

Schedule

- What needs to be done
- By when
- Who is responsible

- Booking rehearsal space--Me or Bridget
 - Mrs. Dalias
 - Email
 - Go to her yourself
 -

- Booking supervising teachers and specific days--Bridget or I
 - Cuneo-Thursdays after Music Man
 - Mackimm-Fridays
 - Narioian-Tuesdays
 - Dr. Ward-Wednesdays
 - After Music Man-Shean?, Gauvin, Kerns?,--Wednesdays(tech)

- Set
 - Meeting each Wednesday

- Costumes--Christine and Lindsay
 - Measurements
 - Costume Plot (by mid Feb)
 - Obtaining Costumes (by April break 95% of costumes are found/obtained)
 - Fittings
 - Costume Parade (During tech week)
 - Managing/Cleaning/Storing during Run (C+L)

- Makeup/Hair

- Props--Kaylan
 - Go through script to figure out what we need--January 15th
 - Obtain all of the props--March 30th
 - Label them on table
 - Tell actors where they are.

- Lighting--Sara + Emily
 - Go through script to figure out what we need
 - Program all light cues
 - Run the show

- Sound Design--Izzy + Sky
 - Go through script to figure out sound cues
 - Program all sound cues
 - Run the show

- Mics--Izzy + Sky
 - Make a Mic List

- Publicity
 - Send Ideas to Mike

- Talk to Ms. Lanzer about article in JagROAR
- School newsletters- Ms. Gayle Robertson will put a pic/flyer in
- School sign- get info posted
- Posters around school
- Talk to Mr. Swierad about article in Windham Independent
- Daily announcement after pledge (email Ms. Cindi Broady)
- SOCIAL MEDIA (WHS Theatre twitter- personal social media accounts)
- Tickets/Concessions/Front of House
 - Make a sign up genius

TO DO

- Rehearsal Schedule
- List of all seniors participating and what their roles will be

Bridget--Director

Sam--Director

Christine--Costumes

Lindsey--Costumes

Izzy--Producer/Sound Designer

Sara--Stage Manager

Kaylan--Assistant Stage Manager

Mike--Publicity

Chris Cohen--Master Builder

Sky--Sound Designer

Emily--Lighting Designer

- Book audition spot (Classroom? Stage?)
 - Choir Room--Working on it.
 - Stage looks occupied--for today 11/27/17
 - Band room is occupied--for today 11/27/17
- Obtain license
- Determine notes/scoresheet/method for auditions
 - Use scoring from O'Brien
- Create rehearsal schedule
 - Before Music Man
 - Mondays + Thursdays from 2:30-4:00 in Aud or Choir Room
 - During Music Man
 - Once every two weeks
 - Probably on a Friday 2:30-4:00
 - We can use this for character building
 - After Music Man
 - Mondays, Tuesdays, Thursdays from 2:30-4:00
 - 2 week tech ending around 6pm
 - 2 shows
 - Done

- **Find supervisors & confirm availability for all rehearsals**
 - Cuneo--Thursdays after Music Man
 - Mackimm--Fridays after school
 - Bryant--ask
 - Ward--ask
 - Naroian--ask?
 - Jablonski--ask
- WE NEED WEDNESDAYS

Meeting Date:

Attendance:

Agenda:

Notes:

Next Steps:

If you wanna buy something

- There's a lot of forms
- Go through O'Brien