In attendance: Joe Turner, Hannah D’Arcy, Emily Nixon, Brodie Atkinson, Lucy Workman, Ben Rowan, Pip Strickland, Rob Anthony, Chloe Goddard, Roxy Jarrold

**Marketing**

**Discussed:**

* Mission Statement and Manifesto
* Emily, Joe and whoever else to meet once script is complete to discuss any changes that need to be made to fit with the new concept of the show
* Headshots
* Brodie to send them to Hannah – Hannah to send each member their photos individually to pick best one and Hannah to pick best group shot
* Programme
* A4 folded in half
* Front – poster
* Inside left – Stuff from copy but more detailed
* Inside right – Cast photos with name, character, role and how they escape
* Back – special thanks
* Flyers and Posters
* 5 A3 posters for Campus
* 4 A3 posters for town
* Flyering – exercise bike? Fragment how do you escape with post-it notes?
* Approx 300 flyers to be printed
* When? – Soon – after schedule has been sorted

**Lighting**

**Discussed:**

* Ben to email Martin
* Ask whether all the colours in mood boards are available to us – CC Lucy into email
* Joe’s comments on mood boards
* Wherever Roxy ends up on stage – when Brodie and Rob go back to her to check in, have that section of the stage go to ‘clinical’ lighting state – perhaps with a lamp
* Possible use of Gobo?

**Things to be followed up:**

* Ben, Joe and Lucy to have meeting once script is complete to go through page by page to finalise cues
* After that meeting, Lucy and Ben to set a day to sort out Q-Lab file

**TVs**

**Discussed:**

* Ben’s friend will have the intro credits for the wheel of fortune ready for no later than 8Th May
* Nearer to show day – Ben and Lucy to organise filming of cakes and interviews
* Lucy to get in contact with Media people
* Joe Giggs has editing software we can use if we need it

**Things to be followed up:**

* Date for filming to happen (before Q-Lab file day)

**Sound**

**Discussed:**

* Hannah to fill in form for use of music – Blackboard?
* Ben to source sounds listed in rehearsal notes
* Music tbc for Music section
* Possible use of live music – Lucy – flute, Rob – ukulele, Hannah – singing, Joe – Piano

**Set**

**Discussed:**

* Remove middle structures from set design
* Chloe/Pip to look into prices for 4 tall rostra legs
* Change dimensions or back metal ‘cages’ – 8ft wide, 6ft tall
* Add mannequins and exercise bike into set design

**Things to be followed up:**

* Chloe to make changes to set design and be as detailed as possible with dimensions and exact number of TVs - then post on page so Lucy can include it in the Technical Rider which is due in no later than Friday 5th May

**Costume**

**Discussed:**

* All designs good
* Possible change for characters Charlie and Josh depending on final script

**Things to be followed up:**

* Chloe, Lucy and Joe to meet once script is finalised to go through page by page each costume requirement

**Props**

**Discussed:**

* Changes to script has meant changes to props
* If it has been confirmed that the prop is in the show then Pip just messages Hannah before purchasing item

**Things to be followed up:**

* Pip to create Props table with every prop, who it is used by, where it is stored during show etc. (Table template on Blackboard or ask for Lucy’s one from Shakespeare)
* Pip to come to costume meeting to go through page by page all the props needed and where they are stored and what not

**Miscellaneous**

**Discussed:**

* Roxy would like sugar free cake

**Next Rehearsal: Tuesday 25th April – 5.30-7.30pm – MB1010**

**Next Meeting: TBC**