big chalk circle DCS.
- 10) **A run of the show is expected to happen sometime Sunday (09.11.) evening around 4pm. Please look at the daily call for more specifics.**
- 11) The lights will not go down in the audience until after the house announcement has been played. Mitchell will also make sure to ask that cell phones are off.
- 12) A general announcement that Mika is our Assistant Wardrobe Supervisor!
- 13) **There is a wireless comm console/package for the Greene and Semel Theaters. Stage Management will be using wireless comms for CCC.**
- 14) There will be no curtain call.
- 15) When Stage Management moves from the Greene to the studios for load-in, they will bring the necessary items they need in a hamper rather than pack up everything in the truck.
- 16) Keith said it is possible to have a spacing rehearsal in the Greene on Wednesday, September 21st, but we will see how the week progresses. Courtney says any time the team can have to at least crawl on some seats in the play space would be great.

SCENIC

- 1) Paint Folks, we have Thursday, September 22nd from 11a-5:30p reserved for you for paint notes. Please let Jess Kemp know if you would like more time!
- 2) Abby's excited for load-in!
- 3) Keith, "Things are fine."
- 4) We talked about fencing and Keith would like to talk about it some more, but the general takeaway is that if we were able to match the Greene fencing that would be great, but not necessary. Courtney and Abby are happy using the chainlink fencing.
- 5) The pallet ladder to the gal is not heavily used. When it is, actors use the ladder to exit up into the gal more often than they do to enter into the play space.

LIGHTING

- 1) Thank you for your design final!
- 2) Annie is also excited for load-in.
- 3) Daniel and Annie will continually be in communication throughout the week.
- 4) Justin and Sam will be in rehearsal all of next week while Annie is away.
- 5) Safe trip, Annie!



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COSTUMES

- 1) Costumes is also in a great place.
- 2) Rachael would like to talk to Courtney about distressing costumes as well as hair/makeup soon.

PROPS

- 1) Thank you, Maddie, for sending out the updated props list last night. It helped a lot!
- 2) There is money in the props budget to purchase a record player that plays, if we proceed to follow the record player idea. See also: Sound #6.
- 3) The rehearsal room *loves* the green army cots. Thank you!

SOUND

- 1) Thank you for your final, Elizabeth!
- 2) Elizabeth brought up the question, "How possible is it to move the sound board out of the booth and live in the HL nook by the booth?"
- 3) Courtney would like to have an indistinguishable voice do the preshow house announcement.
- 4) We are renting a wireless microphone from Friday, September 23rd-Monday, October 3rd. The delivery fee is almost as much as the rental fee – perhaps we can schedule a pickup rather than a delivery?
- 5) If we could set aside 6-8 EmStage Walkies, that would be great!
- 6) Please see Props #2. Can you confirm the final decision of the sidebar regarding the record player/speakers?
- 7) We will shoot for spinet tuning on Friday, September 23rd during Quiet Time, but it won't happen until the piano is set in its location and never going to move.

DRAMATURGY

- 1) No notes today, thanks!

STAGE MANAGEMENT

- 1) Alta would like to have a "tech table" set up HR in the second row during rehearsals in the Greene to give actors more playing space.
- 2) Please send your Comm Plot to Vinny!

PRODUCTION MANAGEMENT

- 1) Please see Stage Management #1.
- 2) Thanks for reaching out to OA with all the questions!
- 3) Please see Sound #4. Can we find a way to pick the microphone up?
- 4) Please talk to Stage Management about Load-In studio relocation.
- 5) **Please double check that the Tufte building will be open next Sunday at 8am.**

GENERAL/COMPANY MANAGEMENT

- 1) No notes today, thanks!

OFFICE OF THE ARTS

- 1) Please see Sound #2. Moving the sound board outside the booth would cause us to leave the HL booth door slightly ajar for cabling purposes. Can we do this? We put a tech table there during Greene Theater techs, but we want to double check with you.