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| **UNIT 4 AGENDA** |
| Date of Meeting: |  |
| Room: |  |
| Time: |  |
| Agenda Author: |  |

![ClassActionPINK[1]]()

1. Present / Apologies for absence
2. Agreeing last meetings minutes
3. Checking on Actions from last meeting
4. Confirmation of touring schedule
5. Discussion of props and costume
6. Action Planning
7. A.O.B.

![ClassActionPINK[1]]()

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| **MINUTES OF PRODUCTION MEETING**  |
| Date | 15/01/18 |
| Minutes by | Emily Denmark |
| Start | 14:05 |
| End | 14:59 |

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| **Present** |
| Guy, Niamh , Sarah, Emma, Jo, Gemma, Ben, Nick, Kellie, Andy, Emilie, Jack, Freya,  |
| **Absent** |
| Nell, Jen |

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| **Issue** | **Analysis** | **Action**  | **By Whom / When** |
| **Agree on the minutes from previous minutes** | Agreed, however Roxy was missed off the present list from the previous meeting which she was present at. Everything else agreed on | Emilie said she would re-type the list | Next meeting |
| **Checking on Actions** | Action points were checked and all tasks had been completed except:**Andy agreed to contact the College Health and Safety Officer which he will do after this meeting** |  |  |
| **Audit of what is needed for performance** | Emilie: should we still carry on with the audits that we were initially going to do if that task has now been assigned to someone else as their main task (e.g. front of house)Andy: Yes. It is an entirely different thing and everyone will get a copy of it | All audits must be given in to Olivia or Becky | Thursday’s lesson |
| **Introduction to everyone’s role/job** | State what each person’s role is and what it involves. What contribution it will have to the performance and the process. | Everyone must type an analysis of what their job involves and give it in to the production managers | Next meeting |
| **Where will the gala take place and what ideas are there for the agenda of the evening?** | Performance will take place in the drama studio; however will be too small for the gala and the set will all be in place. Probably host the gala in the hall. Abandoned idea of marquees due to price and weather unpredictability.Gala is not a party for the play but a gala for charity. Frankie: buffet food instead of sit down meal?Nick: are there going to be different dances on the gala night? When will it happen?-when people are eating, along with music – keen not to turn it in to another performancePossibly have the gala after the performance, speech about charity.Frankie: could we have a slideshow or images from the charity during gala and buffet?Charity Liaison will look in to promo videos. | Gala planners need to come up with a proper structured plan for the evening.  | Next meeting |
| **Any costume/ design ideas?** | Emma and Abby idea: connect costume to mood of piece. ‘Man’ quite extreme with fashion sense, like ‘a series of unfortunate events’. Polly wears normal clothes to reflect normal name. Play is not really having characters, ideas must be discussed with director, purely ensemble work, may be hard to differentiate characters.Gemma P: would it be better to see the piece before costumes? | Meeting between costume department and the director – very different ideas. Think of a range of ideas to present in a meeting with director and Guy  | Monday 22nd Jan at 1:15 in 616 |
| **When will rehearsals take place?** | Choreography for physical piece, Wednesdays, 4:30-6, more as time goes on if necessary, text Thursdays, 4:30-6Nick: How much physical movement is in script?Andy P: need a meeting  | Meeting between choreographers and director | Tuesday (16th) 1:15, 616 |
| **Front of House and Promotion/ Advertising** | Tickets must go on sale w/b 29th JanuaryNick: are FoH selling programmes? Will there be donations for programmes? – vote next week | FoH must liaise with Gala planners. Advertising must come up with 3 or 4 ideas for posters | Next Monday |
| **Budget?** | No idea on what the budget will be yet, ticket sales, must take/prepare for minimum amount of sales | Production Managers must establish a rough guideline to the budget | Next meeting |
| **A.O.B?** | At this stage there was no other business |  |  |