

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, (mock-up if available), rehearsal schedule, deadlines, etc. Producer will contact technical dept. heads about setting meeting with the director and stage managers. 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 programme)
 - If you need more help, ask. If you get more help, give admin. producer the names for inclusion in the programme.
5. **Distribute Job Descriptions** from the website for those departments that have one. Emphasis the importance of following it.
6. Contact producer if there's a **question, concern, problem. DON'T WAIT.**
7. **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 – (Rona, Home Hardware, Wickett's, Askew's, Fabricland, Benjamin Moore, Family Dry Cleaning)
 - Show 'Production Expense' forms
 - how to complete
 - where to put
 - turn in bills or charges promptly
 - how you will be reimbursed
 - cut off for invoice submission – date usually about 10 days after end of production
8. Persons in charge of **Set Décor** or **Props** give list of items needed that may be hard to find.
9. **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 programme goes to printer
10. **Sponsorship** – person in charge explains program
11. **Security** – if you are last to leave, check all doors and leave only designated lights on.
12. Give out production door code.
13. **Theatre Membership** – Invite all crew to be members of Shuswap Theatre – give Membership forms if necessary
14. **Check your email often during the rehearsal period/run.**
15. **Questions**

HANDOUT – Crew list including phone #s and email addresses; Budget for each head of department; Job Descriptions; 2 Acknowledgement List