

A CHRISTMAS CAROL

Date: 9-Nov-17

Start: 4:01p **End:** 4:56

Ttl: 55 Minutes.

Scheduled Absences: Crystal, Victoria, Hide, Ross, Alex (Props)

Next Meeting: November 16th

Meeting Minutes:

**Dictates that the particular note applies to multiple departments.*

General Notes

1. Our tech schedule has been solidified and will be sent out by tomorrow morning!
2. Set and Props met with Greg prior to the meeting and was given permission to not attend.
3. We will have another official designer run this Tuesday at 6:00!
4. Our next production meeting is scheduled for November 16th.

Set

1. Costumes will email you asking for suggestions for materials to make the Christmas Future rig.

Props

1. Ed will have a staff/torch. Email costumes about working together on this.

Costumes & Hair/Makeup

1. Clarified all transitions in the meeting.
2. Rachel's townsperson will be built off Mangle.
3. Mariana will have her own townsperson costume.
4. Leo is Stevens in Staves 1 and 3 and Peter in Stave 5.
5. Alexis will not be a Fezziwig or townsperson.
6. Katelyn is always Lucy Cratchit.
7. Zoey will be a badger child at the end of the show.
8. Cindy Renee will have a townsperson costume in addition to her Fan costume.
9. Will email Ross asking for suggestions for materials to make the Christmas Future rig.
10. Future will point with his right and have a flat left hand.
11. Gabe will be emailed regarding rehearsals chains. If he doesn't have them, can we get some from you by Monday?
12. Stage Management will set up an official time to fit the children during rehearsal.
13. Our dancers are John Rodriguez and Rachel Holliday. Do you have measurements for them?

Lights & Projections

1. The door will be built so that scrooge can actually walk through it.
2. The hangers are planned to be put up tomorrow, projections
3. There will be snow in the projections.
4. By next Friday, lighting hopes that the rig and will be lit.
5. The streetlights will be turned on as a cue.
6. Fireplace options will be tested next week, not solidified until week before tech.
7. Future will be around 7 feet tall.

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Sound

1. Alex is good to come in and work on the board during rehearsal.
2. Stage Management will set up a scheduled time for Cindyreneee to record during Rehearsals.
3. Stave 1 instances with Carolers, all will be sung people onstage. There will be chimes of the clock that's rhythmic. 11 in total, will be cut off – ending the song in the middle of a phrase.
4. Stave's 2 and 3 will have music during the transitions.
5. Stave 3: Sound effect whenever Present shakes his torch.
6. Stave 3: The ambiance during Ed's entrance will disappear when he enters Scrooge's room.
7. Stave 4: Thunder claps and other ominous effect will underscore some key moments.

Publicity & House Management

1. Stage Management was given a copy of the program.