**Ballad of Big Lil: 29.03.2017 Actions**

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* List to Guildhall about all spaces request by the end of 7 April.
* LA to check all plans are in place for meeting in MCR.
* Friday 7 April White Card in Manchester.
* MA to call Unison and book space. Beginning of October until Monday 20 November.
* Big silver cod, Snd, LX, lots of cable.
* Adrian wants to use piano in there.
* Put together a list of stage management.
* JH to look through framework for cvs. HD to trawl through some others.
* AD role, need to put through 2 or 3 people.
* Costume Supervisor required. Amanda has some suggestions.
* REX might send over a more Junior member of staff who knows the stock at REX.
* PV to gather together JDs for production roles. All will be freelance contract that more than covers Equity Minimum.
* One call out just after Easter for all production positions.
* First draft of JDs for 21 April to go out the following week, by Friday 28 April.
* MA to contact Rebekkah and confirm all times on schedule.
* Use Holy Apostle for community cast rehearsals. Book with Rebekkah.
* Setup volunteer conversation with Harriet to talk about all vols, including volunteer coordinator.
* Need a brief of community cast. To be confirmed at White card meeting.
* Put performance schedule on agenda for White Card.
* Double check new rules on equity agreement.