

Suggested Agenda for First Production Meeting

1. Welcome and introductions around the table
2. Thank everyone for taking on their responsibilities and emphasize how important their tasks are for the artistic success of the show.
3. Director talks about play, set, (show model if available), rehearsal schedule, deadlines, etc. Stage Manager will contact technical dept. heads about setting meeting with the director and stage manager. Production schedule will be decided upon at these meetings. (Explain about Google Calendar accessible on our website.)
4. Cast and Crew List
 - Check for errors and correct on master (names must be spelled correctly for program)
 - If you need more help, ask. If you get more help, give producer the names for inclusion in the program.
5. Contact producer if there's a question, concern, problem. **DON'T WAIT.**
6. Budget and Purchases
 - Give each head of department budget for their area.
 - Stay within your budget – keep tabs.
 - Contact producer if it looks like you might need to go over.
 - Businesses where we can charge – give list (Treasurer has this)
 - 'Request for Payment' forms
 - how to complete
 - where to put
 - turn in large bills or charges promptly but keep smaller ones and submit together
 - how you will be reimbursed
 - cut off for invoice submission – date usually about 10 days after end of production
7. Persons in charge of Set Décor or Props give list of items needed for that may be hard to find.
8. Acknowledgement Lists (post list in Green Room and another Back Stage)
 - Someone who loans or donates an item
 - Business that gives a good deal
 - Deadline to be included in the program –a few days before program goes to printer
9. Sponsorships – explain program
10. Security – if you are last to leave, check all doors and leave only designated lights on.

11. Do not give out production door code at this meeting. Give it privately to those crew members who will need it.
12. Theatre Membership – all crew should be members of Shuswap Theatre – give Membership forms if necessary
13. Questions

HANDOUTS – Crew List, including phone numbers and email addresses
List of Businesses where we can charge purchases
Budget for each head of department