

<b>Date</b>	21/10/15
<b>Time</b>	9:00AM
<b>Location</b>	FG3



Production crew scheduled to be present		Production crew with authorised lateness or absence
Stage manager	Ben Gittos	
Deputy stage manager	Chris Hepburn	
Assistant stage manager	Luca Monaco	
Set designer	Matt O'Reilly	
Lighting designer	Harry Guest	
Lighting programmer	Matt Evans	
Sound designer	John Hinks	
Sound engineer	Luke Croston	
AV Designer	Megan Hilton	
Director	Alex Dengate	
Production manager	Oliver Brown	

Meeting Agenda	
1	<u>General</u>
1.1	How many shows and how many are matinees
1.2	How are we planning to stage it
3	<u>Lighting</u>
4	<u>Sound</u>
5	<u>Set</u>
6	<u>Props</u>
7	<u>AV</u>