

|  |  |
| --- | --- |
| **MINUTES OF PRODUCTION MEETING** | |
| Date | 17/05/22 |
| Minutes by | Ethan Rouse |
| Start | 10:54 |
| End | 11:35 |

|  |
| --- |
| **Present** |
| Monica, Emma, Nil, Charlotte, Sam, Red, Ethan, Freddie, Atlas | |
| **Absent** | |
| N/A | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue** | **Analysis** | **Action** | **By Whom / When** |
| **Agreeing last meetings minutes and checking actions from last week’s minutes** | We agreed last week’s meeting’s minutes and also checked last week’s actions as well as agreeing on the actions we took throughout the week. | We were unable to catch up on the ‘Book’ so spent the time discussing who would write in their section and when they would do it. | Red, Sam, Freddie and Atlas – 2:45 on Tuesday. |
| **Marketing** | Monica and Nil met with Naomie Earnshaw and discussed what was needed to be done – she asked them to send her pictures and videos from rehearsals so that she can post them on the Godalming College social media accounts. Andy asked for pictures to be sent to him as well. Three of the schools we got in contact with have responded and accepted our production – we sent them the wrong measurements (due to Red’s mistake) and Andy had to contact them again. Emma then spoke about a publicity video and filming some of the performers in the cast answering a few questions in 816 – Nil and Charlotte were nominated to do so. Emma then reminded us that we had headshots tomorrow and that we needed to wear a smart black shirt. | More photos needed to be sent to Naomie Earnshaw and Andy.  Film the publicity video. | Monica – ASAP  Nil and Charlotte – 2-2:45 |
| **Initial Props collection** | Sam said that a large amount of the props has been/will be sourced from the scene dock and he has some props he can get from home and some links that he needs to send to Andy. Sam needs to get the sticks and some tissue paper for the rose petals. He asked Monica if she was still okay to get the fake ivy leaves – she stated that she had looked for it but couldn’t find it, Emma then said that there was some in the scene dock – I stated that I had some fake ivy in my room that I could bring in if need be. He stated that we need a bright torch and asked if one of the torches in the scene dock was functional – Charlotte then offered to bring in a bright light from home. Sam then asked if as a company we could bring in old books that we don’t mind being cut up into petals – Andy will source some from the scene dock too. Sam then asked what colour we wanted to paint the swords and asked if we had any white paint – Andy said yes. | Buy the dowing sticks off amazon. | Sam needs to source these by the end of this week. |
| **Other production Schedule Updates** | Emma reminded us that the set is due for delivery next week and asked if we are on track – Red showed us a picture of him and the unfinished lamp post side by side – Red told us that the pole isn’t very sturdy, and we wouldn’t be able to lean on it but can slightly rest our backs on it. Red is going to take the torch that Spike found. Emma stated that costume is due for finalising next week and asked if we were on track – I discussed the choices that had been made last week and how I thought people would be sourcing their own cargo trousers – Andy stated that we could buy a few pairs for those without trousers. We discussed that Charlotte doesn’t need any cargos as she is in a dress. We discussed the expenses of buying multiple pairs of trousers and how Emma and I looked on many different clothing websites to try and find cheap cargo trousers. We agreed on the colour’s beige, brown and possibly green. We talked about Charlotte’s dress and Andy mentioned why Nil wasn’t also in a dress – but Charlotte and I brought up the fact that she plays two roles. I then suggested that I source a bracelet or small accessory for both Dead Juliet, Juliet, Romeo and Dead Romeo that indicates the fact that they are the ‘same person’. We then agreed on everyone wearing white/ish shoes. Emma then discussed our rehearsal schedule and that we are due to finish blocking on Friday – she brought up that we hadn’t factored our headshots in. We discussed who would be directing the final three sections. We then spent time discussing when we would find more time to rehearse outside of lesson hours. Charlotte suggested that we rehearsed on Thursday from 10:45-2:00. Charlotte and Emma then agreed to make a list on every section/small scene that needs to be completed. We then spent some time agreeing on rehearsal days during half term and concluded a long full day rehearsal on the Friday and a shorter rehearsal on the Monday. Andy mentioned that we may possibly be performing on the Friday of the first week back after Half term and that we will be performing in college on Wednesday the 15th. | The set needs finishing.  Costumes need finalising and cargo trousers need to be sourced one way or another – look at Tesco’s and Sainsbury’s.  Need to make a list of the jackets  People need to come up with solid ideas for their directing. | Red – end of next week.  Ethan – end of this week.  The list needs to be completed by the end of this week. The bracelets need to be sourced by the end of this week by me. |
| **A.O.B** | Andy showed us the list that was gathered from clients from Broadwater and it indicated what they felt was needed in a physical theatre performance. |  |  |