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| **UNIT 4 AGENDA** |
| Date of Meeting: | 17/05/22 |
| Room: |  |
| Time: |  |
| Agenda Author: | AWP / EC |

**![ClassActionPINK[1]]()ROMEO AND JULIET - This is not a love story**

1. Allocation of Minute Taking
	* 1. Reminder that these need to be processed quickly and uploaded by the end of the working week
2. Present / Apologies for absence
3. Company Baker moment – not invisible cakes again!!
4. Agreeing last meetings minutes
5. Checking actions from last week’s minutes
6. Marketing
	* 1. Social Media report back from meeting with NAOMI EARNSHAW
		2. Spike will begin pulling together a short publicity video – we need to do some filming 2-2.45pm today (Tuesday)
			+ 1. We need someone to BRIEFLY summarise what your production of Romeo and Juliet is like and what makes it different
				2. We need someone to briefly talk about ‘you as a Diploma Company’ and how you are taking the lead with this project
		3. Rehearsal photos? None have been shared with AP who was hoping to be using them in marketing – this is now a late delivery
7. Other Production Schedule Updates
	* 1. Set is due for delivery next week – are we on track?
			+ 1. Torch has been found by Spike and placed in props box
		2. Costume is due for finalising next week – are we on track?
			+ 1. No links have yet been sent to AP to discuss for purchase
		3. Props are due to be collected by next week – are we on track?
8. Rehearsal Schedule moving forwards
	* 1. Talk through what will be achieved over the coming week and a half
		2. Additional rehearsals now the spaces are clearer
		3. Agree a ‘day of rehearsal’

Saturday 28/05 – Sunday 29/05 – Monday 30/05 – Friday 03/06

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| w/b 16/05 | Finish Blocking |
| w/b 23/05 | Going through and tidying |
| Half Term | DAY LONG REHEARSAL |
| w/b 06/06 | Runs and possible performance Friday |
| w/b 13/06 | Touring816 = Wednesday 15th June  |
| Performance for Open Evening | Wednesday 6th July 2022 |

1. Company Member of The Week
2. Company Baker for next week
3. A.O.B.

Please see admin schedule that you have been sent on TEAMS

**WHAT PRACTICAL WORK MOVING FORWARDS?**

