



Production Meeting Minutes

Stage Manager - Amanda Visger

Date - 10.15.25

Director (Greg)

- Nothing new at this time

Scenery (Mandy/Hailey)

- PDFs of the ground plan can be found in the Google Drive folder
- Will be working with Nate on elevation numbers
- The railing that will be behind the french doors will be visible throughout the show and would like to use plants and foliage of sorts behind the railing
- Will be drawing out the specifics of the bar unit for counterbalancing purposes for the elements of the bar side versus the bookcase side of the unit
- The books on the bookcase side of the unit will be carved out of foam as well as not being completely full of books to ensure that the art deco designs can be seen that will be included on the bookcase
- The chairs that will be used for specific scenes can be taken off/brought on stage by actors for any given number that will be needed (~7 chairs total)
- The use of projectors will be discussed later with Dave
- Greg would like there to be a visible lever on the bar side of the unit

Technical Direction (Nate)

- Currently working on the bid with using as much stock as possible
 - At any time, the doors on stage will not be opened/left open at the same time
 - Greg would like the priority to be on doors, stairs, and the bar unit
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Props (Ellie)

- Will be working with Mandy to look at prop storage for props
 - Will be meeting with Greg to talk about specifics of props later this week
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Sound (Alex)

- Audio clips will be added to the Google Drive
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Lighting (Mandy/Amber)

- Greg would like elements of lightning and light flickering
 - Will be working with Mandy to pick out a chandelier and practicals that will be placed around the set
 - Currently looking at multiple lamps around the set
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Costumes (Anna)

- Will be shopping for items next week
 - Would like to work with actors later on when heels and shoes will be added during rehearsal as heels will be loud
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Dramaturgy (Laurie)

- Will be completing the glossary before rehearsal starts
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Stage Management (Amanda)

- Designer Presentations will be on Monday October 20th and Tuesday October 21st, please let me know which day you will be presenting
- Our next meeting will be Wednesday, October 22nd, 2025