



Production Meeting Minutes

(For last year's meeting notes follow this link:

<https://docs.google.com/document/d/1HpxNYITBiQdlu849-pcnQKKNtul76ipBg4FsS6q8T2l/edit?usp=sharing>)



Production Meeting Minutes

Fall Quarter 2025 (9/8/2025)

Scenic

- Tech Week: 10/20-10/24; Blood Tech on Sat.(10/25)???
- Fast & Furious Design meetings moving forward; Thurs (9/11) Dr. Reynolds meeting w/ Vanna about Hitler's Tasters.
- Zombie Town Set: Texas Barn, flats with light coming through; hand pops up??; Styro-foam gray foam for the hand to pop through
- 16 ft by 16ft square (24 inches off the ground); two curtains
- Curtains and legs, what do we do about all the blood????
- How do we design the backstage areas, in terms of blood?

Costumes

- Zombie Saturday??? To get people used to having a Zombie base on (Most likely in the afternoon)
- No full blood with costumes until actual Dress Run
- What is the comedy on how the zombies are dressed? (Wedding Gown, Judge's robe)
- "Costumes look like shit": Actors pulling costumes out of a hot van
- Quick Change Area: Blood Containment Area (Hooks in the back of the theatre)
- Actor Characters: 1-2 pieces that define people they portray

- Zombie Actors: Collaborate w/actors (football player, police, etc)

Hair & Makeup

- Zombie Hair/Makeup: Actor's own hair; Actors apply "zombie base"; may have additional; prosthetics applied by technician
- How is blood going to work with movement?
- Blood Jam (Blood to dries quickly)

Props

- Maybe Paul????

Lighting

- "Going into another theatre space." : Roadhouse guy (little bits of comedy peppered into it)
- Gunshot lights???? (Live Theatrical gun backstage used when actors fire with their hand guns; will need ear protection backstage)

Sound

- Maybe Corbin????

PSM

- Stage Management, not yet filled
- Need table outside of Stone for auditions; will check out Ipads (two) for auditions.
- Costumes Audition Note: Latex allergy?, actors have own make-up kit?, actors have any food allergies?
- Make sure to add Costumes to the drive (Ms. Bechtel)
- First Aid training Fri. (9/19)
- Director Audition Note: Is actor comfortable showing their midriff? Cc. Costumes on any conversations
- Actors will get to choose who they read for in the audition

Director

- Call backs will be from Zombie Town script
- Zombie Town Auditions (9/11) @ 6pm
- First read thru will be Mon. (9/15); table work rest of the week

- First Aid training Fri. (9/19)
- Rehearsal Times: 6:30pm-9:30pm (Mon-Fri)
- Will use the names of the actors in the show for the theatre company from San Fran (Actors 1-5)

Box Office

Marketing

- Currently working on “Zombie Town” fliers; waiting on Sciro approval; “Performances during Homecoming Week”
- Title: “Zombie Town: A Documentary Play”
- Halloween Show will be at 7:30pm

Recruiting

TTP

APO

Faculty Reports

Bechtel

Reynolds

Sciro

Ray

Guinn



Production Meeting Minutes

Fall Quarter 2025 (9/15/2025)

Scenic

- Hitler's Tasters Meeting (9/16) @ 3pm
- Taped out corners of platform on Stone
- Wed (9/17) start pulling platforms; hoping to have them down by Wed (9/24)
- Have pulled gravestones for graveyard scene
- What will be used to hang costumes on the stage?? Chairs used for Wardrobe?

Costumes

- Costume Video Shoot (10/15)???
- *Zombie Town* Character Breakdown (Shared in the drive)
- Beth, ASM, zombie makeup???
- (Zombie's Ages) Abby=40's; Fish=17; Dustin=86; Dakota=60's; Kylee=20's; Milo=30's

Hair & Makeup

- Cas' hair to a more natural color (no wild colors)
- Zombies: combo of "real" and "camp" dead

Props

- Handheld Stop Sign (Abby-Zombie)
- Detachable arm w/football (Fish-Zombie)
- Actor #4 (Guinn style Tool Pouch)

Lighting

- Gobos have been pulled for testing (DNA, Microscopes, Veins) images
- No projections for show; Abby may use computer in Dr. Reynold's office

Sound

- Corbin Ware will step into sound position
- Sound should feel a little "thrown together"

PSM

- Figuring out where blood soaked clothes go; protocol on if actors get sick

- Headshots, bio, costume info/measurement time will be given to actors to fill out today (9/15)
- Cas & Amber do not need to schedule with the PSM about measurement times
- Door Lock up sheet; Check in with Guinn about corrections
- Beth, ASM, will be writing down blocking

Director

- Hannah (character) to come out of the audience
- In rehearsal, have a running list of things to buy
- Actor #4, initially wanted it to be a One Man Show
- Would like everyone to be able to change onstage
- (9/15)-(9/19) Table work and working with actors; stumble thru hopefully by next week
- Everyone on stage at the end of the play; Hannah to check in with actors on how they move in the space

Box Office

- Oct. 6th: Season Tickets & THTR
- Oct. 13th: General Public

Marketing

- Marketing Calendar; Google Drive???
- Fall Fling this Thursday (9/18) @ 5:30pm-9:30pm
- Cast List/Social Media post will be sent out soon
- Posters need approval from faculty before hanging up
- Website in progress, need approval from faculty

Recruiting

- Meeting w/ Guinn about how to reach out to schools
- Potential grad student for next year

TTP

- Spring Fling
- Pay your dues!

APO

Faculty Reports

Bechtel

Reynolds

- First Aid Meeting to be Postponed; Wait for Ms. Sciro to be present w/ Stage Management Bible
- Contact Dr. Reynolds if need *Zombie Town* Google Drive

Sciro

Ray

Guinn

- *Tech or Treat*; partner with folks about Makeup for the maze experience (10/30)
- I.E. Reports from last Spring classes



Production Meeting Minutes

Fall Quarter 2025 (9/22/2025)

Scenic

- Inventory on Lumber supplies
- Platforms stacked on stage; staircase stacked on stage
- Backwall unit, can it bear weight? For people to climb on it. Can test out height with Dakota in the shop.
- Hopefully be end of week, platforms will be in place

Costumes

- Will start storing costumes in the Small Armory; after the 30th will have access to 209.
- Oct. 18th, Saturday, Zombie Makeup Day (1pm-4pm)
- Started pulling, crafting, and orders have come in
- Latex allergy for some of the actors
- Cas will also be Trucker (trucker cap pulled over their eyes); Otis needs a tiny shovel (spade)
- Will acquire the Bar Mop Towel
- Does anyone have a connection to the Football team for old pads???
- Baseball Zombie instead of a Football Zombie??? Perhaps just jersey and jeans
- Will create an arm for the football player

Hair & Makeup

- Need to acquire Dustin's preface photo for makeup
- Kylee (Zombie) gets queasy around blood
- Check in with Kylee, make sure she has a spare set of glasses

Props

- Cigarettes (in Dr.Reynolds office)
- Costumes will make a severed arm for the football player
- May need a Lighten Stop Sign for Zombie Cross Guard

Lighting

- Figure out a Lighting Day
- Kylee (Zombie) needs to wear their glasses on stage
- Hannah (character in the audience) does not need to be lit
- "Top light with someone with a Turtle Neck on"- John's character wants it to be a one man show
- Abby would like to see the consistency of the blood with Ms. Brigitte (blood swatch would be good)

Sound

- We are down a Sound Person

PSM

- Paper Tech to be on Thurs Oct 16th
- Beth is writing down the blocking for each rehearsal
- Reformating the script, will be ready by the Designer Run
- ASM to create links for the props needed in the show (Amazon); list for things we have to make too

Director

- Designer Run on October 1st (Wed)
- Stumble thru: Sept 26th (Fri); Costumes welcome to attend; We can Film.
Make sure to erase the older videos on there to create space on the iPad

Box Office

Marketing

- Digital Programs being created
- Common Goods: Promotional Drinks
- Tuesday Afternoon (Sept 23rd) Website meeting @ 1pm in the classroom
- Will be having a costume party on Halloween (7-7:30pm) Winner gets a Signed Poster
- Trailer for the Show- Separate meeting with Costumes.

Recruiting

TTP

- Dr. Reynolds will come this Wed (9/24) to speak about *Zombie Town*
- Fish's Improv Group will follow TTP

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Faculty Reports

Bechtel

Reynolds

- First Aid Meeting Thurs (9/25) @ 5pm
- LTCA Event on Oct 13th Mon.

Sciro

Ray

Guinn

- 2nd Circuit Court of Appeals to be in Howard Auditorium, Tuesday Sept. 30th (8am-5pm)
- Tri Pod holder found, and put into the Lost and Found



Production Meeting Minutes

Fall Quarter 2025 (9/29/2025)

Scenic

- Stairs have been put together
- Will build structural building for the wall later this week
- Glow tape underneath the stage?

Costumes

- Fish arm prop has been ordered (can be dropped, kicked, smashed, etc.)

Hair & Makeup

- Zombie Workshop Day (10/18) from 1pm-4pm (SM Team called)
- Any spray effects?
- Do we want to see John's guts ripped out? Edible guts? Use the blood from Dracula

Props

- Will experiment with different foods for guts (something that looks wet and gross) easy to wash; let Dr. Reynolds know what you buy food wise

- Sit down with Aray to discuss props on Fri (9/30)
- What kind of hammer? Plastic?
- Shovel has fallen to Props

Lighting

- Blood sample coming to Lights
- "Minimum budget black box theatre light"
- Will be opportunities to see light through the slates
- The end needs to feel like the show should not actually end
- How does the end look different from everything else?
- Green underneath the stage; something underneath the stage that isn't good
- Let Costumes know what shade of Green you go with
- Oct. 10-12 Light Hang?

Sound

- Messing with an ambient sound during the show
- Speakers underneath the stage?

PSM

- Prompt script is done (page numbers and line numbers)

Director

- Front of House: Sign Up Usher list, go to Aray's beginner Acting Class

Box Office

- 6-8 Ushers per night; work on Sign-In Sheet
- Wed. (10/1) Management meeting @ 12pm

Marketing

- New posters will be sent out
- Season ticket brochures, hopefully out later this week
- Come check the poster that is in the Costume Shop

Recruiting

- Mark spoke to a potential Grad Student for next year

- Alison Simms, alumni professor, has a potential student for graduate studies

TTP

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Faculty Reports

Bechtel

Reynolds

- Run Thru Wed. 10/1 @ 7:15pm (Also recording)
- Absent during the day on Wed. 10/1

Sciro

- Tell THTR App. students to get their tickets before the night of the show

Ray

Guinn

- Email from Whitney about *Adoption* Portal
- Started paperwork to get a new Genie



Production Meeting Minutes

Fall Quarter 2025 (10/6/2025)

Scenic

- Slats need to be large enough for arms to reach through
- Need to find a new trunk

- Polonius and Horatio gravestones – Cover over names

Costumes

- We will hold onto a Blood Rehearsal on Saturday.
- Anything needed for rehearsals?
- Arm/Football is in progress

Hair & Makeup

Props

- Link for shovel
- Link for hammer
- Torches - random sticks from shop - one side painted like fire.
- Guts effect? Kylie - A bag that holds the guts
- There are some props ready for rehearsals
- Costumes will take care of edible blood.
- Maybe need oranges?

Lighting

- Check fog and Haze juice levels.
-

Sound

- Still looking for ambient sounds & Zombie noises
- Cue Sheet?

PSM

- Prompt script is done (page numbers and line numbers)

Director

- Front of House: Sign Up Usher list, go to Aray's beginner Acting Class
- Run tonight @ 7:30

Box Office

- 6-8 Ushers per night; work on Sign-In Sheet
- Comp forms should go to stage management this week.

Marketing

- Waiting on brochures -
- Digital program is nearing completion
- Press release has gone out
- Braille version in the works

Recruiting

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Faculty Reports

Bechtel

Reynolds

Sciro

Ray

Guinn



Production Meeting Minutes

Fall Quarter 2025 (10/20/2025)

Scenic

- Strike will most likely take longer for this production
- Masking curtains up; masking curtains over doors

Costumes

- Working on notes; quite a few folks down sick
- Still in good track for the dress rehearsal
- Volunteers have been coming in to help
- Zombie Workshop, a big hit!

Hair & Makeup

Props

- Most everything is done
- Guts and Torch close to being done
- Hand-held recorder; one in the Prop room
- Torches look great! Glitter perhaps?

Lighting

- Fog/Haze machine has been set (Hose needs to be connected, still in armory)
- Power cable has been actor proof
- Distilled water needs for Ms. Brigitte Bechtel update!! Can fill up empty gallon jugs

Sound

- Speakers under the stage
- Still editing some of the zombie noises (place holders in effect)
- Still editing the Johnny O'Dell bit (place holders in effect)
- Still looking for music stuff (place holders in effect)
- Set monitor speaker in Howard sometime this week

PSM

- Paper tech went great!
- Cues have been placed in PSM book, ready for Tech
- Start Tech at 6:30pm on the dot!

Director

- Start tech at 6:30pm on the dot!

Box Office

- Pull seats for Whitney; same place

Marketing

- Still working on Online and Printed Program
- Brochures have been sent out to faculty/staff
- Photo call to be during the two dress rehearsals (Designers send in your top 10 shots from the show); look at the blood splattering??

Recruiting

- Wed (10/22) 11am-2pm; fair in the Tonk
- Emailed all the places from recommendations from last week (Shreveport Little Theatre very interested)
- LSMSA, got in touch, waiting to hear back
- Following back up with SETC folks from last year

TTP

APO

Faculty Reports

Bechtel

Reynolds

- Wed. 10/22 off night for Tech; Firearms training for Cast and SMs
- Fair number of new folks working backstage
- Classes on 10/31st will be cancelled after 12pm
- Vanna Richardson will be joining Production Meeting next week for *Hitler's Tasters*

Sciro

Ray

Guinn

- Howard Auditorium free throughout Tech week (M-F); Perhaps even Show Week
- Thurs. 30th; Stone Family will be arriving

- Major/Minor will be happening on Oct. 31st



Production Meeting Minutes

Fall Quarter 2025 (10/27/2025)

Scenic

Costumes

- Doing lots of laundry
- Notes continued to be looked at
- Cat to check out Duck keys? Connect with Mr. Guinn

Hair & Makeup

Props

Lighting

Sound

PSM

Director

Box Office

- Received the Braille programs

Marketing

- Trailer; Interview w/Aray going up tomorrow

Recruiting

- Stage combat financial plans are moving forward
- Emails were sent out to folks from SETC last year

TTP

APO

Faculty Reports

Bechtel

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Ray

Guinn

- Major/Minor meeting will take place this Fri. Oct 31st (May be a cookout)
- Friday: Homecoming; Saturday: Time Out for Tech
- Plan to be here for 3hrs following close of show
- H*ttler's Tasters meeting on Thursday (10/30)
- Improv show on Nov. 7th



Production Meeting Minutes

Fall Quarter 2025 (11/3/2025)

Scenic

- Set taken down

Costumes

- Continuing strike for ZT
- Donated rest of detergent to Oliva/Strauss for *Strauss production*
- Getting last of the restock lists
- Tandy Leather Account!!

- Find Barbers for another W9
- Water distiller in the costume shop

Hair & Makeup

- Continuing strike for ZT
- Donated rest of detergent to Oliva/Strauss for *Strauss production*
- Getting last of the restock lists
- Tandy Leather Account!!
- Find Barbers for another W9

Props

- Have extra panty hoses (for costumes)

Lighting

- After show tasks have been completed
- Walking Wesley through the lighting board for HT's
- Distilled Water jug in the bay??? Thrown away???

Sound

PSM

- Remind Vanna to print out monologues for folks who do not have one

Director

- 1st read through of HT's on Dec. 12th
- Rehearsal schedule (6:30pm-9:30pm) M-F
- Night off (Jan. 27th) Tuesday, during Tech Week
- Auditions: H*tlar's Taster's (Dec. 8th-9th)
- Aray: Theatrical Firearms in office
- Auditions: Mon. 8th: 1 min. Monologue (From show or contemporary monologue); Tues. 9th cold reads from sides
- A Mab folks can audition

Box Office

- Will be sending letters about Winter Production: HT's
- Email Professors about Class Rosters

Marketing

- Sciro out of country Dec. 1-14th
- Address difference between (Auditions on Mon, Dec. 8th, 6:30pm-8:30pm) and (Callbacks on Tues, Dec.9th)
- Email a Youtube link if not able to audition by Mon Dec. 8th @ 10pm
- Put something in about All-Gender welcomed casting (4f, potentially 5f)

Recruiting

- Time Out for Tech was very large! Potential freshmen met.
- Callie DuPont, a potential student, came to see *Zombie Town*, saw the costume shop. Has been accepted to Tech
- Cleaning and labeling the Graduate Office

TTP

- Improv Show: Fri. Nov 7th
- Officer Pics being taken on Wed. 5th for Yearbook
- Regular Officer TTP meeting will start occurring

APO

- Please follow up with John about doing something with organization

Faculty Reports

Bechtel

Reynolds

Sciro

Ray

Guinn

- Grad Boards Wed. Nov 5th (3:30-4:50)

