Production meeting notes

Date: 06/05/15

Stage Manager: Holly Hutchinson

Lighting Designer: Holly Hutchinson

Sound Designer: Holly Hutchinson and Sam Thomas

In attendance:

Holly Hutchinson

Lauren Brook

Sam Thomas

Darren Page

Alex Kent

Documentation taken:

Cue sheets

Q-lab

The book

Set Design:

We have finalised that the set from the warehouse will arrive on the 12th of May.

Lighting:

We have decided to only have one boom with one side light on each side of the stage, to minimise on get in and our sustainability. As part of the book, Holly has decided to write the lighting sheets onto a separate sheet with repeats, to make imputing them on tech day easier.

Sound Design:

Today we went through our Q-lab making sure that all the files were inputted correctly. We also discussed using fades as they were not working when we tried to input them, there is still a voice over that needs to be edited and added into the Q-lab file.

Props:

Props were not mentioned in this meeting

Multimedia:

We have asked for a live feed camera and T.V to help support what is happening on the props table in our performance.