

Waiting on Trains

Presented by:

Tallie Uman, *Director*

Susan Weinhardt, *Stage Manager*

Production Meeting #1 By, Susan Weinhardt

Location: Auditorium

Date: 2/26/2021

Be sure to add this Google Calendar so that you remember when we have rehearsals!

<https://calendar.google.com/calendar/u/0?cid=dDJtcnl3czFpbzlsZDg3ZXVhc2QzOWU3MzhAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLnNvbQ>

Here's a Google Drive Folder with resources like the script and rules of VHSL

<https://drive.google.com/drive/folders/11znwmakb23dRssl460cqXKwDfhM5X7iK?usp=sharing>

Attendance -

PRESENT: Ash Rauch, Ben Eggleston, Denali Greer, Elenora Fiel, Stella Monner, Susan Weinhardt, Tallie Uman, Will Bush

Time Block -

Length of Show: ~20-25 minutes

PRODUCTION MEETING TODAY

Time	Subject	Called
Tuesday, February 26th, 2021 5:30-7:30p	First Production Meeting	Ash Rauch Ben Eggleston Denali Greer Elenora Fiel Stella Monner Susan Weinhardt Tallie Uman Will Bush

Rehearsal / Meeting Notes

Today, we went over rules, procedures & immediate action items.

Then, we did our first read-through together in about 20 minutes.

★ Rehearsal Procedures -

- You will need to check-in and out with a link at door 11 (it's different for check-in and check out respectively)
- Keep wearing those masks while in the building (Susan and Mr. Henderson will enforce this)
- During the show, the same rules that we have in school and during rehearsal still apply



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- Don't stand too close together, always wear masks
- Clear masks are being sent to every high school (for performances)

★ Tallie is working on staging, blocking, and other directions

- She is finalizing the cast
- She is thinking about any technical specifications that she may have in mind.

★ Susan:

- Tallie and Susan need to meet so that Susan can make the rehearsal schedule before we meet again.
- You are the actor wrangler (safety, monitor that everyone is wearing masks and social distancing)
- Consult with tallie on deadlines (drop book w/&w/o line notes, completed costumes, other milestones)
- Check the submission deadlines for the competition and make sure that we're following all the rules
- Don't forget to time each performance to make sure that the length is good.

★ Denali: -- Tech Director --

- She needs to figure out if we need any tech help from the crew chiefs
 - She can call in anyone she wants to help - 5-6 additional people as long as we can distance
- We need to do a camera test in the auditorium for when we record the show -- it has to be one continuous shot
 - Who's phone or camera?
 - Can we see everyone?
 - Can we get it into the right format, etc?
- We need someone to handle the video -- in charge of the camera, downloading, and more (Video Crew Chief)
- We might need an additional sound person for audio when recording

Set/Set Dressing/Paint

- ★ Susan and Denali will be looking through the props room & black box on Sunday (2/21) for temporary prop items for use during rehearsals.
- ★ Tallie and Denali will be making decisions about what we need for official technical elements.

Props

- ★ Susan and Denali will be looking through the props room on Sunday (2/21) for temporary prop items for use during rehearsals.
- ★ Tallie and Denali will be making decisions about what we need for official technical elements.

Costumes

- ★ Tallie and Denali will be making decisions about what we need for official technical elements.

Hair and Makeup

- ★ Tallie and Denali will be making decisions about what we need for official technical elements.

Lights

- ★ Tallie and Denali will be making decisions about what we need for official technical elements.

Sound

- ★ Tallie and Denali will be making decisions about what we need for official technical elements.
- ★ We might need an additional sound person for audio when recording.

Video



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- ★ We need to do a camera test in the auditorium for when we record the show -- it has to be one continuous shot
 - Who's phone or camera?
 - Can we see everyone?
 - Can we get it into the right format, etc?
- ★ We need someone to handle the video -- in charge of the camera, downloading, and more (Video Crew Chief)

Deck

- ★ Tallie and Denali will be making decisions about what we need for official technical elements.

Publicity/ Marketing

- ★ Nothing at the moment, thank you!

T-shirts/Playbills

- ★ Nothing at the moment, thank you!

Parents

- ★ Nothing at the moment, thank you!

Technical Management

- ★ Denali
 - She needs to figure out if we need any tech help from the crew chiefs
 - She can call in anyone she wants to help - 5-6 additional people as long as we can distance
 - We need to do a camera test in the auditorium for when we record the show -- it has to be one continuous shot
 - Who's phone or camera?
 - Can we see everyone?
 - Can we get it into the right format, etc?
 - We need someone to handle the video -- in charge of the camera, downloading, and more (Video Crew Chief)
 - We might need an additional sound person for audio when recording.
 - We can't use wireless microphones (only 1 external microphone to collect sound)
 - The person recording must be on our MEL list of crew members
 - No digital titles, music, or text of any kind may be added in post-production (sound effects and music must be played contemporaneously during the show's recording)
 - We have 7 minutes and 30 seconds for set up before the show instead of 30 seconds; strike does not need to be filmed
 - Consider distance of camera from actors since we aren't able to use a wireless mic system

Stage Management

- ★ Susan:
 - Tallie and Susan need to meet so that Susan can make the rehearsal schedule before we meet again.
 - Every Wednesday at 5:30p
 - We will decide on a second day at the end of rehearsal that works for everyone.
 - You are the actor wrangler (safety, monitor that everyone is wearing masks and social distancing))
 - Consult with tallie on deadlines (drop book w/&w/o line notes, completed costumes, other milestones)



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- March 10th is off-book with line calls
- March 24th is off-book without line calls
- Wait to decide on a costume and other tech deadlines with Denali
- Check the submission deadlines for the competition and make sure that we're following all the rules
- VHSL Handbook link - https://drive.google.com/file/d/1AchkcF2QGRsPsZVcnCpWdvMb_5cCGIUo/view
 - Rules include:
 - Length capped at 35 minutes with 30 second grace period
 - Must have paid royalties or have permission & give full credit to author
 - Signature from Hood to approve performance
 - Submit copy of script with video
 - We can't use wireless microphones (only 1 external microphone to collect sound)
 - The person recording must be on our MEL list of crew members
 - No digital titles, music, or text of any kind may be added in post-production (sound effects and music must be played contemporaneously during the show's recording)
 - Lighting question?
 - Timing:
 - Camera starts recording on bare stage
 - Someone on or off camera signals "begin set"
 - Judge times set (this has been adjusted to 7 minutes 30 seconds)
 - Someone on or off camera signals "begin play"
 - Judge ties play (35 minute limit with 30 second grace period in place)
 - Someone on or off camera signal "play ends"
 - Judge stops timing and records the time on their evaluation
 - Camera can end recording, not necessary to film strike
 - Format --
 - Submit on FilmFreeway (no fee) by 11:59pm on April 10, 2021
 - a high quality video file, up to 10 GB
 - YouTube or Vimeo upload works too! (probably easiest)
- VHSL Competition entry link - <https://filmfreeway.com/VHSLTheatreFestivalFIRSTLEVEL>
 - Timeline:
 - April 16th - First round of judging complete and announced
 - April 24th - Second round submission
 - April 30th - Second round of judging complete and announced
 - May 8th - State round submission
 - May 14th - State round of judging complete and announced
 - Consider distance of camera from actors since we aren't able to use a wireless mic system
- Don't forget to time each performance to make sure that the length is good.



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General

★ Nothing at the moment, thank you!

NEXT PRODUCTION MEETING:

Time	Subject	Called
2/24/2021 Wednesday, February 24th, 2021 @5:30p	1st Rehearsal - TBD	ALL CAST AND HEAD CREW Ash Rauch Ben Eggleston Denali Greer Elenora Fiel Stella Monner Susan Weinhardt Tallie Uman Will Bush

