



Virtual Committee Meeting – November 2003

Minutes

Actions from last Meeting

- Stage Model to be built by end November - Action MM
- Obtain written confirmation of SMH bookings and costs - Action NG
- Do Rotary want a MM in March? - Action GJ
- SMH committee position re stage floor covering - Action NG
- Grant application – in hand - Action MM

Rehearsals

We need to create and publish a rehearsal schedule. We need to schedule in full rehearsals, scene/dialogue rehearsals, musical rehearsals etc. - Action LJ/CB

Hilary will do dialogue rehearsals. Emma B and Chris to organize Sat matinee children - Action Emma B/CB

Matinees / Additional Scenes

Additional script drafted. Directorial team to review - Action LJ/CB/GJ/FL

Panto & Investment Budgets

Budget agreed as below with caveats/comments as follows:

Set design requirements to be decided asap so we can decide what flats to buy. - Action LJ/ MC

Proceed with obtaining sound equipment and to arrange repositioning of loudspeakers and installation of induction loop system - Action HS/GJ

Cost for costume hire to be kept to below £500 if possible - Action LT

Only budget holders are authorized to spend – and only up to budget limit. Any exceptions to be agreed in advance with Neil M and one other 'Officer' please.

Publicity Plan

Liz J to liaise with Carol re implementing publicity plan below. Liz T will help with copy. Mark M to assist with editorial for Henley Standard this month - Action LJ

Production Plan

GJ to produce. Painting/set build days to be arranged - Liz T/ HT to assist. - Action GJ

Performance dates / times

Performances will be Thurs, Fri, Sat (x2).

Seating

Last year we had (nominally!) 167 seats per performance. This year it is proposed to extend the stage forward – which will lose us up to 16 seats at the front. Ticket sales - sell from the front backwards – so that if we don't sell out shows we amend the row spacing to give a bit more comfort. Nominal seating capacity of 140 per night (except Saturday evening – 150).

Produce revised seating plan - Action HS

Investigate possibility of tiered seating - Action SW

Ticket prices

Ticket prices to remain as last year: (Voting 4:3)

	Adult	Children (<14) /Senior Citizens
Thurs	£6.00	£4.00
Fri	£8.00	£6.00
Sat (p.m)	£6.00	£4.00
Sat (eve)	£8.00	£6.00

Ticket Sales

Tickets to be sold via shops again, (split left/right), and to go on sale in New Year, but with advance sales to cast members on last rehearsal in December (15th?). (Strictly no cash/cheque = no tickets.) Gareth to produce tickets; Liz J to arrange with shops. Colour coded seating plans and simple FAQ to be produced. - Action GJ/LJ

Licences

We need to obtain PRS licence cover. Liz J to make a list of all the music we will use retrospectively. - Action HT/LJ

Liz J to keep check on any further payments to Jasper publishing and advise Neil M accordingly - Action LJ/NM

Need to pursue Theatre licence issue with SMH Committee - Action GJ

Post Event Party

Proposed venue is Plowden Arms. Event to be self financing, with Panto budget making up any minor shortfall. - Action tba

Trial Film Night

20th November 2003 8.00pm. Bring a glass and drinks. - Action MM

Friends of SHADDO

Contact list to be set up / maintained – for notification of events etc. Need to ensure we don't dilute value of membership so must maintain differential pricing on benefits etc.

- Action HT

Attachment – Budget proposal

Production Budget (Panto)		2003		2004	
		Budget	Actual	Budget	Actual
Set construction	SW	£250	£163	£250	
Scenery	SW	£300	£174	£600	
Costumes (hire and materials)	LT	£350	£791	£600	
Props	LT	£150		£50	
Make-up and related items	KP	£150	-	£50	
Advertising & publicity	NG	£150	-	£100	
Sound equipment hire	HS	£250	£250	£0	
Lighting equipment hire	GJ / TJ	£250	£157	£300	
Tickets & Posters	GJ / CC	-	£48	£75	
General Admin	GJ/LJ/HT		£114	£100	
Script & Licence	LJ		£248	£250	
Rehearsal Facilities +	LJ		755	£900	
Post production party	LJ		£402		
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			£3,102	£3,275	

Production Budget (Investment)

	2004	
	Budget	Actual
Sound system	£1,900	
Lighting system	£500	
Curtain rails & material (mid & rear only)	£600	
Flats (included in Panto budget)	-	
Tiered seating	tba	

Attachment – draft publicity plan

	PUBLICITY
October	<ul style="list-style-type: none"> Specify design requirements GJ
November	<ul style="list-style-type: none"> Prepare Belfry article – including request for props etc (input from LJ/LT) CG Prepare general editorial (for R&A and Reading Chronicle) (input from LJ/LT) CG Prepare & Issue Newsletter - LT Produce poster / ticket / flyer graphics design JM (via GJ) Decide ticket prices / sales points GJ / Committee <p>15th – Belfry Deadline (Dec issue) 30th – Round & About Deadline (Jan issue) ? – Reading Chronicle Deadline (Contact Annabel Williams, 0118 963 3130)</p>
December	<ul style="list-style-type: none"> Produce SHADDO Flyer MM Produce Panto flyer / poster LM (via LJ) Produce editorial for Belfry CG <p>15th – Panto posters on display ?? 15th – Belfry deadline (Jan issue) 24th – Baskerville Arms ??</p>
January	<ul style="list-style-type: none"> Door-to-door flyer posting MM / Committee Produce Editorial/Advert for Henley Standard CG <p>?? Copy deadline for Henley Standard 16th Jan (editorial) ?? Copy deadline for Henley Standard 30th Jan (advert)</p>
February	<ul style="list-style-type: none"> Produce photos / editorial for Henley Standard (6th Feb ed) ?? <p>4th – Henley Standard deadline</p>