

MEETING MINUTES #1

Date: Friday, November 10th, 2023

Prepared By: Kathryn Kulaga

IN ATTENDANCE: R. Baheshone (*Asst. Stage Manager*), N. Christenson (*Asst. Costume Designer/Wardrobe Supervisor*), K. Dixon (*Scenic Designer*), R. Griffith (*Props Designer*), D. Humphrey (*Artistic Director*), K. Kulaga (*Production Stage Manager*), C. Mason (*Lighting Designer*), M. Modic (*Director/Choreographer*) L. McDonald (*Costume Designer*)

START TIME: 4:00p

END TIME: 4:29p

AGENDA:

1. Welcome to Matilda!
2. Director's Concept/Ideas
3. General Check-in's

GENERAL

1. Version Five of the schedule is complete. Stage Management will keep everyone posted on confirmations and will update the production calendar as necessary.
 - a. The tentative plan is for Tuesday, November 28th to be for Music Rehearsals, Thursday, November 30th to be let go, and Friday, December 1st to be for Directing/Choreography. This is still up in the air, and Stage Management is currently being looped into the conversation.
 - b. There is mention of scheduling a second accompanist for those dates.
 - c. Stage Management will be reaching out to the directing team after these minutes are sent.
2. Please send your bios for the program to D. Humphrey by Friday, November 17th, thank you!
3. Please contact K. Kulaga with your availability as soon as possible. Latest by Sunday, November 12th at 12p MST.

DIRECTING/CHOREOGRAPHY – *Director/Choreographer, Mandy Modic*

1. M. Modic is absolutely thrilled about this production, and cannot wait to be creating magic in Tucson
 - a. A beautiful story with a very inclusive cast, a perfect story to tell with Saguaro City and for the holiday season
 - b. Within this show, there are no strict blackouts, and the transitions will have to be choreographed elegantly and efficiently.
2. Directing is still in the process of casting,
 - a. Very close to being completed
 - b. Updates of a cast list will be sent out from Stage Management once completed
3. M. Modic would like to touch base with Scenic and Costumes as soon as possible, thank you!
4. M. Modic will arrive in Tucson on Friday, December 1st.
5. This show will not take place in outer space.

MUSIC DIRECTION – *Music Director, Jamie Reed*

1. Can we confirm who will all be a part of the band, and what they are playing?
2. Please see General Note #1, thank you!

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SCENIC – *Scenic Designer, Kyle Dixon*

1. There is a rental package, rented from a Facebook ad, that is being picked up tomorrow evening on Saturday, November 11th. It will be shipped to Tucson within the next few days.
 - a. Included in this package is the Magic Chalkboard, Bruce's Cake, and other scenic pieces.
2. For pieces of the non-rented set, we will likely be using Pareiactoids to achieve a lot of location, with very little space.
 - a. Six big triangles with different locations painted on all sides
 - b. The size of these is TBA, as we don't have the official measurements of our rented set yet.
3. See Directing/Choreography Note #1A, thank you!

COSTUMES – *Costume Designer, Lindsay McDonald*

1. Once the show is fully cast, Stage Management will contact Costumes immediately.
2. L. McDonald has three different leads on where to get school uniforms, there will be a conversation with M. Modic about said rentals this upcoming Monday, November 13th.
3. As your earliest convenience, can Costumes be sent an updated budget?
4. A Wig/Hair footprint is coming up in conversation. J. Knaggs is willing to do the wigs again, as he created them for Little Shop of Horrors. L. McDonald also has a contact in Tucson who is fabulous with wigs. This conversation will be continued with M. Modic, thank you!
5. Happy Opening to Scrooge, L. McDonald! We love you!

TECHNICAL DIRECTION – *Technical Director, Taylor Moss?*

1. Our TD situation is still up in the air. T. Moss has agreed to be here and do most of the show, but cannot finish the process or do Load In.
 - a. If anyone knows any good TD's or any recommendations of where to start, please contact D. Humphrey immediately, thank you!

PROPS – *Props Designer, Rowan Griffith*

1. A V1 of the Props List is on the Google Drive.
2. Referring to Scenic Note #1A, R. Griffith would like to get her hands on those pieces as soon as possible.
3. In the package, there is not an Amanda Thrripp doll to spin her pigtails, or no item to help create the illusion of the cup that moves/gets knocked over. M. Modic would like to continue the conversation of exploring these details.
4. Once the show is cast, Stage Management will notify R. Griffith of any allergies of the child playing Bruce, as M. Modic would like edible frosting on the cake for #12 Bruce, thank you!

MEETING MINUTES #2

Date: Saturday, November 18th, 2023

Prepared By: Kathryn Kulaga

IN ATTENDANCE: D. DiGiacinto (*Director of Outreach & Education*) K. Dixon (*Scenic Designer*), R. Griffith (*Props Designer*), D. Humphrey (*Artistic Director*), K. Kulaga (*Production Stage Manager*), C. Mason (*Lighting Designer*), M. Modic (*Director/Choreographer*) L. McDonald (*Costume Designer*), J. Reed (*Music Director*)

START TIME: 10:02a

END TIME: 10:34a

AGENDA:

1. Welcome!
2. Rehearsal Scheduling
3. General Check-in's

GENERAL

1. Today we had a great meeting discussing scheduling and department check-ins.
2. Scheduling-wise, here are the tentative changes. K. Kulaga will be sending an email out to the company with a V7 Calendar later today with these updates.
 - a. For Wednesday rehearsals, November 6th & 13th, there will be tentative rehearsal from 5p-6p to work with *Matilda* (M. Howell) for individual time with Directing.
 - b. Four of our adult ensembles, M. Jones, E. McGuire, M. Milne, and B. Valle, will not be arriving until Friday, December 8th. There will tentatively be time added that Friday, 3p-5p, to catch our ensemble members up on music.
 - c. Stage Management will be looking into UA Room Reservations about splitting rooms up the first week, so we can prioritize both music & choreography rehearsals.
 - d. Going forward, schedule-wise in the evenings, kids will be called in the early evening, as some of the nights go late, so the later evenings will be prioritized for adults.
3. Stage Management and Directing are currently looking at dates to have a 'First Rehearsal,' stay tuned for more details.
4. On Friday, December 22nd, our Final Dress time slot may change slightly, as TUSD will still be in school, and there is a class in the Music room at the Berger until 12p. This will be noted in the V7 Calendar.
5. If any departments need a credit card to buy show-related items, please reach out to D. DiGiacinto as soon as possible.
6. There is a folder in Google Drive labeled 'receipts.' In the folder, there are department categories. Please if you purchase something, add it to the correct folder so we can keep track of spending, thank you!

DIRECTING/CHOREOGRAPHY – *Director/Choreographer, Mandy Modic*

1. Directing is currently looking through the script to see if some roles can be cut so lines can be distributed across the company, as we do not have enough mics for every child and adult. Thank you!

Distribution: Baheshone, Christenson, DiGiacinto, Dixon, Griffith, Humphrey, Ingram, Kulaga, Marcus, Mason, McDonald, Modic, Moss, Reed, Sears

MEETING MINUTES #2

Date: Saturday, November 18th, 2023

Prepared By: Kathryn Kulaga

MUSIC DIRECTION – *Music Director, Jamie Reed*

1. Welcome J. Reed to the team!
2. Music Direction will be looking at the score within the next week to research, go in-depth, and make essential cuts. J. Reed asks to disclaim when sending the Vocal Book to the cast that, somethings will change once music rehearsals start.
3. Music Direction will be reaching out to Sound to discuss Keyboard 2, thank you!

SCENIC – *Scenic Designer, Kyle Dixon*

1. K. Dixon showed us one of the first renderings of the set. Can we please upload all renderings to the Production Drive?
2. See Costumes Note #2, thank you!

COSTUMES – *Costume Designer, Lindsay McDonald*

1. Costumes would like to see the Wallpaper & Designs for The Wormwood Household, as well as Miss Honey's House, thank you!

TECHNICAL DIRECTION – *Technical Director, Taylor Moss*

1. Welcome to the team, officially, T. Moss! We are thrilled to have you aboard!

PROPS – *Props Designer, Rowan Griffith*

1. Props would like to look at any of the “if survived,” pieces from the rental package, and Bruce's Cake as soon as possible. Is there any timeline we can give to Props of when they'll have access to these?

LIGHTING – *Lighting Designer, Christopher Mason*

1. Lighting will be reaching out to Sound for specific questions, thank you!

SOUND – *Sound Designer, Matt Marcus*

1. See Directing Note #1, MD Note #3, LX Note #1, and Stage Management Note #1, thank you!

STAGE MANAGEMENT – *Production Stage Manager, Kathryn Kulaga*

1. There was brief discussion about the use of the Orchestra Pit for this production, in the meeting as well as through an email. Stage Management will be reaching out to schedule a meeting to discuss with all parties involved, thank you!

NEXT MEETING:

The next production meeting is *tentatively* Saturday, November 25th, at 10:00am MST.

Thank you,

MATILDA

Stage Management Team

Kathryn Kulaga, Riley Baheshone, Judah Sears

Distribution: Baheshone, Christenson, DiGiacinto, Dixon, Griffith, Humphrey, Ingram, Kulaga, Marcus, Mason, McDonald, Modic, Moss, Reed, Sears

MEETING MINUTES #3

Date: Saturday, November 25th, 2023

Prepared By: Kathryn Kulaga

IN ATTENDANCE: K. Dixon (*Scenic Designer*), R. Griffith (*Props Designer*), D. Humphrey (*Artistic Director*), K. Kulaga (*Production Stage Manager*), M. Marcus (*Sound Designer*) C. Mason (*Lighting Designer*), M. Modic (*Director/Choreographer*) L. McDonald (*Costume Designer*), J. Reed (*Music Director*)

START TIME: 10:00a

END TIME: 10:25a

AGENDA:

1. SM Announcements
2. General Check-in's

GENERAL

1. Today we had a great production meeting.
2. Rehearsals begin on Monday, November 27th at 5 pm MST. All rehearsals will be taking place at the UA Drama Addition Bldg. (Tornabene Theatre) in Room 114.
 - a. The first few days are mainly music w/ J. Reed.
 - b. M. Modic arrives in Tucson on Friday, December 1st.
 - c. Designer Run will take place on Saturday, December 16th at 4 pm.
 - d. We will not be having a traditional First Rehearsal. If there is anything any designer would like to share with the company before Designer Run, please contact Stage Management ASAP.
3. Attached to this email the V5 of the Face Sheet, and V5 of the Cast List are attached. Both have been uploaded to the Google Drive. We are hoping there will be no more changes, but if there are updated versions, Stage Management will notify the group ASAP.

DIRECTING/CHOREOGRAPHY – *Director/Choreographer, Mandy Modic*

1. Directing will update the live document of the tracking sheet later today.
2. D. Humphrey will reach out to the rental people to see if we may cut the bathroom in half.

MUSIC DIRECTION – *Music Director, Jamie Reed*

1. Please reach out to D. Humphrey regarding scheduling a time to go to the Berger to inspect the pit.
2. Sound will be inspecting a keyboard at the UA to use for Keys 2, thank you!

SCENIC – *Scenic Designer, Kyle Dixon*

1. UA Classes end on Wednesday, December 6th, and starting on the 7th, we may bring in pieces to leave in the room overnight.
2. Please let Stage Management know if you still do not have access to Google Drive.

Distribution: Baheshone, Christenson, DiGiacinto, Dixon, Griffith, Humphrey, Ingram, Kulaga, Marcus, Mason, McDonald, Modic, Moss, Reed, Sears

MEETING MINUTES #3

Date: Saturday, November 25th, 2023

Prepared By: Kathryn Kulaga

COSTUMES – *Costume Designer, Lindsay McDonald*

1. Michael Wormwood (J. Gutierrez-Ahumada) has been placed in some of the Big Kid ensemble numbers, he will need a school uniform as well as the Michael Wormwood costume.
2. Props would like the measurements of Amanda Thrupp (J. Wetzel) ASAP, thank you!

TECHNICAL DIRECTION – *Technical Director, Taylor Moss*

1. D. Humphrey would like to sidebar about putting the Wormwood Wall and Trunchbull Wall on wagons, as well as scheduling a time to go to the Berger to inspect the pit and dead hanging a drop.
2. K. Dixon will be reaching out to discuss scenic items, thank you!

PROPS – *Props Designer, Rowan Griffith*

1. UA Classes end on Wednesday, December 6th, and starting on the 7th, we may bring in pieces to leave in the room overnight.
2. Stage Management will reach out to UA Props Department to ask about using their storage space again until classes end. Stage Management will follow up with an answer this week.

LIGHTING – *Lighting Designer, Christopher Mason*

1. Lighting will be reaching

SOUND – *Sound Designer, Matt Marcus*

1. Directing will play around in the blocking process to try to have kids without microphones to stand near kids with microphones to amplify their voice without giving them a mic.
2. Please reach out to D. Humphrey regarding scheduling a time to go to the Berger to inspect the pit, thank you!

STAGE MANAGEMENT – *Production Stage Manager, Kathryn Kulaga*

1. Stage Management will be reaching out to D. Humphrey & Directing about which pieces we would like to bring to the Rehearsal Room on Thursday the 7th, thank you!

NEXT MEETING:

The next production meeting is *TBA*

Thank you,

MATILDA

Stage Management Team

Kathryn Kulaga, Riley Baheshone, Judah Sears

MEETING MINUTES #4

Date: Monday, December 4th, 2023

Prepared By: Kathryn Kulaga

IN ATTENDANCE: K. Dixon (*Scenic Designer*), R. Griffith (*Props Designer*), D. Humphrey (*Artistic Director*), K. Kulaga (*Production Stage Manager*), M. Marcus (*Sound Designer*) C. Mason (*Lighting Designer*), M. Modic (*Director/Choreographer*) L. McDonald (*Costume Designer*), J. Reed (*Music Director*), H. Villocino (*A1*)

START TIME: 6:00p

END TIME: 6:33p

AGENDA:

1. Discussion of Band Placement
2. General Check-in's

GENERAL

1. Today we had a great production meeting. Rehearsals are in full swing, and we are excited to get our adult ensemble on Friday, December 8th.
2. Welcome to the team H. Villocino! They will be the A1 for the run, and their contact information will be added to the Contact Sheet this week.
3. Designer Run will be on Thursday, December 16th at 4 pm. Please let K. Kulaga know if you are attending by Monday, December 11th.
4. As of Monday, December 4th, the band will be in the Pit.
5. Load In is December 17th and 18th, with the first day primarily being Lighting and Sound, with TD's coming in more on the 18th due to the build schedule.

DIRECTING/CHOREOGRAPHY – *Director/Choreographer, Mandy Modic*

1. We are happy to have you in Tucson, M. Modic!

MUSIC DIRECTION – *Music Director, Jamie Reed*

1. Tentatively, the band will be in the Pit, with J. Reed on the platform so she may be partially seen. Sound will be going to the Berger this week to look at the Pit more closely.

SCENIC – *Scenic Designer, Kyle Dixon*

1. D. Humphrey brings up that the color palette is more of a priority for paints, rather than recycling old paint. Please see him for more details.
2. Is it possible for Scenic to draft up some paint instructions so we may give to our Charge Artists in Tucson? Thank you!

COSTUMES – *Costume Designer, Lindsay McDonald*

1. The Dummy we have for Amanda Thripp is 'bad,' please reach out to R. Griffith to discuss alternatives going forward.
2. Wigs and Shoes have been shipped and will be arriving in Tucson soon.
3. L. McDonald will be out of town for a few days starting on Wednesday and returning this weekend. Please see Stage Management if you have any questions.
4. Please see the email from D. Humphrey regarding mic belts, thank you!

Distribution: Baheshone, Christenson, DiGiacinto, Dixon, Griffith, Humphrey, Ingram, Kulaga, Marcus, Mason, McDonald, Modic, Moss, Reed, Sears, Villocino

MEETING MINUTES #4

Date: Monday, December 4th, 2023

Prepared By: Kathryn Kulaga

TECHNICAL DIRECTION – *Technical Director, Taylor Moss*

1. Build will start at the UA Scene Shop, on December 12th.
2. See General Note #5, thank you!

PROPS – *Props Designer, Rowan Griffith*

1. UA Classes end on Wednesday, December 6th, and starting on the 7th, we may bring in pieces to leave in the room overnight. K. Kulaga will be reaching out to confirm what we would like in the room ASAP, thank you!

LIGHTING – *Lighting Designer, Christopher Mason*

1. We have two spot ops for this run, R. Morland who was a part of Little Shop of Horrors, as well as, G. Brown, who is eager to get started!
2. For the foggers we have for the run, it will have to be a Stage Management duty to turn them on and off during the run. K. Kulaga will discuss this with ASMs to see who will be responsible for this.

SOUND – *Sound Designer, Matt Marcus*

1. The decision was made to have the band tentatively be in the Pit. M. Marcus would like to go to the Berger this week to look at potential places we can cover with carpet, the possibility of a booth with a roof for drums, as well as, to observe the new placement.
2. Please see the email from D. Humphrey regarding mic belts, thank you!

STAGE MANAGEMENT – *Production Stage Manager, Kathryn Kulaga*

1. Stage Management will be reaching out to D. Humphrey & Directing about which pieces we would like to bring to the Rehearsal Room on Thursday the 7th, thank you!

NEXT MEETING:

The next production meeting is on Monday, December 10th at 6 pm MST on Zoom.

Thank you,

MATILDA

Stage Management Team

Kathryn Kulaga, Riley Baheshone, Judah Sears

MEETING MINUTES #1

Date: Friday, November 10th, 2023

Prepared By: Kathryn Kulaga

LIGHTING – *Lighting Designer, Christopher Mason*

1. M. Modic asks about the availability of isolation on the stage to allow for transitions and vignettes, C. Mason confirms it is possible, but it is impossible to strictly blackout part of the stage.
 - a. The walls of the Berger Center are white, so light will reflect no matter what we do.
2. Once the show is cast, Stage Management will notify C. Mason if any cast members are sensitive to smoke and fog.
3. See Directing/Choreography Note #1A, thank you!

SOUND – *Sound Designer, Matt Marcus*

1. As soon as the show is fully cast, Stage Management will reach out with a cast list.
2. We are currently unsure how many wireless mics the A1 board can handle
 - a. We would like to figure out limitations, to configure the budgetary footprint, as well as who we can double up mic-wise.
 - b. M. Marcus would like to chat with Music Direction about the band and their configuration.
 - c. See Music Direction Note #1, thank you!
3. We currently do not have an A1, and if mic changes are happening, we would like to have an A2 or someone very confident in mic changes.

STAGE MANAGEMENT – *Production Stage Manager, Kathryn Kulaga*

1. For this production, we have two ASM's, Riley Baheshone and Judah Sears!
2. If you do not have access to the Production Drive, contact K. Kulaga ASAP.
3. Please contact K. Kulaga for any information, questions, or anything in between.

NEXT MEETING:

The next production meeting is TBA.

Thank you,

MATILDA

Stage Management Team

Kathryn Kulaga, Riley Baheshone, Judah Sears