

AGENDA

1. Welcome and introductions around the table
2. Thank everyone and let them know how important are their tasks for the artistic success of the show.
3. Rehearsal schedule, deadlines, etc. Producer will contact technical dept. heads about setting meeting with the director and stage managers. Production schedule will be decided upon at these meetings. (Explain about Google Calendar.)
4. Cast and Crew List
5. Distribute Job Descriptions from the website for those departments that have one. Emphasis the importance of following it.
6. Budget and Purchases
 - Give each head of department budget for their area.
 - Stay within your budget – keep tabs.
 - Contact producer if it looks like you might need to go over.
 - Show ‘Production Expense’ forms
 - how to complete
 - where to put
- 7- Props. Buying- Renting or Building
Persons in charge of Set Décor or Props give list of items needed that may be hard to find.
- 8- Eatables
- 9-Consumables