

Set build days- Who is coming? Who is invited? Remind them to bring food :)

- Tech--Headshots?
 - Email chuck
 - Gather people to make a headshot board
 - Cool
- 2 weeks after we get back (3 rehearsals each week)
 - 1st week--monday, tuesday, thursday
 - 2nd week--tuesday, thursday, friday
 - Monday
 - Act 1
 - Notes
 - Work
 - Act 1 again
 - Tuesday
 - Act 2
 - Notes
 - Work
 - Act 2 again
 - Thursday
 - Act 3
 - Notes
 - Work
 - Act 3 again

- Tuesday (4-8pm)
 - Run show
 - Notes
 - Out
- Thursday
 - Choir Room?
 - Line through
 - Character things
 - Work stuff
 - Run as much as we can
- Friday
 - Choir Room?
 - Line through
 - Character
 - Work
 - Leave
- Character Work
- **Repetition--Lines**
- Tech kids to prompt for off book date--2 or 3 kids to prompt and line notes
- Erin--Selsdon
 - Constant drunk
 - Slurred towards the end
 - Think about being up for 36 hours
 - Muddy and slower

- Physical movements are a little off
- Brain and body are not connecting--jerky movements

Meeting on 4/4 & 4/6 & 4/9

If you are adding Friday rehearsals, give your cast as much advance notice as possible, and realize people may have already made commitments that can not be changed.

- Should also check/reserve space and verify “supervisor” for additional rehearsals.
 - Mr. Gupta--Emily M
 - Mr. Narorian--Izzy and I
 - Ms. Gach--anyone/ Ms. Pingree--??/ Ms. Ellins--??,
 - Mr. Bryant--anyone(Izzy, Bridget, Sam)
 - Ms. Sampson--Zoey???

1) Tech Elements

- a) Set: Continue to work with Mr. Cohen
- b) Props: Do you have a list of what you need? What we have? What to make?
 What to buy? Who is going to do this? (Sara, and then you check it? Hannah- is she doing this show?) Example 1; Example 2
- c) Sounds: Are you having music to start? As people enter? During intermission?
 During both intermissions? If so- what time period/tone/feel do you want for the music? Who is finding these songs? (IZZY?) What sound effects do you need?
 When will they need to be played- cues need to be put in stage managers and sound script. We need to buy EVERYTHING we don't already own for sound effects and music. NO YOUTUBE, etc.

- Make a mic list [Example](#) (Sky knows which are the “good” mics, and which aren't)
- d) Costumes: What is happening with this? Do you have a costume parade on your schedule? What is your plan for full dress? Dress but no hair/makeup?
- i) Do you need to buy any makeup/Hair spray/etc?
 - ii) Will probably need to buy batteries for mics and mic tape as well.
Anything you will use, we need it! (I have spike tape for you (And mic tape!))
- e) Lights- What do you want- just up down, up down, etc.? Any spots? Any dimmer moments? All cues need to be put in stage managers and light script.

2) Production Elements

- a) Tickets- who will sell them? How much? Will you have physical tickets? Will you buy them/make them/etc.

- i) Fill out form for ticket collection

- b) Concessions, 50/50 raffle- who will run this? How will you get materials?

- i) Fill out form for \$\$ collection

- 3) Space- need to fill out form if you want tables/etc.

- 4) When are you planning to use Mrs. Cuneo's room and band room for rehearsals/performances/etc.

- Email them and let them know/ask permission

- 4) Program- who is making it? Who is printing it? Who is folding it? Who is distributing it?

[39 Steps](#) [Our Town](#) [Almost Maine](#)

- 5) Advertising- who is in charge? What will they do?

- Poster around the school (who will make, who will hang)

39 Steps Our Town Almost, Maine

- Morning announcement

Sample 1:

If the following announcement could be made every day this week and next week, that would be great!

Don't miss Windham High School Theatre Company's production of Almost, Maine. This "real" romantic comedy shows what happens as nine couples fall in and out of love one cold winter night. Almost, Maine- it's love. But not quite. Performances will be held Thursday, Friday and Saturday, November 3rd, 4th, and 5th at 7pm and Saturday, November 5th at 2pm. Tickets are only \$5 for students and can be purchased at the door.

Thanks!

Sample 2:

If the following announcement could be made every day this week and next week, that would be great!

Come see the magic of Mary Poppins at Windham High School. Mary and Bert will fly across the stage in this amazing disney musical. Performances will be held Friday and Saturday, March 11th, 12th, 18th, and 19th at 7pm and Sunday, March 13th at 2pm. Tickets are only \$10 for students and can be purchased at ticketstage.com. Don't miss this magical production!

Thanks!

- School bulletins/newsletters
- Around town?
- Social Media?
- Local papers?
- Ad in Bye Bye Birdie program?

6) Collecting and depositing money- someone has to be in charge! More forms :)

Think about elements of a show- am I missing anything...?

At some point before you open, think about and discuss...

- 1) How will you run your shows? Mic check time? Actor or director lead warm ups? “Pep talk” before each show? Who is “starting the show” each night? (What is the first moment of the show? Who is announcing about fire exits, etc. Any other warnings needed?)
 - a) Once you begin runs using mics, have a list of what needs to be done EACH night before you leave. This can include :
 - All props cleaned up and put away
 - All costumes picked up and put away
 - All mics put away
 - Light board AND LIGHTS turned off
 - Everything locked. (back doors, elephant room, costume closet, boys changing area, light/sound booth)
 - Set pieces backstage allow for access/clearance for all doors
 - No hazard- open water bottles, food, etc. left around
- 2) Where will you be during the show? (I HIGHLY RECOMMEND in the audience- SEE your work in all its glory! But that is 100% a decision left up to you).
- 3) What is happening in between shows on Saturday? Are kids bringing their own food? Are you providing food? Are you collecting money to collectively buy food? Who is ordering? How is the food getting to the school?
- 4) What are your plans for strike? How will it be organized? You will be in charge of supervising ALL the groups and making sure EVERYTHING that needs to get done is done.

Meeting on 3/28

NEXT STEPS:

- Email Mr. Magnuson about reserving rehearsal/auditorium space (Done)
- Email Mrs. Micalizzi about auditorium space on 5/16 (Done--we are good from 3:30 on)
- Email cast w/ updated rehearsal schedule (Done)
 - What is happening during spring break? (If in school, need to reserve space and ensure you have supervision). (¼ done)
- Finalize details with Manchester performance (Done)
 - Email cast about attending Manchester performance (optional- not a school activity)
- Meet with Mr. Dust to get parts of play “approved” (Yes, meeting with him on Wednesday of next week)
- Finalize set build days and get on calendar (Working on it)

Noises Off

- Stage combat--Ethan Pants--Make sure he's ok with everything
 - Extra layer and then boxers on top...Nude shorts, Black shorts. → nude leggingish pants?
- To watch--help actresses find lower levels, audiences tune out high pitched noise.
- Monotone is bad. Levels in voice as well as physicality
- SET BUILD--SOON--RESERVE THE SPACE
- Publicity
- Costumes

- Lighting
- Sound
- Props
- Changing language?
 - Make a list
 - Make a meeting with Mr. Dust.

List

- Anything that could be offensive in a hs
- Fix bloody nose scene
- Innuendos, references to sexual content