



UWG THEATRE COMPANY
PRODUCTION MEETING REPORT

Date: 02/12/2025

Absent:

Meeting Report #3

Late Arrivals:

Start Time: 5:00 PM

Location: Martha Munro Conference Room

Dismiss Time: 6:PM

Next Meeting: 2/19/2025

Director Notes	Kalixta Easterwood
<ol style="list-style-type: none"> 1) I am excited for tech week 2) I am thinking about cutting one of the games out of the script 3) Logan has all the game sound that kalixta can listen too 4) Kalixta would recommend everyone to see the show 5) Kalixta informed everyone that we will be having a run through on thursday and friday 6) Shelly informed everyone that next week on monday feb is spacing , shelly informed kalixta to space big group numbers first , and making sure that before tech on tuesday lighting sound scenery , props . meet with each other and let director know what they don;t have. 7) Shelly informed everyone that Meeting in the house of the dangle starting Tuesday march 3, at 6 pm. With designers and directors, letting the director know what you are missing and don't have. 8) Shelly informed everyone Our goal is to get to pg. 26 of the I love you song on tuesday march 5, scene 5. We will keep going if need be , if we get to the point if issaish or logan need rehearsal time , then we give time for kalixta to work with actors. 9) Tech week , rehearsal is from 6:30 to 10:30PM, after every rehearsal kailxta will talk to the designers and then the cast. 10) Kalixta will informed everyone on friday 28, 2025 , if we have rehearsal on saturday. 	

Music Director Notes	Justin Harris & Barbara Kidwell
<ol style="list-style-type: none"> 1) 	



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Scenic Design	Connor Tipton
<ol style="list-style-type: none"> 1) We got everything painted, and Connor showed everyone pictures of the set. 2) The pipe and drake will be over the USL risers. 	

Technical Direction	Jackson Bernhardt
<ol style="list-style-type: none"> 1) The actors can take the paint pints and design on the side of the set 	

Props Design	Robin Reyes
<ol style="list-style-type: none"> 1) I did update the props tracking sheet. 2) We are getting props into rehearsal. 	

Costume Design	Jelena Squires
<ol style="list-style-type: none"> 1) I fix jamiyah shoes 2) The veil is attached to the headband 3) We have the clothes to put in the suitcase. 4) Joe informed Jelena that by Adding more color to the white shirts, Joe would also ask for the clothes to get dipped in a tie dye, and with lighting for the show, it would be hard to make the actor's face brighter than the shirt. 5) The Tydie shirts will be fine for the trailer 6) For the pants design, one of the legs will have a swirl design, and maybe some hearts 7) Most stories are pulled. 8) For the zombie scene, Sydney made zombie pouches that the actors will use. 	

Lighting Design	Isaiah Carroll
<ol style="list-style-type: none"> 1) Isaiah has been working on the light board, 2) Isaiah needs to see rehearsal, so he can get lighting ideas 3) The curtain behind the wall is black 	



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Sound Design	Logan Proctor
<ol style="list-style-type: none"> 1) Logan already recufied my q sheet. 2) Logan put everything in qlab and the volume it needs to be. 3) Ask the cast, if they wanted Smash Bros (Mario) or smash bros (alternate) sound cue. 4) Joe - suggested that Kalixta and Logan, set up a meeting to listen to the qlab sounds 5) Joe - suggested that logon come see rehearsal to see what we changed. 6) Joe will send logan , door knock sounds 	

Marketing	Ellie Castillo
<ol style="list-style-type: none"> 1) Jack wants QR codes to put on the set for songs and stories, and sound of music. 2) Shelly informed Ellie- to Give jack Qr code 3) For the program we are missing bioforms from logon , and Robin 4) There are two difference forms one for the program and one for the social media. 5) We are not adding a matinee. 6) There are special thanks to Julia Bernhardt, Asa Phstevens, Icarus Productions, and Oglethorpe University Theatre. 7) For the lobby display , we will use design stuff, we are going to do. what are your friends and family memories? 8) Kalixta informed joe that We won't need any stobe lights, nor haze 9) Is there trigger warning? 10) Shelly informed Ellie and asked her - Can we put up signs that says there is no intermission. 11) Shelly informed Ellie, that Once Songs & Stories is in tech, you can talk to kalixta about latecomer's sits. 	

Production Management	Joseph Monaghan
<ol style="list-style-type: none"> 1) In the curtain speech, we can say there is no intermission. 	



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Stage Management	Jerrod Boswell
<ol style="list-style-type: none">1) Ask molly to see if she needs a makeup kit2) Ask the cast , if they wanted Smash bros (mario) or smash bros (altinate) sound cue?3) Marketing will see rehearsal and they will be taking pictures and videos.4) Make a time when we get closer to tech , that the designers have everything	