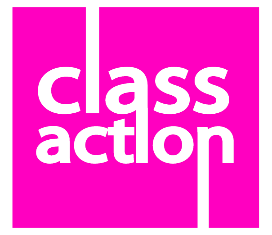
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| **UNIT 4 AGENDA** | |
| Date of Meeting: | 19/04/22 |
| Room: | 840 |
| Time: |  |
| Agenda Author: | AWP / EC |

**ROMEO AND JULIET**

**This is not a love story**

1. Allocation of Minute Taking
2. Present / Apologies for absence
3. Agreeing last meetings minutes
4. Checking actions from last week’s minutes
5. Checking pre-production paperwork has been completed and uploaded:
   * 1. SWOT
     2. Company Structure
     3. Project Plan
6. Agree poster design / logo
   * 1. How will this immediately be utilised / distributed
     2. The press release needs writing and handing to AP by the end of the week
     3. We need some ‘blurb’ to send to schools to get bookings
7. Initial Props Collection
   * 1. Is there an initial props list
     2. How is this going to be managed so we can all contribute to this as well if we have items at home?
8. Other Production Schedule Updates
   * 1. Costume
     2. Set
     3. Lighting / sound ideas
     4. Update on rehearsals / facilitator / the book
9. Company Member of The Week
10. Company Baker for next week
11. A.O.B.

**Then watching a RUN of Section 6 and Section 8**