



Rehearsal/Production Report Notes

DIRECTOR: BRIDGET LEAK
STAGE MANAGER: EMILY MALLENDICK
ASM: ELLA COVER, FINLEY SHIELDS
PA: CHLOE HESSLING
SET DESIGNER: GABBY TRICE

From	Date	Who	Notes	Type	Addressed	Response
						Noted, thank you!
RR#23	10/2	SM	ADD: More keys to Love's Purse.	Add	<input checked="" type="checkbox"/>	For the lottery cart note, I think some duvetyne over the cart might be the best solution for obscuring the lottery cart from the audience. I believe we have some downstairs we can use to make a quick cover with if you feel like that would work. Let me know! Best, Hattie
RR#23	10/2	SM	As discussed tonight, adjustments will be made to the Banners tomorrow so B. Anderson is not tying them during the show.	Prop Info	<input checked="" type="checkbox"/>	Noted, thank you! For the lottery cart note, I think some duvetyne over the cart might be the best solution for obscuring the lottery cart from the audience. I believe we have some downstairs we can use to make a quick cover with if you feel like that would work. Let me know! Best, Hattie
RR#23	10/2	SM	The Lottery Cart is preset behind the column downstage of the Hell Masking and we would like for there to be something to obscure it from audience view as they enter.	Add	<input checked="" type="checkbox"/>	Noted, thank you! For the lottery cart note, I think some duvetyne over the cart might be the best solution for obscuring the lottery cart from the audience. I believe we have some downstairs we can use to make a quick cover with if you feel like that would work. Let me know! Best, Hattie
RR#23	10/2	SM	Please see General Note #1. "Our show run time tonight was 01:24:19."	Show Info	<input checked="" type="checkbox"/>	Noted, thank you! For the lottery cart note, I think some duvetyne over the cart might be the best solution for obscuring the lottery cart from the audience. I believe we have some downstairs we can use to make a quick cover with if you feel like that would work. Let me know! Best, Hattie
RR#23	10/2	SM	Please see General Note #3. "We will be working on the Virtues costume changes, props, and masking at 7:20p"	Show Info	<input checked="" type="checkbox"/>	Noted, thank you! For the lottery cart note, I think some duvetyne over the cart might be the best solution for obscuring the lottery cart from the audience. I believe we have some downstairs we can use to make a quick cover with if you feel like that would work. Let me know! Best, Hattie
RR#22	10/1	SM	The bingo cage was no longer resting on the sticky pads on the cart at the end of the night.	Prop Note	<input checked="" type="checkbox"/>	I'll redo the sticky pads tomorrow and I'll check in with Ashley and Stirling about the table, we should be able to provide something. For the bingo balls, I played around with them and trouble shoot it for quite a bit yesterday. Unfortunately, it's the weight of the balls that is causing the problem and because of that there's not much we can do right now to prevent it from happening. I will say with the right speed it tends become less prevalent, part of the problem last night was that she was going too slow. This all being said what it comes down to at this point is does the convience of the weighted balls outweigh them coming out prematurely, it's a lesser of two evil decisions at this point. Best, Hattie
RR#22	10/1	SM	The bingo balls fell out of the cup portion of the bingo cage at various points before where it is intended. There is a video of this that we can send if it would be helpful.	Prop Note	<input checked="" type="checkbox"/>	I'll redo the sticky pads tomorrow and I'll check in with Ashley and Stirling about the table, we should be able to provide something. For the bingo balls, I played around with them and trouble shoot it for quite a bit yesterday. Unfortunately, it's the weight of the balls that is causing the problem and because of that there's not much we can do right now to prevent it from happening. I will say with the right speed it tends become less prevalent, part of the problem last night was that she was going too slow. This all being said what it comes down to at this point is does the convience of the weighted balls outweigh them coming out prematurely, it's a lesser of two evil decisions at this point. Best, Hattie
RR#22	10/1	SM	Is there a small table we could use for props storage backstage?	Prop Question	<input checked="" type="checkbox"/>	I'll redo the sticky pads tomorrow and I'll check in with Ashley and Stirling about the table, we should be able to provide something. For the bingo balls, I played around with them and trouble shoot it for quite a bit yesterday. Unfortunately, it's the weight of the balls that is causing the problem and because of that there's not much we can do right now to prevent it from happening. I will say with the right speed it tends become less prevalent, part of the problem last night was that she was going too slow. This all being said what it comes down to at this point is does the convience of the weighted balls outweigh them coming out prematurely, it's a lesser of two evil decisions at this point. Best, Hattie
RR#21	9/29	SM	Thank you for your help with moving the chairs and pews to space tonight!	Thank you	<input checked="" type="checkbox"/>	Thank you! I'll trouble shot the bingo balls and see what we can do before tech Sunday. I'll keep you posted! Best, Hattie
RR#21	9/29	SM	Thank you for the new bingo balls!	Thank you	<input checked="" type="checkbox"/>	Thank you! I'll trouble shot the bingo balls and see what we can do before tech Sunday. I'll keep you posted! Best, Hattie
RR#21	9/29	SM	While working with the new bingo balls tonight, we noticed the new bingo balls fell out of the cup mechanism of the cage early and bounced off the lottery cart. There is a video of this that we can send if it would be helpful. The bingo balls were also stuck in the beginning of the chute on occasion. Sometimes two bingo balls would come out at once.	Prop Note	<input checked="" type="checkbox"/>	Thank you! I'll trouble shot the bingo balls and see what we can do before tech Sunday. I'll keep you posted! Best, Hattie
RR#20	9/27	SM	Thank you for the additions to Love's purse!	Thank you	<input checked="" type="checkbox"/>	Noted, thank you! -Hattie
RR#20	9/27	SM	The rehearsal props are in the Crossover.	Prop Info	<input checked="" type="checkbox"/>	Noted, thank you! -Hattie
RR#20	9/27	SM	We would like for the wine bottle to be partially full with no label.	Prop Info	<input checked="" type="checkbox"/>	Noted, thank you! -Hattie
RR#20	9/27	SM	Love's purse, N. Gray's wallet, and Y. Nymberg's wallet are the only things the actors will be bringing into the theater with them as they enter with the audience.	Prop Info	<input checked="" type="checkbox"/>	Noted, thank you! -Hattie



Rehearsal/Production Report Notes

DIRECTOR: BRIDGET LEAK
 STAGE MANAGER: EMILY MALLENDICK
 ASM: ELLA COVER, FINLEY SHIELDS
 PA: CHLOE HESSLING
 SET DESIGNER: GABBY TRICE

From	Date	Who	Notes	Type	Addressed	Response
RR#20	9/27	SM	We would like Love's purse to have fewer keys.	Prop Note	<input checked="" type="checkbox"/>	Noted, thank you! -Hattie
RR#19	9/26	SM	Please see General Note #1 "Thank you all for joining us tonight for our Designer Run!"	Thank you	<input checked="" type="checkbox"/>	Received, thank you! I will return the props to the crossover after shop tomorrow. Also the show looked great tonight! Thank you for everything you guys do and all the work you've put into it! -Hattie
RR#19	9/26	SM	The lottery cart and Love's purse are in the crossover.	Prop Info	<input checked="" type="checkbox"/>	Received, thank you! I will return the props to the crossover after shop tomorrow. Also the show looked great tonight! Thank you for everything you guys do and all the work you've put into it! -Hattie
RR#18	9/25	SM	The sword is in the crossover.	Prop Info	<input checked="" type="checkbox"/>	Received, thank you! -Hattie
RR#17	9/22	SM	The jewel on the hilt of the sword fell off while working Scene XIV.	Prop Note	<input checked="" type="checkbox"/>	Noted, thank you! I'll take a look at the bingo cage Monday. If can leave the sword in the crossover Monday night I can fix it on Tuesday. Once we get we move into space we can start incorporating the show sword, as request from Stage Management it will be a wooden sword. Best, Hattie
RR#17	9/22	SM	The Bingo Cart is placed in the Crossover	Prop Info	<input checked="" type="checkbox"/>	Noted, thank you! I'll take a look at the bingo cage Monday. If can leave the sword in the crossover Monday night I can fix it on Tuesday. Once we get we move into space we can start incorporating the show sword, as request from Stage Management it will be a wooden sword. Best, Hattie
RR#16	9/21	SM	The barrier on the bingo cage slips out of place occasionally as the lottery system is rolled across the rehearsal room.	Prop Note	<input checked="" type="checkbox"/>	Notes, thank you! I'm not sure what your rehearsal schedule looks like but if you could leave the bingo cart in the crossover Sunday night, I will take a look at it on Monday. Best, Hattie
RR#16	9/21	SM	The trophy will be set under a seat in the front row by an aisle.	Prop Info	<input checked="" type="checkbox"/>	Notes, thank you! I'm not sure what your rehearsal schedule looks like but if you could leave the bingo cart in the crossover Sunday night, I will take a look at it on Monday. Best, Hattie
RR#15	9/20	SM	Thank you for the work on the book and trophy!	Thank you	<input checked="" type="checkbox"/>	Noted, thank you! Best, Hattie
RR#15	9/20	SM	The props closet, pews, and lottery are all in the closet in room CC 3640. Each piece has a note on it saying that it is part of this show.	Prop Question	<input checked="" type="checkbox"/>	Noted, thank you! Best, Hattie
RR#15	9/20	SM	Please see General Note #1 "We completed our first stumble through tonight! Our rough total run time was 01:27:49."	Show Info	<input checked="" type="checkbox"/>	Noted, thank you! Best, Hattie
RR#14	9/19	SM	For Scene XIV, the Virtues entrances have changed. Strength enters from the DSR Portal, Senses enters from the USR Portal, Beauty enters from the USL Portal, and Mind enters from the DSL Port	Prop Info	<input checked="" type="checkbox"/>	Noted, thank you!
RR#13	9/18	SM	Understanding (B. Anderson) will be opening and closing the banners in Scene XIV. They will be in front of the pillars and opening/closing them in accordance with each Virtue's entrance and exit.	Prop Info	<input checked="" type="checkbox"/>	Noted, thank you! Best, Hattie
RR#12	9/14	SM	Please see General Note #1. "The CFST Grand Piano will live BSL for the run of Everybody. The single door to the CFST lobby needs to remain accessible for cast/crew movement."	Show Info	<input checked="" type="checkbox"/>	Thank you! In regard to Scenery note #2, all furniture we put on stage should be able to be stood on. Just for reference, props will be building the pews. Best, Hattie
RR#12	9/14	SM	Please anticipate an email from Stage Management about rehearsal prop storage.	Prop Question	<input checked="" type="checkbox"/>	Thank you! In regard to Scenery note #2, all furniture we put on stage should be able to be stood on. Just for reference, props will be building the pews. Best, Hattie
RR#12	9/14	SM	Please see Scenic Note #2. "Will our performers be able to crouch and/or stand on the pews?"	Prop Question	<input checked="" type="checkbox"/>	Thank you! In regard to Scenery note #2, all furniture we put on stage should be able to be stood on. Just for reference, props will be building the pews. Best, Hattie
RR#11	9/13	SM	We confirmed that the rehearsal trophy will also be used as the performance trophy. For performances we would like the bottom of the trophy to be touched up.	Prop Info	<input checked="" type="checkbox"/>	Perfect! Thank you! -Hattie
RR#11	9/13	SM	Please anticipate an email from Stage Management tomorrow morning regarding new information about the Bingo Cage.	Communication Info	<input checked="" type="checkbox"/>	Perfect! Thank you! -Hattie
RR#10	9/12	SM	During rehearsal today, we had issues with the Bingo Balls not coming out of the cage easily and bouncing out of the bottom of the chute. Could we add some weight to the Bingo Balls to try to prevent some of this?	Prop Question	<input checked="" type="checkbox"/>	
RR#9	9/8	SM	Please see General Note #2. "Please see Stage Management's V.1 Tech Schedule email from 9/8. Please email stage management if you have any departmental changes. If you would like to have your changes represented on the schedule at the Production Meeting, please have your changes sent in no later than Monday at 11pm."	Show Info	<input checked="" type="checkbox"/>	Received! Thank you! Best, Hattie
RR#8	9/7	SM	For clarification's sake, Love (S. Brunner) should only have 1 bag during Scene XII.	Prop Info	<input checked="" type="checkbox"/>	Thank you! Best, Hattie



Rehearsal/Production Report Notes

DIRECTOR: BRIDGET LEAK
 STAGE MANAGER: EMILY MALLENDICK
 ASM: ELLA COVER, FINLEY SHIELDS
 PA: CHLOE HESSLING
 SET DESIGNER: GABBY TRICE

From	Date	Who	Notes	Type	Addressed	Response
RR#8	9/7	SM	We have decided which trophy we would like to use and the other options are on the bottom shelf of the props cabinet. Feel free to take them back if desired.	Prop Info	<input checked="" type="checkbox"/>	Thank you! Best, Hattie
RR#7	9/6	SM	We would like to ADD a bag/items for Love (S. Brunner) in Scene XII to have in order to make realistic noise as to what a college student would have at a show to draw attention to her as she starts to leave the theater.	ADD	<input checked="" type="checkbox"/>	We can definitely add a bag. Based on what a college student would have at a play, I'm assuming we're looking at a purse or something similar which may fall a little bit more under costumes. Did Bridget voice any further opinion on what this bag might be, or Abby do you have any thoughts for bag type or aesthetics? As for the sound, Bryan do you have any request for items you might want us to place in the bag for specific sounds or are you ok if we just pull some in-theme items from stock and place them in the bag? Please let me know your thoughts. (Stage management please see email thread with Lucas for response to Prop note #2) Best, Hattie
RR#7	9/6	SM	We would like to place the trophy prop under an audience chair in the ground row of seating. This is retrieved in Scene V, pg 26.	Prop Info	<input checked="" type="checkbox"/>	Hello All, Just for clarification, I'm not sure if this is in the actual blocking, but based off my interpretation of the script the somebodies are in the audience at the top of the show. If that is the case, are we wanting to hide the trophy under one of those seats or under a seat in which an actual audience member will be in. If it's an actual audience member, my hesitation matches those of Lucas's. This also brings up the question of how the trophy gets out from under the seat. Is the audience member going to ask to stand up and what if they are unable to whether it's physically or just unwilling? Or is the actor going to be reaching under the audience member to grab it while they are still in the seat, which feels very invasive? It's definitely possible, I just think this might be something we need to discuss in further detail. Abby and I were already planning on reaching out to Bridget to discuss how the trophy will be carried by Everybody since it needs to be attached to them in some form or fashion, this might be something we can add onto this meeting. Please let me know your thoughts. Best, Hattie
RR#6	9/5	SM	Please let us know the dimensions of the trophy for Scene V when it is finalized.	Info Request	<input checked="" type="checkbox"/>	Noted, I will keep you all updated.Thank you! -Hattie
RR#5	9/1	SM	Nothing at this time, thank you!	n/a	<input checked="" type="checkbox"/>	Received! Thank you! -Hattie
RR#4	8/31	SM	We would like fake money to go in the wallets used in Scene II.	Prop Info	<input checked="" type="checkbox"/>	Thank you for the update! I believe fake money in the wallets is already on the prop list. There should be rehearsal bill already place in the rehearsal prop wallets and well as a stack of extra bills in the rehearsal prop bin. Best, Hattie
RR#3	8/30	SM	Please see costume note #1 "At least 2 of the Somebodies (N. Gray and Y. Nymberg currently, subject to change) will have wallets that need to be on their person in a pocket at the top of the show."	Prop Info	<input checked="" type="checkbox"/>	Received, thank you! -Hattie
RR#2	8/29	SM	No notes at this time, thank you!	n/a	<input checked="" type="checkbox"/>	Received, thank you! -Hattie
RR#1	8/28	SM	Stage Management will be scheduling a joint meeting between the director, props, and Stage management about our show's needs. Please anticipate an upcoming email.	Meeting Info	<input checked="" type="checkbox"/>	Received, thank you! -Hattie