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| ***NAME OF SHOW*** | **Date:**  **Location: where meeting was held**  **Stage Manager:** your name |

**PRODUCTION MEETING REPORT**

**\*\*\*Please read all notes, not just those for your department\*\*\***

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| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Meeting Start: 3:00** | | **Meeting End: 3:40** | | **Next Meeting: 4/6** | |  | | **Scenery:**   * Platforms onstage Wednesday ready for rehearsing * Bring in proscenium walls for rehearsal Wednesday |
| **Misc Notes:** | **Lights:** |
|  | **Props:** |
|  | **Costumes:** |
| **Stage Management:**   * Glow tape and carpet for escape stairs * Carpet backstage to mask noise | **Sound/Music:**   * 3/21 for first day with Mics |
| **Schedule:** | **Other:** |