**The Last Testament of Lillian Bilocca**

**Production Meeting Notes**

**Date: Friday 6th October**

**Attendance: SF, BP, SG, IK, DB, FC, VC**

**General**

1. A productive and encouraging first week of the rehearsals, the company thank Hull Truck for the cakes and treats.
2. Can we organise a time for Royal Exchange to use the Hull Truck van late next week (w/c 9th), for transporting costumes and some SM equipment from Manchester to Hull.
3. To confirm the costume fittings will be on Tuesday and Wednesday next week with Amanda, DB and SG to coordinate schedule.
4. Please can we finalise the details for the running of the 16th Oct. The Hull Truck meet and greet has been pushed back to 18:30, allowing the cast and SF extra time in Guildhall. SF has asked if we could please invite the community cast to the meet and greet drinks too.
5. Can Hull resend the link for SF and IK’s accommodation in Hull.
6. SF has requested that we have the meeting room at Hull Truck for additional rehearsal space. Amy will also check the availability of the Studio.
7. BP has confirmed SM are fine to use Shipley or similar for local pick-ups of props/furniture etc.
8. DB to talk to SF to finalise how many sessions we will need with the fight director. This is likely to be 3; 1 tech session, 1 dress rehearsal and 1 rehearsal day. Can we confirm this with Lindsey from Hull once it is confirmed.
9. SF liked BP’s suggestion of Hull council and Guildhall staff attending dress rehearsals and tech week run through as audience members. DB to schedule sessions for them to attend.
10. BP has confirmed that the community cast schedule on Dropbox is the most up to date version.

**Stage Management**

1. SF has requested a period mega phone and this will be added to the props list.
2. SF has confirmed that we get rid of the fixed seating plan for audience members at the banquet tables, however a seating plan/chart will still be needed for dressing.
3. Liz’s mock table name cards and coat check tickets will be brought to next week’s meeting.
4. The large rope down the Ship Corridor is tbc, they are using a large rope in rehearsals currently.
5. A banquet table and table cloth will be needed for practice in rehearsals.
6. Can we check with the council that we can light birthday candles, matches and IK would like to explore the cast smoking with nicotine free e- cigarettes. This will need to be cleared with the Guildhall also (BP).
7. DB has asked if we use the fake cigars from York Theatre Royal, this could be arranged with LJ.

**Design**No notes.

**LX**

No notes.

**Sound**

1. Pete will be here on the 12th for sound recording in the morning.

**Music**

1. Adrian and Becky will be at Royal Exchange on Tuesday 12th, and have confirmed they will be in Hull for the 18th and 19th Oct.

**Costume – Led by FC**

1. Please can we have confirmation on the Guildhall spaces that will be used for dressing rooms and rooms for cast costume changes and for the community casts. Could the rooms for the professional cast have mirrors and costume rails?
2. The female cast will need plug sockets for hair tools.
3. The male cast will need sinks to be able to shave.
4. The volunteer guides will have a space outside the building.
5. Could Hull Truck have a count of the wig blocks available please.
6. Dressing Room 3 at Hull Truck will be turned into an additional Wardrobe department.
7. FC has booked a provisional appointment for Ms Carter’s hair, this will be put into the rehearsal schedule for next week and will take approximately 2 hours. The appointment will be in a lunchtime.
8. BP confirmed that there are 2 dressers with the company from a few days prior to tech week.

**Choreography**

No notes today

**Production**

**Children:**

1. Please can we create a provisional schedule for the children’s rehearsal times to circulate to parents.
2. Can we make sure we schedule 1 day in the final week of rehearsals and 1 day in the tech week (Wednesday preferred) for working with the children in the performance space itself.
3. Please can these rehearsal work around school times, from 3pm into an evening session.

**Tables:**

1. How are we reinforcing the banquet tables that the cast stand on?
2. Please can someone measure the height of the banquet tables in the venue. The cast need to get up on them and audience will be occupying the seats.

**Other Business:**

1. The Ship-Corridor and lighting states was discussed in relation to the different story routes, SF wants to check we can turn the venue lights low to achieve a completely abstracted lighting state.

Thank you