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|  | WeekLy PRoduction meeting Template |

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| Date | Tuesday | Time | 1:30pm | Facilitator/Notes | Production Manager |

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| Team members | | | |
| Production Manager | Technical Director | Lighting | AV |
| Streaming | Talent | Artistic Director | Other |

| Time | Item | Owner |
| --- | --- | --- |
| 1:30pm | Welcome |  |
| 1:35pm | Old Business (task from last meeting agenda notes) | PM |
| 1:40-2pm | Check-in production:   1. Bindlestiff 2. Gravesend Escape Room 3. Gaming team 4. Burrough Hall 5. Other | TD of each project |
| 2pm | Review by each production area:   1. AV 2. Lights 3. Video 4. props/paint 5. scenery 6. Management | PM and faculty assigned to each area |
| 2:15pm | Calendar updates:   1. Load in 2. Install 3. run 4. load out | PM with area faculty |
| 2:20pm | Artistic questions | Keith Nelson and ?? |
| 2:25pm | Announcements | Takuma Hayashi |
| 2:30pm | Adjournment |  |

**Notes page**

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| Action Items Table | Owner | Deadline | Status |
| Load in | Tech Director | 2/10 | In progress |
| Marketing plan | Management | 3/15 | Not started |
| Lighting Team tasks | Lighting faculty | 1/30 | Complete |

**Notes by Area or production**

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| AV | Lights | Video |
| Props/Paint | Scenery | Management |
| Calendar Updates | Bindlestiff | Escaperoom |
| Gaming | Burrough Hall | Other |