**Lillian’s Lament   
HD & LA Catch Up 17.03.17**

**Production team**

Paul Veysey – Will also oversee all crew. Paul to flesh out crew staffing in the budget.

Company Manager – Freelance planning contract over summer. CSM planning, setting up venue, cast management, working with Paul, schedule holder & liaising with The Unthanks. LA to work through contract.

Assistant Stage Manager – Budget allows for 5 weeks continuous & 2 to spread across community company rehearsals over summer. LA to work through contract.

DSM – in rehearsals at all times.   
ASM – where are they based? Presuming Hull but to be discussed.

Costume Supervisor – RET to provide?

**Creative Team**

Assistant Director – Hull based assistant & placement approach. List of suggestions from Helen Goodman & LA to check with MA & SMHS when they did original search.

Budget & parameters – Arrange a meeting for artistic presentation & practical MarComms planning with Max, Sarah & Hull team.

**Venue**

Jenny Hutt to be Event Manager – box office, tickets, house seats, enquiries etc. Artist Liaison – accommodation, accreditation. FOH systems – venue flow, audiences etc.

Assistant Producer role to support event manager role.

**Other**

HD liaising with BBC re film opportunities. Jonty Claypole conference call next week.

ACTIONS

LA to update R&R with full team

LA to flesh out contract for CSM & ASM (Community Cast)

HD to speak RET about Costume Super

HD to arrange conference call with SF, MP & Jonty Claypole when she’s in Manc for R&D next week.

HD to speak to SF about Parameters/Artistic meeting. MA to arrange once agreed in principle. Attended by MG, HD, LA, MA, BM, PB/Marketing lead, MP, SF & PV

LA to work on budget in advance of meeting with PV on Tues.

HD & LA meet with JH & discuss event management role