**The Last Testament of Lillian Bilocca**

**Production Meeting Notes**

**Date: Wednesday 11th October**

**Attendance: SF, BP, SG, IK, JB, DB, FC, VC, SS, AS, LA, Lindsey A (Phone).**

**General**

1. Volunteer event; Thursday 19th October:

* Cast are called from 6pm-8pm.
* We are expecting 200 people as test audience, using this as an additional opportunity to test timings and routes.
* BP again it would be good to look at the traffic of people moving from a🡪 b, and vice versa.
* SF and IK suggest a stagger through would be useful, to see how scenes work with audiences.
* We will not need the additional community cast members at this point.
* SF and IK will lead split routes for volunteers and creative team, taking 100 each. Each will take one member of Stage Management
* Can we please film the corridor sections so both IK and SF can watch back how that works with a crowd.
* SF would like to start from Watchmen’s entrance, we would like to try the full coat check journey to the stairs.
* We may need to run journeys more than once and stop and start.
* Please can we use Guildhall’s radios again.

1. Children.

* Please can SF have an update on schedules for rehearsals with children and the wheelchair user. Elizabeth can we check that the children are aware that they could be cut from the project.
* Please can AS and LA have an update on numbers and participants so they can source costumes.

1. Van.

* All costume and prop items will be collected from Rehearsal Room by SM team on Friday lunchtime to be loaded onto the van.

1. Vaping.

* BP is waiting for confirmation from Guildhall about vaping in the space.

1. Schedules.

* Please can we finalise the schedule for next week w/c 16th- and find a date for creative team to catch up.
* The professional cast are called from 4:30-6:30 on the Monday 16th October.
* Can we please cancel the community cast walk around the venue on the 17th we will only need professional cast.

1. Press Night.

* Press Night has been confirmed as the 9th November, there will be a gathering for the company afterwards.
* Please note the preview on the 8th is a Guest Performance for family and friends.

1. Walk Around.

* BP, AS, LA, SF and IK do another lap of Guildhall after the volunteer event to look at the spaces. Friday morning on the 20th (possible).
* BP, AS and LA to also discuss band equipment.

**Stage Management**

1. Please can we take a few more bar stools and tables with us in the van.
2. Please circulate picture of Silver Cod model.
3. The Silver Cod Trophy will now be filled with money, notes and coins, not cutlery.
4. To confirm the tailors room has been cut and instead there will be a small Pawn Brokers, consisting of a Desk, Desk Lamp, gold/brass accessories.
5. Costume Dept have a fur coat we can use as a prop that gets pawned.
6. Can we check cast are ok with a half hour dinner break tomorrow due to sound recording.
7. Can we please check that the corporate members room is available for some sound recording with Adrian tomorrow afternoon.
8. The kitchen kettle is still tbc.
9. Please send dining room props list to Vikki Knight from the Guildhall catering team who have agreed to provide cutlery/tablecloths and dinner dress items.
10. Need to move the clothes maiden into rehearsals.

**Design**1. Costume

* AS and LA have confirmed the wristbands for audience will be pink and green (dayglow and luminous please)

1. BP confirmed that the floor materials for the kitchen have been ordered today.

**LX**

No notes.

**Sound**

1. Please could we have a small speaker for the Volunteer event next Thursday 19thOctober, to be moved between the Ballroom and the Reception to test some music tracks.
2. Please can we have a speakerphone/loudhailer for the vol event next Thursday.
3. To confirm Adrian will be here from the 11am on the 12th October to work in rehearsals in the afternoon (3.30 tea break), there will be a recording session in the afternoon at 4pm.
4. SF would like to record the GPO Operator, each of the men’s ‘hello’s’, all of the women whispering. Could we please record all women separately for the kitchen speech (Ms Butterly, Ms Elsworthy, Ms. Pearce) and Ms. Sharma’s whistling.
5. Mr. Popplewell will not be at the session.
6. Please can Mr McDonald attend the session.

**Music**

1. AS and LA really need measurements for the Unthanks.

**Costume**

1. Please can the casts shoes be rubbered because of wooden floors.
2. Please can we take some shoes to test on Thursday 19th.
3. Requested shoes, coats and scarfs will be in rehearsals from the 12th Oct.
4. AS has confirmed for IK that the professional cast scarves will be the sheer fabric, the quality will be different to the additional casts headscarves.
5. Ms. Butterly has a wig re fit schedule for am 12th.
6. Could we please check Jo’s availability for Friday, for Ms. Carter’s hair.
7. To confirm there will be one dancing couple in the Ballroom (Shaun and Vicki), and additional cast members will be in there. Please can men wear shirt/ties/’going out’ clothes, and the women either dresses or coats and scarves.
8. There are 7 male community cast and 8 female.
9. AS and LA in Hull 18th/19th &20th (tbc).
10. AS and LA to follow up about wheelchair user, and the age of the chair for outside the Christmas Party room.
11. SF and IK would prefer navy ponchos for the volunteers/guides, we will need 25.

**Choreography**

No notes today

**Production**

1. Starting Journey:

* At the moment, the audience will arrive at unison box office and be given their wristband, they will then head to the Watchmen’s entrance, be handed a coat token, hang up their coat and congregate at the bottom of the stairs ready for start.
* Can we confirm what time the audience will be invited to start arriving.
* Can we confirm what time the show will start.
* There will be no latecomers admitted.
* The Hull volunteers will show groups of 25 at a time through this process and the last group to enter the Watchman’s Entrance should be at 7pm.
* BP and Lindsey – can we push local bars harder so they are involved with hosting audience members who are very early, or look at an overflow area in Unison?
* Is it a useful idea to give audience members a specific check in time in the email?

1. Silver Cod Trophy.

* The Silver Cod Trophy will be carried from its plinth, and then rigged at the 2nd chandelier point (closest to the top table). Can we look at this on Thursday please.
* The rigged model will be in arms reach so actors can pull out notes and money.

1. Pawn Brokers.

* To confirm the tailors room has been cut and instead there will be a small Pawn Brokers.

1. Bar.

* BP could you please follow up from AS’ emails to Guildhall management about removing their modern beer pumps and replacing them with our period fixtures.

1. Coat Check.

* It is unlikely that the coat check tokens will have numbers.

1. Fish.

* VC and BP to teach community cast how to gut fish.

**Other Business:**

1. Mr Nik would like to commute from Leeds but will stay in Hull on important dates.
2. Cast have asked if there is a budget for a masseuse due to the physical nature of the show- instead can we formalize a strict set warm up to minimize aches.
3. SM have links to local osteos and physios.
4. Eamon Andrews recording is a go ahead as the fee has been waved.
5. MP is making a film in tech week with BBC Arts, it will be approx. a 6-minute film. It will at this point be gathering material on the making of the show, and MP will need to spend some time with the community cast that week. At present, there will be 1 camera man and 1 producer. Lindsey to email MP about details ahead of MP’s meeting on Friday 13th Oct.
6. SF would like a conversation with Linsey about how Hull City of Culture could help to document the performances.

Thank you