

The Book of Will

Production Meeting #1 | Wed. Feb. 11, 2020 | 3:00pm | CAC 3100B

Attendance	Meeting Times
Don Hill, Keith Bangs, Joshua M. Feder, Jane Page, Leah Ramiliano (via Zoom), Pam Parsden, Joe King, Jenny Clark, Marcy Froehlich, Nita Mendoza, Savannah Leuvan, Jacqueline Gonzalez, Joe Forehand, Arielle Singer, JJ Margolis, Garrett Gagnon, Kyrsten Goodrich, Heather Bennet, Audrey Napoli, Rachel Bagby, Claire Raines, Natalie Satarzadeh	Start: 3:01 PM End: 3:58 PM Total: 57 min
Next Meeting: Wednesday, April 1st - 3:00-4:00 - CAC 3100B	

PRODUCER

1. Update: There is no confirmed case of Coronavirus on campus. The virus has been discussed in an arts department meeting. All activity regarding large groups of people is under mitigation. Dramatic rehearsals and dance performances will still go on as Plan A.
 - a. There is potential to sell less seats, to accommodate social distancing
 - b. Plan B, possible online streaming of theatrical performances (looking into copyright laws) more info to come later.
 - c. The goal is to keep everyone safe and on track for university requirements
 - d. Be smart, wash your hands, and stay calm!

DIRECTION

(notes and questions addressed in each area)

SCENIC

1. Christine has finished paint samples and everything is looking great
2. Discussed the bed:
 - a. The bed is designed to blend into the back "wall"
 - b. Confirmed the bed will pr-aset at intermission
 - c. Striking the bed will require more conversation (and probably practice) about how it will specifically exit - can't track it - maybe castors - a pulley system of some sort
3. No curtains for the center entrance - designed wall for the bed to come through - footboard blends in
4. Planning to age/dirty up the edges of the projection panels so they have some texture in non-projection moments - would like to do some light and projection tests to ensure nothing interferes with their designs
5. Discussed Lanterns:
 - a. 8 total confirmed
 - i. 4 in the air (now lineset 7)
 - ii. 2 on the set (1 of these is movable)
 - iii. 2 handheld
 - b. The 4 flown, and 2 on set will match in terms of light quality
 - c. The 2 handheld will battery operated and a different light quality
6. Lineset sidebar
 - a. Lanterns have shifted to line 7 and paper lines will be on linesets 6 and 9.

The Book of Will

Production Meeting #1 | Wed. Feb. 11, 2020 | 3:00pm | CAC 3100B

PROPS

1. Things are moving along, and people are doing research to ensure historical accuracy.
 - a. Josh, Wallace, Pam, Leah, and Kyrsten are having a meeting on Friday at 1:00pm in the props shop (note: time changed post meeting).
2. We will sidebar about the bar unit after the meeting
3. Discussed furniture
 - a. There is a solution for the larger yellow chairs - Wallace is re-painting and sealing them
 - b. Inquired about the possibility of borrowing a table/couple chairs from other theatres to have more variety
 - i. Pam: UCLA is our primary choice, but their program is currently completely shut down. Can reach out to industry professionals to see if there are any possibilities.
 - ii. Leah can inquire at SCR - but they are down a Properties Manager
 - iii. MTWest maybe?
 - iv. No relationship with CTG
4. Pam confirmed the newer steins are completely safe for water as needed

COSTUME

1. Fittings are going well and things are progressing nicely
2. Thank you again for rehearsal items!

LIGHTING

1. Confirmed we would like for both aisles and for the front row
2. Everything is going well - just need to confirm linesets - will sidebar after meeting with JJ, Arielle, and Leah
3. Would like to add 3 spot ops - will discuss with Kyrsten post meeting for Drama 101
4. Lineset sidebar
 - a. Lanterns have shifted to line 7 and paper lines will be on linesets 6 and 9.

PROJECTIONS

1. Kenton has made the purchases for Projections
2. Things are going well - working on content at this point
3. March 30th 5:00-10:00 would be the optimal load in for projections (Arielle and Merle)
4. If there is someone who is interested in projections, Arielle would not mind taking on a shadow assistant who needs 101 units. Arielle and Kyrsten will sidebar.
5. Confirmed that the downstage columns are able to move onstage 8 inches (the upstage center columns CANNOT move).
6. Lineset sidebar
 - a. Lanterns have shifted to line 7 and paper lines will be on linesets 6 and 9.

SOUND

1. Requesting to have a more experienced mixer for this show to mix the area mics
 - a. JJ has a few options in mind and will be in touch with the production office
 - b. Kyrsten will shift one of our current Audio Crew members to Electrics as a new potential spot operator

The Book of Will

Production Meeting #1 | Wed. Feb. 11, 2020 | 3:00pm | CAC 3100B

2. Sound will begin to load in on March 18th.
3. Requested quiet time between April 2nd and 5th - would prefer to not be scheduled at midnight if we can help it
4. Area mics assigned to lineset 4 - should not be a visual issue, but can adjust if needed
5. Lineset sidebar
 - a. Lanterns have shifted to line 7 and paper lines will be on linesets 6 and 9.

STAGE MANAGEMENT

1. Tech Schedule Notes and Adjustments:
 - a. Designer Run
 - i. Confirmed Jenny will be out of town
 - ii. Arielle requested it not be early in the morning due to Tzaqik tech
 - iii. No other issues - a time will be determined later
 - iv. Confirmed we can record the run - Kyrsten will arrange with the office video camera and upload to the drive
 - b. Added: Wednesday, April 1st, the CTT stage floor will be painted (dry in time for E-crew).
 - c. Confirmed: Saturday, April 4th is the makeup workshop. Jenny has requested a stagger between actors playing men, women, and both.
 - d. Added: April 3rd and 6th, 4:00-6:00 Projection and Sound Programming
 - e. To be confirmed: Costume Crew orientation/Quick Change rehearsal Thursday April 9th (leaves Friday open for work notes)
 - f. First Dress will include hair and make up for extra practice - call time adjusted
2. "Pre-Tech Meeting" will be Thursday April 26th (time TBD, afternoon)
3. To be discussed at the next meeting: Designer Photo Call?
4. Updated Tech Schedule will be sent out tomorrow with notes

< end of notes >