

The World According to Snoopy

Production Meeting Report 1/20/17

Next Meeting 1/27/17 in Room 110 at 2:30pm

Start Time: 2:30pm

End Time: 3:03pm

Director:

- We finished staging Act 2, and will begin spacing once we move into the Harrison tonight. Tuesday night, 1/24/17, would be the earliest option to see the show from start to finish. But, it will be a very rough Work-Thru. The Designer Run has been rescheduled for Thursday, 1/26/17, at 6:45pm in the Harrison. There will be time to meet as a team afterwards.

Publicity:

- The first proof of the program will be available next week.
- Show posters will go up on January 31st.
- Daniel Miller is being added to the Special Thanks section of the program for Additional Music Transcription.

Set / Technical Director:

- The end of next week should be Christmas!
- Load-In will begin early next week.
- The floor should be in by the end of the day on Friday.
- There isn't a show specific spike tape color, but subtle colors will be used. The tape will be torn into small strips.
- We definitely will not need the prop storage doors in the Upstage wall.

Props:

- The doghouse, props, and cubes are being moved over to the Harrison after this meeting concludes.
- A mailbox has been ordered, and will be arriving soon. It will be painted red, and the flag will be black. The pole and platform will also be painted black.
- Erin is going to work on getting the Edgar Allen Poe books to us by next Thursday because there so involved with the choreography. We should plan to receive the reports once tech begins, or potentially a few days earlier.

Costumes:

- Everything is going really well! Sally is going shopping this weekend.
- All of the shoes that have laces will be getting elastic for the shoe laces.
- A wig and hair meeting is scheduled for next Tuesday to discuss wig and hair options.
- Snoopy's overlays were discussed. Monica is going pull to as much as she can for us to work with in rehearsal. The chaps are still being built, but we should be able to have the mockup next week. As the actual pieces are finished, they'll be switched out for the rehearsal pieces.

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Lighting:

- Things are moving along!
- Hang is currently in process, and should be completed by Monday at the latest. Focus will begin on January 30th once the floor is in.
- There will be 3 spotlights for the show (all 3 ops coming from Intro to Design).
- Almost all of the components are in, except for the equipment for the cubes which has a short rental period. Erin would like to setup a meeting next week with Ethan, Scott, Darwin, and the other necessary parties about the cubes and how'll they be charged.

Sound:

- Things are moving along!
- We will need two A2s for the show. They will most likely come from the Intro to Design class.
- The doorbell sound cue will be added to QLab, and a new session will be uploaded to TRACS.
- The rehearsal sounds that we have will be incorporated once we hit them in rehearsal.

Projections:

- The projector location and installation will occur next week, pending the installation of the wall.
- Andrew is going to Focus before and after the orchestra rehearsals.
- The projections board op will be coming from the Intro to Design class.
- Andrew and Michelle are going to look at the content on either Wednesday or Thursday of next week. Kaitlin and Adam will then look at the content on Friday.
- The Red Baron section of the Entr'acte will be timed once we stage it tonight.

General:

- The Designer Run is scheduled for Thursday, January 26th at 6:45pm in the Harrison. Everyone will have 15 minutes to get settled before we begin, and there will be a time to meet as a team afterwards.
- An updated copy of the Rehearsal Calendar will be uploaded to TRACS shortly.
- Theatre Aspen is interested in renting the Props and Costumes, and are curious about the shipping costs. Erin and Kaitlin are going to meet to discuss logistics, and costumes is going to brainstorm the possibility of renting out the costumes.
- Paper Tech has been tentatively scheduled for Thursday, January 2nd from 6:00pm-8:00pm. If the different departments/areas are ahead of schedule, we may be able to shift to a daytime slot pending individual availability opening up.

Attendance:

Kaitlin Hopkins, Adam Cates, Tom Delbello, Ethan Mitchell, Nicole Riedel, Connor Feagin, Sara Mitschke, Charlie Rodriguez, Sarah Maines, Erin Kehr, Michelle Ney, Alejandra Hernandez, Ethan Jones, Jason Taylor, Phillip Owen, Shannon Richey, Sally Rath, Emily Tyminski, Monica Pasut, Brandon McWilliams, and Andrew McIntyre.



Legally Blonde

Production Meeting Report 10/14/16

Next Meeting 10/21/16 in Room 110 at 2:30pm

Start Time: 3:45pm

End Time: 4:02pm

Director:

- We're trucking along in rehearsal. By the end of the week we will have all but the Remix staged. We intend to have a run or two before we take Monday (10/17) thru Thursday (10/20) off for auditions and callbacks.

Publicity:

- We discussed having a Lobby Display for Austin Pets Alive. We're going to look into program inserts instead. By doing so, they're interchangeable in case we end up having multiple dogs. Audience members are also more likely to read the program inserts. The goal is to have one dog from the shelter, possibly 2. We may have to find another solution for dogs if we end up with more than 2 dogs from the shelter to play Rufus.
- The Running Photo Shoot will take place on Monday November 14th. A student may come to practice taking production photos on Monday. It is also very likely that someone from the Daily Record will come on Monday as well.
- The ACTF correspondent will be coming to the show on Tuesday, November 15th.
- Only Elle (Tori Gresham) will be in the Publicity Photos taken on the 21st of October. Cassie will decide where the photos will be taken and then report back at the Production Meeting next week (10/14).

Set / Technical Director:

- The DS salon unit will no longer fly, it will travel off and on from SR. There'll be less space backstage, but more space for hanging lights now. The unit will have swivel casters on it, so it should be relatively easy to tuck backstage.
- The proscenium doors are used as an entrance location, so stage management needs to be sure those areas are easily accessible. The SR prop nook should also have as little congestion as possible in order to make those entrances.
- The double door unit will be crew driven in Scene of the Crime. They will roll the wagon on and stand US of it. Having 2 crew members shouldn't be a problem at all.
- Elle's bedroom door should be able to rotate US some. It shouldn't be an issue, but Cheri is going to take a look at it to see if any adjustments need to be made.



Legally Blonde

Production Meeting Report 10/7/16

Props:

- Cheri and Erin had a furniture and dressing meeting, and figured out a lot. We need to be constantly thinking about space and traffic patterns backstage.
- Erin is planning to setup a meeting with Cassie next week to be sure nothing falls through the cracks.
- The tables for the courtroom can be put on casters. Since no one is dancing on them, they'll be made as light as possible with the idea in mind that one person will be able to move them by themselves.
- We're going to cut the courtroom table in the scene where Callahan kisses Elle (Act 2, Scene 5). We're going to use chairs and lighting to help establish the location.

Costumes:

- Items are continuing to arrive.
- The fitting request will be sent on Monday of next week.
- The clothing props are pretty well squared away for Take It Like A Man. Emmett may or may not have a shirt change, because it has to happen so fast. It may just be hidden by a jacket.
- MaeAnn talked to Monica recently about mic pack placement (mic belts/within clothing/etc.).
- In Gay or European, it is said that Nikos' (Ryne) chest might be waxed. Brandon is going to assess that at his fitting. The top half of his chest can't be waxed/shaved because he's also one of the frat boys.
- Bend and Snap to the Courtroom is probably the largest quick change in the show. The two that need to be onstage first are the TV Reporter (CK) and DA Joyce (Raegan).

Lighting:

- The plot is coming along nicely. The plot presentation is next Friday (10/14). Annalise is going to email everyone in regards to timing/location. Everyone is invited to attend. It will be very informative for the team.
- Annalise is going to discuss boom placement with Cheri and Mark. Annalise will keep stage management updated on placement and how real estate backstage will be affected.

Sound:

- Sound paperwork is also due next Friday. MaeAnn, Phillip, Austin, and Mark met and figured out a lot in regards to the pit.
- Cast members with body mics will use those for singing offstage. There will be a mic for the swings offstage to sing at. The exact placement of the mic has not been decided, and it may be a last minute decision. The hallway probably won't work well because of scenic storage, prop tables, etc. The microphone also shouldn't be near any of the quick change areas.
- Cristina is the offstage voice in Ireland.



Legally Blonde

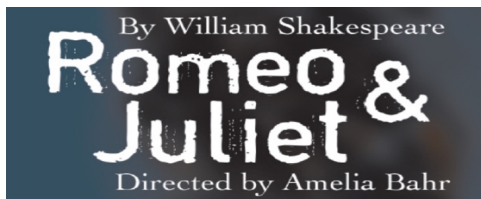
Production Meeting Report 10/7/16

General:

- Kristin has reserved 310 for the first week of orchestra rehearsals. Ethan/Corey are going to check with Greg to be sure that is a good location, at the request of Austin. They'll report back once they receive confirmation.
- Maddie Wright (Bruiser's mom) uses chees sticks for treats. She buys a 24 pack for a little over \$5.00, which should last all of the rehearsal/tech/performance process. We will use grocery bags for poop bags.
- Matt Speer (ASM) will not be using his service dog when the other dogs are present (rehearsal/tech/performance). He is going to prepare himself to where he won't need it. If that changes, the entire production team will be notified.
- Emily McCarthy is designing the T-shirt as a member of the USITT group. She will be emailing Cassie shortly to figure out the design. Emily should be at the next production meeting with the final design.
- We need to look into parking passes for the APA personnel, and we need to establish call times for the shows for the dogs.
- Two Paper Tech sessions have been scheduled: Friday, October 28th (2:30pm-6:00pm) for Act 1 and Tuesday, November 3rd (3:30pm-6:00pm) for Act 2. A run of Act 1 in the space will be done before Friday, October 8th. A run of Act 2 in the space will be done before Tuesday, November 3rd. Cue sheets are due to blondesmteam@gmail.com Tuesday evening, October 25th.

Attendance:

Cassie Abate, Cheri Prough DeVol, Brandon Newton, MaeAnn Ross, Corey Nelson, Ethan Mitchell, Holden Fox, Brandon McWilliams, Monica Pasut, Annalise Caudle, Sarah Maines, Alexandra Thomas, Mark DeVol, Erin Kehr, Kiira Carper, and Sara Mitschke.



Romeo and Juliet

Production Meeting Report 4/8/16

Start Time: 2:01pm

End Time: 2:36pm

Director:

We have our first full run tonight! Things are looking really good, but we're still making adjustments. We're really excited to have the crew come onboard. We went to Prairie Lea today. They got a taste for an audience, and it was well received.

Publicity:

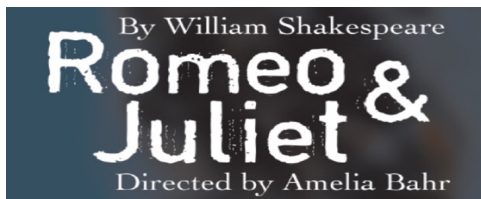
The second proof of the program is here. The cast list that was sent by Ethan is in alphabetical order. Meia would prefer the cast in House Groups because it would be helpful to the audience. We still need to send the Time and Place to Sara. The Special Thanks has been submitted by Meia. Others can add to the special thanks as well. Sara will let us know if we have any reviewers coming. The photographer will be coming the night of the Invited Dress for the Running Photo Shoot, and again on Friday 4/22 for Photo Call. Students from Prairie Lea will be our audience for the Invited Dress. We will seat them in one section. Luke and/or Meia will be in the lobby with the kids and any other audience members until 5-10 minutes before "GO". We haven't heard from KCACTF yet, but we are registered. Comps need to be set aside on Saturday for the correspondent.

Set / Technical Director:

Everything is going very well! We're looking at switching from double to single swinging gates. Gabrielle and Meia are going to up to the space after the meeting to check that out. The crypt pieces are very loud. Is there anything we can do about that? They can't be lifted due to the decorative and structural design. Sound may be able to provide some kind of effect to cover the sound of the crypt pieces moving. The columns should go up on Monday, with the gates going up by Tuesday at the latest. The footholds for Romeo should be up by Monday, but they may not be safe to use that night. There will either be a border tied or duvetyne to mask the DS risers, however it won't look great. The actors need to step lightly when crossing behind the DS risers. The rugs/carpeting that will go behind the risers will come from the lobby, which may look weird. Steve is going to look at making the stairs that go out to the house less squeaky.

Props:

As of right now, we have a total of 8 lanterns. We have 4 lanterns for the Watch, and 4 ornamental lanterns. The tombs will be painted and sealed by Wednesday at the latest. We will have a jewelry box for tonight. It still needs to be painted and touched up. Can we touch up the herbs so that they don't look store-bought? The lilies should be done by Monday.



Costumes:

Things are going very well! The boots will be polished prior to opening. Danielle needs to try on her shoes tonight. If her shoes don't fit, Meia may have something. Romeo needs a traveling bag once he gets banished. Michelle and Sally are going to make something.

Lighting:

Focus should hopefully be finished today. Cueing will take place over the weekend. Meia is fine with cueing occurring during Crew Watch as long as it isn't too distracting. We won't go dark, and will work around our rehearsal needs.

Sound:

The sound system and com request is complete. The song for the last fight scene (Paris v. Romeo) should be done by Sunday. The audio for the other fights should be uploaded to Basecamp by tonight. The adjustments for the first fight song will be taken care of during Tech. Ethan will watch the show from the booth this evening. Phillip started looking at installing the video feed for the booth, and it is a very extensive project. It most likely won't be finished by Tech, but should be complete once we move into dress rehearsals.

General:

Crew Watch is on Monday (4/11). Fight & Dance Call will begin at 6:30pm, with the run starting no later than 7:15pm. Ethan will send the calendar to the crew once he is connected with them. Tech & Dress Schedule: Monday (Crew Watch), Tuesday (Tech), Wednesday (Tech), Thursday (Tech Run), Friday (1st Dress), Sunday (2nd Dress), Monday (Invited Dress). Wardrobe will not be called earlier than 6:00pm. A cue-to-cue situation would be most beneficial to us, because a majority of the cues are based on transitioning to different scenes. We would need to use a start/stop situation for Death/Dance/Fights/Underscores. Ethan will check in with the different departments before moving forward.

Attendance:

Amelia Bahr, Ethan Mitchell, Tyler Osgood, Andrew Gutierrez, Gabrielle Garcia, Steve Grair, Cheri DeVol, Michelle Ney, Sally Rath, Ryan Thornton, Chuck Ney, Phillip Owen, Annalise Caudle, Sarah Maines, Sara Mitschke, and Shannon Richey