

CRIMES Strike Meeting 9/25

Hello everyone,

This is a reminder that the Strike Meeting for *Crimes of the Heart* will take place tomorrow at 3:30PM! Please come with any requirements your department will have for Strike. Have a great day and see you then!

Thank you,
Elena

CRIMES Production Meeting Report 9/12

See below for information on the meeting!

Thanks,
Elena

Crimes Of The Heart Production Meeting Report

09/12/2016

Department Check-Ins

Scenery:

- We have water!
- Roof Trusses constructed
- \$599.22 left

Paint:

- Base coat on Roof Trusses completed; to finish painting by Wednesday
- \$291.07 left

Props:

- \$538.81 left
- Still to buy some expensive props (\$30-50 items)
- \$250 put aside for consumables because the test cake is more expensive than originally thought
- Leftovers of budget will go to set dressing

Lights:

- \$60.84 left (estimated)
- Focus completed on Saturday, all but 16 lights were focused → will be focused once Roof Trusses are installed

Sound:

- On time; on budget
- Calibration was on Thursday, and Levels was on Saturday

Costumes:

- \$209 left
- Shoes were sent to Kenny's → will get them fixed
- Final fits on Tuesday

Stage Management:

- Friday rehearsal shortened by Tornado Warning

Director:

- Nice to see working set was ready on Friday

New Business

ALL Paper Tech is this Thursday (09/15) at 3:30PM

Scenery:

- Light switch cover choice → **Set Designer** has made decision
- Stair moulding → **Set Designer** has made decision
- Water is drinkable (it's tap water)
- **ALL** Purdue Fire Department will loan/recharge your fire extinguishers if you call them
- **ALL** Purdue Memorial Union Hotel will give you old towels if you ask
- **Prop Master** requested the size of the sink for a dish tub; **Technical Director** will provide this information

Props:

- **Lighting** be aware that the Saxophone will be onstage for most of the show
- All props not glued to set need to be put away in Hand Prop room → **Prop Master** will leave gray cart in Hand Prop room so the **Stage Manager** can use it to move all props
- The cigarette will be put in Seasonal
- **Prop Master** requests that the cigarette not be "put out", but that it is instead sat on the edge of the ashtray to keep it away from water and wet sand
- Saxophone has been acquired, and Michelle has taught the actor to play it
- The reed has been gotten
- **Prop Master** will cover up the "PU Band" sign on the instrument case

Lights:

- **ALL** If you need cue lights, please email **Master Electrician** by Thursday (09/15) at 6:30PM
- Tree position → Decision made to completely remove the tree
- Cyc: edges, US border, wrinkles → **Technical Direction** will look into possible solutions to this
- Back of scenic walls that are visible to the audience → Previously discussed; will be taken care of
- Dark Time for focus and cueing (after set is complete) → Friday (09/16) 2-5PM
- Practicals → **Lighting** will make a gaff spot, and **Technical Direction** will make the hole for the fridge
- Want to mask K1 → **Lighting** will get duvetyne from Shop/ shelf in Small Prop room and staple

- **Director** requested that there not be light at the top of the stairs because the actors just walk up there quickly

Sound:

- Amp problems → one speaker went down; it was replaced by one from the Hansen
- Thank you to Jake, Ivana, and Erin for the hole cut in the stove → **Sound** will have discussion with **Technical Director** about safety precautions needing to be taken having a speaker near water

Costumes:

- Once pantyhose have been purchased, they will go into the Hand Prop room → goes into egg
- Hair for brushes will be wanted for Tech
- Box dye did not work: **Costumes** to get consultation for professionally dying an actor's hair as per request of **Director** → might be tight on money and time; may ask for donation

CRIMES Production Meeting 9/12

Good evening,

Please send me any agenda items you may have for tomorrow's meeting by tomorrow at **12:30PM.**

Have a wonderful Monday, and I'll see you all at **3:30PM!**

Thank you,
Elena

CRIMES Production Meeting Report 9/7

See below for meeting info. Have a great rest of your week!

Crimes Of The Heart Production Meeting Report

09/07/2016

Department Check-Ins

Scenery:

- \$2179.96/2900 spent (updated since meeting)

Paint:

- \$358.93/650 spent (updated since meeting)
- nearly everything that has been built has been painted

Props:

- spent \$500

- ready for next week

Lights:

- \$389/500 spent
- Hang has occurred; Focus to happen this weekend

Sound:

- No money spent
- Load-in last week, calibration on Thursday, Levels on Saturday at 8PM

Costumes:

- \$713.26/1000 spent
- Haircuts and 2nd fittings this week

Stage Management:

- Fire on stage information given to **Project Manager**

New Business

ALL: Paper Tech to be Next Friday → Possibly earlier on

Scenery:

- Load in notes → meeting to happen with **Scenic Designer** about observations not problems (update: occurred and items resolved)
- Mallet seating miscommunication → there are now seats in the moat because reserved seats were sold there; Mallet moved to reserved seating this summer; because of this change **Costume Designer** will provide undergarments for those actors wearing shorter outfits
- Expectations for "working set" → the set is not fully complete, but it will have the important items (i.e. working doors, stairs, etc.); roof truss may not be there for Focus → **Scene Shop** builds tonight (09/07), **Paint** has it ready by Friday (09/09) = It will be ready by Tuesday (09/13); because of this **Lighting** will need dark time next week

Props:

- Trash can is under the sink
- **Scenic Designer** will meet with **Prop Master** to discuss set dressing, item placement, and will prop hunt

Lights:

- Upstage Installation → will install ground row before Saturday, and any time is good because it is far enough upstage to be out of the way of scenic
- Fridge Update → fridge door lights up, freezer does not; working on making it work, but it is not a necessity

Sound:

- Install for Practicals → behind Cyc/Stove/Fridge/Phone/Sink can be done this Friday (09/09); Will cut hole in stove burner: **Jake** would like to be present when this happens → when the speaker comes out the stove needs to go back to looking normal

Costumes:

- Shoes are onstage now
- Please ask for clarification if there is confusion on who wears what shoes
- New cost required for haircuts
- **Costumes** will be taking care of the pantyhose and hair in hairbrushes

Director:

- Vapor Cigarettes → **Prop Master** and Actor met to rehearse with cigarettes; 1 is working, others were ordered last Friday (09/02)
- Raising of the Cot → it's too low/will affect moat, it can happen last
- Erin in Mallet Friday evening to explain does and don'ts of set to cast → Yes, in addition to possibly **Prop Master** and **Scenic Designer**; to explain where all prop items go; which props need to be in which particular locations; all used items are in the kitchen cabinet
- Had a meeting with **Stage Manager** and **Prop Master** to go over props and where they will be used and where they will go; Also discussed cutting the rug

CRIMES Production Meeting 9/7

Hello everyone!

Please send me any agenda items you may have for tomorrow afternoon's production meeting by tomorrow at **12:30PM!** See you all at **3:30PM!**

Thank you,
Elena

CRIMES Production Meeting Report 8/29

Information from the meeting is below. Thank you!

Crimes Of The Heart Production Meeting Report

08/29/2016

Department Check-Ins

Scenery:

- \$1545.36 spent
- race to finish on time

Paint:

- Nothing purchased this week
- All but 2 have been painted/papered

Props:

- \$411.33/\$1200

Lights:

- Plot completed / gel count by end of day

Sound:

- On time/budget
- Getting phone/stove situated

Costumes:

- \$434/\$1000
- Need to make boots and make returns
- On Time

Stage Management:

- No money spent 😊

Old Business

Scenery:

- Missing items → make sure Jake has molding detail, paint renderings, elevations, stain glass, gable ends, window seat, truss pieces
- Jake has Wall H

New Business

- **ALL Bios are due on Friday**

Scenery:

- Cabinet and Refrigerator relationship → refrigerator too tall can we strike out cabinet? → cutting cabinets in half for fridge to fit
- Double sink → only 14" space to sit on either end of sink (Meg sits on counter) → make into a single sink

Props:

- Prop Prioritizing → need to know which are more important → requested meeting with **Director**, and **Scenic Designer**
- Edibles- creams and pears → Callie has Apple allergy
- Fridge/stove choices and solutions. → stove choice is based on size (Ron build stove)
- 6'6" GE has no flat top so putting items on top will be difficult
- Need three brushes, additional one cannot be a comb, and must have hair in the brush
- **Director, Scenic Designer, Prop Master, and Stage Manager** need to meet to go over/diminish prop list size
- Possibly use cigarettes in rehearsal → Meg can practice far from building → **Prop Master** should arrange a test with **Stage Manager** and Actor
- **Stage Manager** needs to send When/Who/What/Why/How Extinguished information to **Project Manager** soon to get approval of live flame onstage process moving

Lights:

- Need to know which fridge is being used
- Light switch refers to light in entire kitchen

- Light over the sink and thrust are the same
- Need to know the light over the sink after it is built

Sound:

- Com list today
- Load in this week

Costumes:

- Added Builds → skirt (Ellen Trout): started patterning, dress: will start this week
- Shoes to rehearsal → all go at once; still missing a few
- Rehearsal pieces → need to know what actors are bringing
- 2nd fitting at the end of the week
- curlers for Callie

Stage Management:

- Set decoration list
- New ASM
- Full Run-through pushed to Friday – Designers invited

Director:

- Stained Glass → not all the way down
- The Cot
- Placement of items on counter and cupboard
- Sitting on counter and sink
- Light placement
- Objects to be set while in space → trash can goes under cabinet
- Light switch when leaving is on Wall G by the phone.

CRIMES Production Meeting 8/29

Hello hello! Happy Week 2!

This is an early email requesting agenda items for tomorrow's meeting. Due to a time conflict, I will no longer be able to put together the agenda in the afternoon, so I am sending this out early as a trade for moving the agenda item due date up an hour.

In essence, please send me any agenda items you have for tomorrow afternoon's meeting to me by **12:30PM** tomorrow.

See you all at 3:30! Have a wonderful Monday!

Thank you,
Elena

CRIMES Production Meeting Report 8/22

Hello,

See below for info on the meeting. Thanks!

Crimes Of The Heart Production Meeting Report

08/22/2016

Department Check-Ins

Scenery:

- 24 hours of work time has been lost; schedule will be shifted accordingly

Paint:

- Requested budget value of **Technical Director**
- Spent \$210

Props:

- Purchasing to continue this week

Costumes:

- Fittings this week
- Spent \$183

New Business

Scenery:

- Schedule and Progress → to discuss what changes need to be made
- Broken Molding shaper → requested molding # of **Scenic Designer**

Paint:

- Requested instruction of **Scenic Designer** on material/look of roof truss, stained glass panels, Wall H by 5pm on 08/30
- On Wall H, what needs to be done?

Props:

- Hair roller-Mirror question (will we need one) → There will be no mirror on the set; use a hand mirror
- Actor cigarettes → batteries have been gotten for them
- Requested from **Stage Manager** an order in which props are needed in rehearsal
- Rope around neck uses a fake knot
- **Technical Direction** requests a mockup of the prop before it is used in rehearsal

Lights:

- Pick points for Rigging → be aware of moves; particular locations have been chosen

- Practicals (number and placement)
- Confirm Hang dates for Thursday and Friday
- Exact Pipe for Cyc → hang on the most upstage pipe
- Load-in time for ground row requested of **Technical Director**
- Both the refrigerator and freezer will light up

Sound:

- Requested **ALL DEPTS** determine the amount of Coms they need by next meeting (next week: 08/29)
- All Coms are wired;
- Requested phone from **Prop Master** for wiring
- Requested plans and walkthrough of space with **Technical Director** and **Master Electrician**
- If unable to put inside oven, speaker for oven will use the one behind the set

Costumes:

- Stockings will be clear packaging that the stockings will go into with period packaging

CRIMES Production Meeting 8/22

Good morning everyone,

Happy Monday, and happy new semester!

Please send me any agenda items you have for this afternoon's meeting by 1:30PM.

See you all this afternoon!

Thank you,
Elena