

Hookman

Production Meeting Notes

10.26.23 | 4:30p-5:30p



Attendance

A. Carrig-Braun, K. Delaney, E. Frost, H. Kacik, E. Mason, E. Sullivan, K. Pelletier, S. Weinhardt

[Google Drive](#)
[Google Calendar](#)
[Meeting Recording](#)

General:

- Susan went over the load-in/tech schedule and asked if folks had any notes.
- Erin only had one thing to say on the accessibility end and that was that lunch breaks will be mandatory so please follow them on the schedule. Susan and Kailey will be enforcing this!
- Kailey talked about the tech process and asked for the company's patience as we go through. She wanted to clarify that we will likely not have time to run the show on Friday.

Scenic/Props:

- Emma has dropped off a lot of props this week.
- Emma is going to make the milkshake and the bloody note on Friday.
- Emma now just has to prepare the consumable props for the shows this weekend!
- Susan is working on submitting Emma's receipts to SEAL for reimbursement.
- Erin and Jamie got the set from the warehouse and it looks epic!
- Erin says that Emma's props look great!
- Susan has dropped off many props over the weekend!
- Susan is going tomorrow to get prop weapons approved (we have gotten the prop weapons approved and they are listed under Susan's name with ECPD!)

Costumes:

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Lighting:

- Henry said that lighting will be loading in on Friday and be ready to tech on Saturday.
- Henry will have a plot for us either Wednesday or Thursday night. Then we will be jammin'!

Sound:

- Emery and Atalanta finished preprogramming everything in advance of tech.
- Emery really appreciates Susan for figuring out the licensing for QLab.
- Emery wanted to note that there would be some sudden loud noises in the show so it should be listed on the door.

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- Erin has some concerns about the loud noises since we have an agreement for accessibilities sake.
 - Emery says that there are sudden noises when Hookman comes out.

Stage Management:

- Kailey asked if anyone could stay after the meeting to help her fix the buttons in QLab on her computer so she can run sound at rehearsal tonight.
 - Atalanta will stay and help her out!

Accessibility:

- Erin says that if you need accommodations for tech to please email Sophie and she will make sure that is taken care of!
- Susan says again that everyone will be required to take a lunch break.

Dramaturgy:

- Katie has been designing all of her little dramaturgy display signs, and she was wondering how ordering them from Print and Copy works.
 - Susan says that she will order these items on Thursday or Friday afternoon!
- Katie also had a question about headshots. She can't conceptualize how big they should be printed.
 - Susan and Erin think half a page for each person should be good.
- Susan requested that there be a document with credits for all the production team members.
- Katie asked if there were any needs to help with load-in after she sets up.
 - Susan will email Spencer to ask how many hands he currently has for load in.
- Katie asked about the dramaturgy note. Susan says that if Erin and Sophie want one, they can communicate more with her about it to see what they envision that looking like.
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Producer:

- Susan does not plan on filming the show for the EVVYs because we have an EVVYs judge, but if anyone has any ideas for how she could record the show for our archives or how it's been done in the past, let her know (should I use my computer, etc.).
- Susan shared the link to the program so people could take a look before it is distributed!
 - Please fill out the [bio/headshot form](#)!!! ASAP!!!
- Emma mentioned that she will be sending over pdfs of posters to be printed on Thursday.
- Susan also mentioned the ticket launch happened on Monday afternoon and have been selling well!
 - Ticket update: 73 of the 80 tickets sold Saturday night. 54 of 80 tickets on Sunday afternoon. We are sold out on Sunday now!

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- Susan wanted to bring up the photoshoot needs for the Instagram when advertising this weekend. She will be reaching out to Lucy and Jamie about this in the coming days.

Directing:

- Sophie and Erin have been talking about writing a director's note.
- Erin says everyone has been slaying! Runs have been going good and everyone is almost off book!

RareWorks Rep:

- Susan is working on getting reimbursements processed as they come in.
- Susan is also working on printing things as they are sent to her.
- The board has been working on recruiting people to help with ticketing and at tech.

Thank you!
Susan