

I. Check-Ins

- A. Make sure to read the rehearsal reports from TDID for important info
 - 1. Can we get props in the room ASAP?
 - 2. Will see most of the designers at the run tonight (8PM)
- B. Designer run for Sweetwater is tomorrow evening (after sitzprobe)
 - 1. 11AM-1PM rehearsal
 - 2. 1PM-2PM meal break
 - 3. 2PM-5PM sitzprobe
 - 4. 5PM-7PM designer run
- C. Concert rehearsals are going well
- D. Joey will be around tomorrow for Sitz's if anybody needs anything
- E. There is always a bit of heightened anxiety from casts around this point in the process – make sure to reassure them that everything will be fine
 - 1. MK is happy to remind people of the scope of Polyphone and provide support
- F. The program booklet has finally gone to print! They will be ready for opening

II. Scenic Design

- A. Arts Bank Updates
 - 1. Blister is all set up
 - 2. Ceiling tiles are ready to be danced on
 - 3. Fluorescents are hung and trimmed
 - 4. Floor will be painted tomorrow
 - 5. Parachutes and platforms are ready to go in on Monday
- B. Lindsay will start a text chain with Casey and Holly
- C. Full regular hours in the Arts Bank on Saturday and 9AM-7PM on Sunday

III. Props Design

- A. Props for the TDID room
 - 1. Shooting to get everything in the room by 4/9

2. Recorder can be picked up with one hand
3. Lamp and recorder are coming from Norristown and will be here by Tuesday
4. Kelly can get doofer “old stuff” props for this weekend, and may be able to get some of the official props
5. Can the boxes be treated so that they look mildew-y?
 - a) Kelly will grab them after weekend rehearsals and get this done on Monday
6. Bookshelf will be a drying rack with shelves in it
7. The desk should have four legs rather than a pedestal (actors put lots of weight on it)

B. Props can be stored in the second floor lobby for now

C. There are 5 cubes in the Arts Bank right now – Kelly will check in with Alice

1. MAJOR priority is to make sure we have eyes on ALL cubes and that they are the correct sizes
2. Kelly and Olivia will likely be headed to Terra basement storage tomorrow
3. Alive says all needed cubes have been located

D. Pillowcases have come in

E. Clipboards are in Lindsay’s office

IV. Lighting Design

A. Focus starts on Monday evening and continues through Thursday in small chunks of time

B. Looking forward to design runs this weekend

V. Sound Design

A. Tay would like to have large new sound cue requests stop after Sunday evening (unless it is a repeated motif or soundscape)

1. Focus needs to shift from cue-ing to set-up (band and mics) come Monday

- B. The keyboard being used for the shows is currently in the 17th floor audio closet
- C. We can use 15 mics for Sitz with the inventory we currently have (Sweetwater will have more for the final show)
- D. Tay will send Ethan a list of all of the instruments in the band
- E. We will need amps for bass, electric guitar, and keyboard – everything else will be acoustic
- F. Tay will check in with the TDID after their run tonight about the transition note in last night's rehearsal report
- G. Lindsay will encourage Claire to attend the Sitz's this weekend so Tay can meet them

VI. Costume Design

- A. Jillian has been doing fittings – everything is going well and moving along
- B. Everybody has tried pieces on at this point for Sweetwater (except O'Malleys)
 - 1. Cybele is still in process – actors should be told that nothing is final and Cybele is still working on alterations
 - 2. Main actors will likely have to come back in this week for final fittings
 - 3. Color range of costumes can now be found in the drive
- C. Costume load-in should be next Friday

VII. Schedule Moving Forward

- A. Tuesday + Wednesday – Each show is scheduled for spacing in the Arts Bank
 - 1. Thom will be working asynchronously to the groups – lights may change, but there will be no cue-ing
 - 2. Music director will be present and playing music
 - a) Tay should make sure that there is a keyboard amp connected (no other amps for those days)

- B. Thursday + Friday – Band seatings / Mic checks / Beginning of tech
 - 1. Focus is making sure Tay has everything ready to go
- C. Saturday + Sunday – Full-on tech with costumes
 - 1. Start cue-ing wherever we left off on Thursday/Friday
- D. Monday – Notes during the day + Concert tech
 - 1. This is an entirely different cue
- E. Tuesday + Wednesday – Final dress rehearsals
 - 1. Each show gets one day
 - 2. Photos will be taken during final dress for the Tuesday tech show, and during the performance for the Wednesday tech show
- F. Thursday + Friday – Opening nights!
- G. Saturday + Sunday – Marathon weekend
- H. We likely will not have these weekly check-ins moving forward! Hold this time in case something comes up, but these meetings should be happening nightly after rehearsals

VIII. Stage Management

- A. If you are rehearsing at Terra on off-days during tech, make sure the actors know and are expecting this!
- B. Paper tech for Sweetwater will be on 4/10 – Let Fern know if you want to be involved, and he will loop you into the invite
- C. Sweetwater designers – Let Fern know if you want a printed script for Saturday
 - 1. There are plenty in Lindsay's office – Fern will let her know if more are needed
- D. Beaver will handle crew calls
- E. Sitz's will happen in the Recital Hall!
- F. Please CC Maggie-Kate on EVERYTHING! She needs to know where people are so she can see the big picture (add her to any email lists she is not on)