



## Production Meeting Minutes #3

Thursday, September 19, 2019. 5:00pm. PAC B53.

**In Attendance:** Emma Bilski, Scott Bradley, Bonnie Brady, Megan Coatney, Leah Craig, Dori Lichter, Hailey Parker-Combes, James Ricks, Neno Russell, Preston Spence

### General

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1. We began our meeting with some updates from James and then dove straight into Scenic notes.
2. James would like to schedule a day for us to rehearse in B72 so that we can spread out and test the limits of the pipe and drape sets. This will either take place on a Friday, when *Eclipsed* is not rehearsing, or after *Eclipsed* moves into Shafer. Keep an eye out for updates.
3. We will be having performances for VCU students and families on the evenings of Thursday, October 10, 2019, Friday, October 11, 2019, and Saturday, October 12, 2019.
4. Our next production meeting will be Thursday, September 26, 2019, at 5:00pm in B53.

### Scenic

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1. Dori sent James some design options for the drops. He's very happy with the options!
2. James would like to add an additional curtain for scene 9 that would fit center stage between the two side drops, for this scene only. This would have an opening in the center and be used for entrances and exits for the play within the play. We have two actors who are tall enough to easily set the cross piece for the additional curtain mentioned above during performances.
3. The curtain addition will require TheatreVCU to purchase some extra fabric, but James will lend us the cross piece of the pipe set that will be needed. The design for this curtain is still to be determined.
4. There will be three drops, one USC and two angled on the sides. The two on the sides will have two drops that will change: one set of drops for the forest and another set of drops for the city. The middle drop will have a different, static design on it. There will also be four hexagonal acting blocks used.
5. Our three drops will all be 8' high and 9' wide.
6. The main color palette for the scenic design is greens and greys.
7. In an effort to maintain masking while changing the scene on the side drops, the two drops on each set will be sewn into a continuous loop so that they can be changed with little effort.
8. Dori will create either a model or larger rendering by our next production meeting on Thursday, September 26, 2019.
9. The acting blocks do not need to open.
10. The acting blocks will have grey yoga mat padding on top.

## **Props**

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1. Welcome, Leah! We're glad to have you.
2. Props will be ordering the popcorn bags soon.
3. The ring will need to be worn by Hermia (Jessica Jaffe). Costumes will find the ring, but Props will be in charge of finding the ring box.
4. Instead of using a real phone, Props will buy a phone smart case and build a fake phone inside of it.
5. We will need a rehearsal prop for the sword. Leah will get that to us as soon as possible.
6. The sword prop could either be two pieces of wood stapled together, or a plastic Party City style sword.
7. James will meet with Props after the meeting to touch base on some new prop additions.
8. We will hopefully get the drums and windchimes from the music department. Sharon will likely be coordinating this.
9. The instruments that the actors use will come from the actors and they will fill out forms waiving TheatreVCU's liability for these instruments.

## **Costumes**

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1. The ring will need to be worn by Hermia (Jessica Jaffe). Costumes will find this ring, but Props will be in charge of finding the ring box.
2. The Demetrius re-design has been approved by James.
3. Hailey is putting pictures and notes from all of the fittings in the Costume folder in the Google Drive for reference.
4. James is bringing in flower crowns for Costumes to use. He will bring them in as soon as possible, hopefully tomorrow (Friday, September 20, 2019).
5. As of now, Puck will be in baggy, harem style pants and a base leotard top with drapey fabric pieces on top. Hailey will send James pictures from Tara's fitting on Wednesday, September 25, 2019.
6. The actors will not be able to be barefoot for performances.

## **Tour Management**

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1. No notes today, thank you!

## **Stage Management**

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1. The actors will not be able to be barefoot for performances.
2. We will be having performances for VCU students and families on the evenings of Thursday, October 10, 2019, Friday, October 11, 2019, and Saturday, October 12, 2019.
3. Emma will touch base with Sharon about the administration specifics of performances in Newdick and length of show.
4. Emma will follow up with Sharon about the musical instruments we hope to borrow from the music department.
5. Our next production meeting will be Thursday, September 26, 2019, at 5:00pm in B57.