

**PARADE
PRODUCTION MEETING #1
DATE: Monday, February 8th, 2016**

DIRECTOR: CATHERINE DOHERTY
ASSISTANT DIRECTOR: MATTHEW RYAN
 LIMERICK
STAGE MANAGER: SARAH ALTMAN
ASSISTANT STAGE MANAGERS:
 CHRISTINE LABOY, HEATHER LOKYS
PRODUCTION ASSISTANT: ALLISON GIESE

Today's Schedule: Discuss Production Calendar Discuss Orchestra Load in Discuss where each Department is.	Location: CT 108
	Attendance: Chris Noble, Sarah Altman, Stephanie Echevarria, Ali West, Sam Guglielmo, Tom Peters, Emma Philipbar, Jeremy Johnson, Christine LaBoy, Catherine Doherty, Dave Upton, Eric Furbish, Maria Copolla, Christine Drexler, Krisna Desai, Matthew Ryan Limerick, Eleanor Wolfe, Andrea Varga, Casey Morris, Catie Barrett, Sarice Olson, Gillian Frame, Sun He Kil, Brian Cahill-Assenza
	Start Time: 5:00 PM
	End Time: 5:45 PM

<p>Rehearsal Summary: We started at 5:00 PM. Sarah had everyone introduce themselves and state their position. We continued to have a discussion about some conflicts on the Production Calendar. Chris then talked through Tech Week. We discussed the Orchestra Load- in dates then finished off by discussing where each department is in their process.</p>
<p>General: Sound Load-in and Final Prop View are to be done by March 14th! Orchestra load-in is on March 9th-11th. Orchestra will also be rehearsing on March 22nd & 25th Catherine is hoping to do a stumble through around March 10th & 11th.</p>
<p>Management: Rehearsals will be open for anyone to come and see for any design concerns. Friday, April 1st, Cue to Cue will be from 6-10 PM.</p>
<p>Scenery: The turn table is almost done. It won't be able to be used for rehearsals until Tech Week. 2 people (Max.) will be riding the elevator at a time if possible The rest of the set will start being built Thursday or Friday of this week. Ken: Catherine cant remember when you suggested the first position of the bridge move? Catie will meet with Chris on Wednesday to talk about the order of when things are going into the Paint Shop. We will be able to use the shop to do cross overs for the show.</p>
<p>Paint/ Props: Final Prop View must be ready by March 14th. There will be a props walk through with Catherine, Ken and Stephanie when Ken returns. ADD: Umbrellas will be needed for the Funeral scene. Catherine would like to have a meeting to discuss what will be needed for the parade itself (Banners, etc.) Please use the State Flower of Georgia We will not need the victrola. Stephanie will have an updated list of Rehearsal Props done by Next Monday.</p>

<p>Lights: Light Focus must be ready by March 18th. Can we Videotape the Designer Run for Reference? Dave & Eric will try to get their Final Light Plot in by February 22nd Eric will be here for the first few Cue to Cue nights (March 28-31) Dave will be here for April 1-5 — So feel free to ask him or Dave any questions. Sound & Lights will meet after the meeting to discuss placement.</p>
<p>Sound: Double check for music stands (There are about 10 instruments in the orchestra) Sound Load-in must be ready by March 14th. Is it possible to meet with Liz to discuss placement? Sarah will send a email with the updated sound effects As of now we have 23 microphones, is it possible to have 25??</p>
<p>Costumes: There might be volunteering fitting dates on March 25th & 26th. Andrea will further inquire on this. Sarah will email those needed for their Fittings on Friday- We will email a list with the time slots. Emma will put up costume research in the dropbox. Can we remind the cast to provide their own rehearsal shoes? Can we also remind the cast to have their makeup kits ready before tech week? We don't need Leo in Rigged (break away) Pants. Catherine would like to discuss the costumes for the Cops— are they County or State?</p>
<p>Hair & Makeup: All the small details are done. Sam is still waiting on some things from Alcone. Mustaches will hopefully be done before USITT. Individual Trials will be scheduled for the leads and those who change parts. Can we set up a dirt station? Hair & Makeup will meet with Sound to discuss how to place some microphones.</p>
<p>Choreography: Christine is coming up with two plans to work with whether or not the turn table will have different speeds.</p>
<p>Orchestra: Would you like the Performers on Stage for the Sitzprobe Monday March, 28th? Liz will be sending out the music to everyone soon.</p>
<p>Dramaturgy: Casey will have her first meeting with Catherine this week. If anyone would like Casey to do any kind of research— email her and she will help out</p>

Next Schedule: Tuesday, February 16th,	4:30 PM; CT 108
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Report Prepared By: Christine LaBoy/ ASM