

<b>Date</b>	
<b>Time</b>	
<b>Location</b>	



Production crew present	Production crew late or absent

<b>Meeting Agenda</b>	
1	<u>General</u>
	<i>Any information regarding times, show times etc.</i>
2	<u>Budget</u>
	<i>Any information regarding budget for the show.</i>
3	<u>Lighting</u>
	<i>Information regarding Lighting.</i>
4	<u>Sound</u>
	<i>Information regarding Sound.</i>
5	<u>Set</u>
	<i>Information regarding Set.</i>
6	<u>Props</u>
	<i>Information regarding Props.</i>
7	<u>AV</u>
	<i>Information regarding AV.</i>

**Next meeting**

Date

Time

Location