

Twelfth Night

2022-2023 Season Production Meeting Report

Number: Meeting Number 10

Date: 3/15/2023

Start: 2:08 pm

End: 2:30 pm

Attendance: Amanda Pordon/Stage Manager, Sara W./Director, Jeremy B./Production Manager, Alexa H./ASM, Karen K./Scenic Advisor,

Attendance Notes: Joe K./Lighting, Emma G./Props Head, Kerro K./Lighting Advisor, Whitney L./Costume Advisor, Christa K./Costume Shop Supervisor, Tony G./Combat, Joe B./TD, Colin F./Costumes and Scenic

Production Notes:

All General Notes:

- There are 2 shows on Saturday
 - A 2 pm **and** an 8 pm
- Alexa and Emily Nichter will be working together to create the program
 - 100 word limit, headshot, in third person, and nothing stupid
- We are bringing back printed programs
 - Will still have a QR version as well
- Is it possible to have someone help guide the actors around the building?
 - Have had a few concerned actors bring this up to me.
 - SM can contact Karen from the PLAT to see if the lights in the parking lot will be on at night.
- The Matildas will be taking place at 5 pm at the Strand, not 2 pm.

Director:

- Might be adding another rehearsal next week
- Planning to have an understudy run
- Will create a director's note
 - Please have it done by next Wednesday
- Working on getting everyone off book for Act 2
- An Italiane is happening on Friday
- Runs of the entire show all next week

Scenic:

- The flat is 95% built
- Acquired the same paint that is at the PLAT so that it will match and blend in

Costumes:

- We might need to simplify other costumes to make transitions smoother
- Will be starting communication with Sara and Whitney to figure out the costume transition from the priest to the officer

Props:

- We found a place to store props and possibly weapons
 - Have not had the chance to try and take out shelves yet

Lighting:

- We have some instruments located at the Strand
- Have to finalize instruments w/ Kerro

Sound:

- Sara sent music to Phil so he can upload it to the sound laptop
- Has extra music in case we need it
- SM team has all the sound cues

Combat:

- Stage combat happening at 2 pm Friday
- Working on getting weapons to have them Friday
- Talking with Colin about getting frogs and sheaths

Upcoming Deadlines: N/A

Stage Manager: Start gathering bios and headshots for the program; Send a cast reminder about possible additional rehearsal next week; Create a breakdown of the scenes for backstage

Meetings: N/A

Our next Production Meeting is: Wednesday, March 22nd, at 2 pm.
