

MEETING MINUTES #1

Date: Thursday, September 7th, 2023

Prepared By: Kathryn Kulaga

IN ATTENDANCE: K. Dixon, R. Griffith, D. Humphrey, K. Kulaga, M. Marcus, C. Mason, L. McDonald, T. Moss, M. Padilla

START TIME: 5:32p

END TIME: 6:00p

AGENDA:

1. Introductions
2. General Check In's

GENERAL

1. Happy First Production Meeting! D. Humphrey kicked us off with a beautiful production meeting song he has created.
2. The show is fully cast besides a *Mushnik Cover*, the Cast List has been uploaded to the Little Shop Drive.
3. For this production, we will be using the Revival of Little Shop of Horrors, in which D. Humphrey is supposed to receive a digital package of the score and libretto on Friday, September 8th. It will be distributed to the group via email and Google Drive once received.
4. Load In will be on Monday, October 9th. D. Humphrey mentioned we would likely have the Berger from 8a-10p. Once confirmed, we will notify the group.

DIRECTING/CHOREOGRAPHY – *Director, Drew Humphrey, Choreographer Dena DiGiacinto*

1. No notes at this time, thank you!

MUSIC DIRECTION – *Music Director, Mike Padilla*

1. M. Padilla requests that he would like to be able to see The Voice of Audrey II during performances backstage.
2. We discussed the placement of the band backstage as well as where the Plant will live, hoping to move the band downstage left backstage and have the plant live upstage left backstage. M. Marcus mentioned this is a possibility, as there won't be as many bodies backstage.
3. D. Humphrey confirmed we will have monitors for the band, backstage and possibly in the booth for performances.

SCENIC – *Scenic Designer, Kyle Dixon*

1. No notes at this time, thank you!

COSTUMES – *Costume Designer, Lindsay McDonald*

1. If anyone knows any potential wardrobe crew members for the duration of tech and performances, please contact L. McDonald, thank you!

TECHNICAL DIRECTION – *Technical Director, Taylor Moss*

1. No notes at this time, thank you!

PROPS – *Props Designer, Rowan Griffith*

1. No notes at this time, thank you!

MEETING MINUTES #1

Date: Thursday, September 7th, 2023

Prepared By: Kathryn Kulaga

LIGHTING – *Lighting Designer, Christopher Mason*

1. If anyone knows any potential light board or spot ops for the duration of tech and performances, please contact C. Mason, thank you!

SOUND – *Sound Designer, Matt Marcus*

1. We discussed the placement of the band backstage as well as where the Plant will live, hoping to move the band downstage left backstage and have the plant live upstage left backstage. M. Marcus mentioned this is a possibility, as there won't be as many bodies' backstage.

STAGE MANAGEMENT – *Production Stage Manager, Kathryn Kulaga*

1. Before Sunday, September 10th, K. Kulaga will post a V2 of the contact sheet with the company's info available to the production team.

NEXT MEETING:

The next production meeting will be on Thursday, September 14th at 5:30p via Zoom

Thank you,

LITTLE SHOP OF HORRORS

Stage Management Team

Kathryn Kulaga, Judah Seams

MEETING MINUTES #2

Date: Thursday, September 14th, 2023

Prepared By: Kathryn Kulaga

IN ATTENDANCE: D. DiGiacinto, R. Griffith, D. Humphrey, K. Kulaga, C. Mason, L. McDonald, T. Moss

START TIME: 6:01p

END TIME: 6:33p

AGENDA:

1. General Check In's

GENERAL

1. Discussion of the First Rehearsal will be happening this weekend. K. Kulaga is meeting with D. DiGiacinto and D. Humphrey to chat and is also in contact with M. Padilla about music rehearsals. Any updates will be sent as soon as they are solidified.
2. D. Humphrey will be out of town from Sunday, September 17th through Wednesday, September 20th.

DIRECTING/CHOREOGRAPHY – *Director, Drew Humphrey, Choreographer Dena DiGiacinto*

1. No notes at this time, thank you!

MUSIC DIRECTION – *Music Director, Mike Padilla*

1. No notes at this time, thank you!

SCENIC – *Scenic Designer, Kyle Dixon*

1. No notes at this time, thank you!

COSTUMES – *Costume Designer, Lindsay McDonald*

1. If anyone has a pair of Size 12 Motorcycle Boots, or where we can find a pair, please contact L. McDonald, thank you!
2. Rachel McClemons will be our Wardrobe Head for the duration of Tech, Dress, and Performances. Welcome to the team, R. McClemons!
3. We are still looking to find another dresser, if you know of anyone, please contact L. McDonald, thank you!
4. D. Humphrey will contact Kids Unlimited to see if we can borrow any wardrobe racks.
5. We will need a scalp measurement from K. Hicks for the Audrey wig. Please let Stage Management know if there is any way we can help with getting that scheduled.
6. See Props Notes #3, 4 and 5, thank you!

TECHNICAL DIRECTION – *Technical Director, Taylor Moss*

1. Build will take place at the University of Arizona's scene shop. The first day of build is tomorrow!
2. Live Theatre Workshop has some casters they are willing to lend for the duration of the show. D. Humphrey will connect T. Moss with Live Theatre Workshop to get those ASAP.
3. Audrey II, Puppet #4, cannot be put on wheels, it will be pushed or slid on stage.
4. T. Moss is currently drafting and working as fast as possible. Updates will be sent to those applicable.
5. D. Humphrey has offered his services to paint base coats as needed, as he is a 'mean base painter.' See D. Humphrey for more information!

MEETING MINUTES #2

Date: Thursday, September 14th, 2023

Prepared By: Kathryn Kulaga

PROPS – *Props Designer, Rowan Griffith*

1. A Props List has been started today and will be uploaded to the drive as soon as possible.
2. Seymour's Band-Aids will be discussed future with L. McDonald.
3. The portrait of Mr. Mushnik will be created via printer. R. Griffith would like a photo of C. Younggren from midchest up in costume as soon as possible, thank you!
4. Audrey's Leopard print sling is a costume piece that will most likely live on a prop table.
5. The Gas Mask will be a Props responsibility.

LIGHTING – *Lighting Designer, Christopher Mason*

1. The dimensions of Audrey II, plant puppet #4 are 67" side to side, and 81" front to back.
2. D. Humphrey will be reaching out about cables, movers, and other hopes and dreams for lighting, thank you!
3. We are still looking to find a light board op and two spot ops. If you have any leads, please contact C. Mason as soon as possible, thank you!

SOUND – *Sound Designer, Matt Marcus*

1. The A1 for the production is Conner Ritscher. Welcome to the team, C. Ritscher!

STAGE MANAGEMENT – *Production Stage Manager, Kathryn Kulaga*

1. Asst. Stage Manager for the production is Judah Sears. Welcome to the team, J. Sears!
2. Information about rehearsals will be sent this week.
3. Prep week starts on Sunday, September 17th, with our First Rehearsal on Sunday, September 24th.

NEXT MEETING:

The next production meeting will be on Thursday, September 21st at 6:00p via Zoom

Thank you,

LITTLE SHOP OF HORRORS

Stage Management Team
Kathryn Kulaga, Judah Seams

MEETING MINUTES #3

Date: Thursday, September 21st, 2023

Prepared By: Kathryn Kulaga

IN ATTENDANCE: D. DiGiacinto, K. Dixon, R. Griffith, D. Humphrey, K. Kulaga, C. Mason, T. Moss, C. Ritscher

START TIME: 6:01p

END TIME: 6:20p

AGENDA:

1. Company Updates
2. Berger Scheduling
3. First Rehearsal
4. General Check In's

GENERAL

1. We no longer have an Audrey u/s, Urchin u/s, as the actress has stepped down from the position. The hunt is on to find a cover.
2. We have our First Rehearsal on Sunday, September 24th! On Thursday, September 28th, we will have a more orientation-like rehearsal in which all designers are invited, and highly encouraged to come. If any designers would like to show any work, renderings, designs, etc. Please let K. Kulaga know before Monday, September 25th.
3. Please let D. DiGiacinto and D. Humphrey know your estimated times you may want the Berger for potential Dark Time or things like that before October 1st, thank you!
4. Production Meetings will now be moving to Wednesdays at 6 p.m. to accommodate for rehearsal's starting, and Wednesday is our day off.

DIRECTING/CHOREOGRAPHY – *Director, Drew Humphrey, Choreographer Dena DiGiacinto*

1. Please send in your bio or edits to bios to D. Humphrey by Monday, September 25th.

MUSIC DIRECTION – *Music Director, Mike Padilla*

1. For the first three days of rehearsal, M. Padilla has requested that the schedule will be sent out Friday, as a more general look at things so the company may have more time to prepare. There will still be a daily schedule sent out the night before, but just so everyone is aware. As well as M. Padilla has requested that breaks be inserted into the schedule for music rehearsals.
2. Please see General Note #1, thank you!

SCENIC – *Scenic Designer, Kyle Dixon*

1. Please see Lighting Note #1, thank you!

COSTUMES – *Costume Designer, Lindsay McDonald*

1. Please see General Note #1, thank you!

TECHNICAL DIRECTION – *Technical Director, Taylor Moss*

1. No notes at this time, thank you!

PROPS – *Props Designer, Rowan Griffith*

1. A "Things to Buy" list will be sent ASAP.

LIGHTING – *Lighting Designer, Christopher Mason*

1. C. Mason would like to discuss in more detail putting lights on the main platform for the spooky-up lighting of puppets 3 and 4. C. Mason will be reaching out promptly to scenic, thank you!

SOUND – *Sound Designer, Matt Marcus*

1. Please see General Note #1, thank you!

STAGE MANAGEMENT – *Production Stage Manager, Kathryn Kulaga*

1. If there are any other production members you have on your team that you would like to be on the daily schedule and rehearsal report distribution lists, please contact K. Kulaga as soon as possible.

NEXT MEETING:

The next production meeting will be on Wednesday, September 27th at 6 pm on Zoom

Thank you,

LITTLE SHOP OF HORRORS

Stage Management Team

Kathryn Kulaga, Judah Sears

IN ATTENDANCE: D. DiGiacinto, R. Griffith, D. Humphrey, K. Kulaga, C. Mason, L. McDonald

START TIME: 6:04p

END TIME: 6:54p

AGENDA:

1. Designer Run Schedule & Attendance
2. Tech Week Schedule
3. Load In
4. General Check-in's

GENERAL

1. A reminder that Designer Run is Sunday, October 8th at the University of Arizona, Drama Addition Bldg, Room 266. If you haven't notified Stage Management that you will be there, please do so immediately.
2. Attached to this email in PDF, is a brief Tech Week schedule. This is a V1, if times need to be adjusted for specific departments, please reach out to Stage Management with your requests.
3. For Load In, on Monday, October 9th, we will tentatively have the Berger center from 8 am-10 pm. Dinner will tentatively be provided at some point in the evening.
4. Within the next few days, if any departments have any SOSs or any RED FLAGS they are foreseeing, please contact D. DiGiacinto and D. Humphrey immediately. They are more than willing to help put out fires but cannot put out fires they don't know exist.

DIRECTING/CHOREOGRAPHY – *Director, Drew Humphrey, Choreographer Dena DiGiacinto*

1. Can we confirm the weapons policy at the Berger Center?
2. Can we add "fog and haze," to our FOH signs if we go ahead with C. Mason's deal, as seen in LX Note #2?
3. Please see Costumes Note #1, thank you!

MUSIC DIRECTION – *Music Director, Mike Padilla*

1. Can we confirm what time Band Rehearsal is on Monday, October 9th?

SCENIC – *Scenic Designer, Kyle Dixon*

1. No notes at this time, thank you!

COSTUMES – *Costume Designer, Lindsay McDonald*

1. Can we confirm that we have racks at the Berger, and if they can roll?
2. Please see K. Kulaga about her Cricuit access, thank you!
3. K. Kulaga will send an update regarding fittings this weekend, thank you!

TECHNICAL DIRECTION – *Technical Director, Taylor Moss*

1. Please reach out to D. Humphrey to organize an order of what needs to be 'loaded-in,' first.

MEETING MINUTES #4

Date: Wednesday, October 4th, 2023

Prepared By: Kathryn Kulaga

PROPS – *Props Designer, Rowan Griffith*

1. Properties will not Load In until later in the day on Monday, Oct. 9th, to allow other departments to do what they need to do first.
2. On Monday, Oct. 9th, we will load out props currently at the UA at 2 pm. See K. Kulaga for more details.

LIGHTING – *Lighting Designer, Christopher Mason*

1. C. Mason requests Dark Time on Tuesday Oct. 10th & Thursday on Oct. 12th from 9am-12pm, then 3:30p until Call. On Wednesday, Oct. 11th, C. Mason would like as much time as possible for Dark Time. Lighting has noted they can work over Technical Direction.
2. C. Mason has found a price for a hazer and two foggers. This will sidebar with D. Humphrey.

SOUND – *Sound Designer, Matt Marcus*

1. Please look at the Tech Schedule for Thursday, October 12th. Time can be allocated for adjusting band levels w/ actors or anything of that nature.
2. Please see MD Note #1, thank you!

STAGE MANAGEMENT – *Production Stage Manager, Kathryn Kulaga*

1. Stage Management requests that we will be able to put up backstage signage, the callboard, and other vital information at some point during the day on Monday, Oct. 9th. This is a bottom-of-the-list item but still needs to happen before the Actors arrive on Tuesday.
2. Stage Management will not be at Load In until after 2 p.m. We will be available as hands until we are cleared to set up what we need to set up.

NEXT MEETING:

The next production meeting will be on Tuesday, October 10th, after Tech has ended.

Thank you,

LITTLE SHOP OF HORRORS

Stage Management Team
Kathryn Kulaga, Judah Sears