



Directed: Bob Johnson

Production Meeting– January 26th, 2018

Call: 12:20pm	In attendance: Bob Johnson, Tim Smith, John Smith, Jan Doe, Susan Thompson,		
Actual: 12:20pm	Tammy Blue, Harry White		
End: 12:45	Notes: By Linda Small	*= Excused ^= Late	Location: FAB 74
PRODUCTION	Summary:		
	<ul style="list-style-type: none"> - 12:20-12:23: Director's Notes - 12:23-12:55: Questions and Answers 		
	Notes:		
	<ul style="list-style-type: none"> - The company meeting will be February 9th at 12:20pm - Tammy needs a list of questions from everyone and a list of things to buy - We will be bringing our console 		
	Director:		
	<ul style="list-style-type: none"> - Don't forget to post a list 		
	Set:		Props:
<ul style="list-style-type: none"> - We will load on Saturday - Harry would like all cables labeled - We will have 4 hours to load in 		<ul style="list-style-type: none"> • She needs to make more letters • We will get her the mic back 	
Lights:			
<ul style="list-style-type: none"> - We are taking the HOG console - Spencer will need to teach Tammy everything about the board 			
Costume:		Hair & Makeup:	
<ul style="list-style-type: none"> - We will need backup clothes for understudies - Susan will inform the cast about fittings as soon as there is a sign up 		<ul style="list-style-type: none"> - Mindy is planning on getting her hair done on the week of the 13th 	
Sound:			
<ul style="list-style-type: none"> - We will be bringing all of our own equipment - Bruce and Chuck will get together to iron out more details - We will have a handheld on standby during the performances 			
Choreography:			
<ul style="list-style-type: none"> - N/A 			
NEXT EVENT: Music Cleanup January 29 th , 2018 at 7:00pm Acting Studio		UPCOMING EVENT: Company Meeting February 8 th , 2018 at 12:20pm Theatre	

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 Production Stage Manager
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