Wash-up meeting for Bazaar & Rummage (2016 Spring Production)

26 May 2016

Present: Peter Smithson, Caroline Wilkes, Julie Utley, Ron Quinton, Enid Stevens

Apologies for absence: Marilyn Leadbetter, Oliver Hemming, Teri Stevens, Sue Lovegrove, Carol Evans, Liz Hollis, Ric Harley, Jay Berry, Holly Smithson, Jane Webster, Rebecca Cleverley, Natalie Lester.

Budget

T.S (via email) said producer had no idea of physical expenditure. Not sure how this could be addressed other than asking various parties from time to time for their current spend. His suggested that everyone should itemise what they spend for a production, whether cash or on account, then it would be easier to monitor what costs are being incurred.

C.W. said that the producer should receive a receipt, even if something is purchased on account, and attach it as with any other cash receipt to the purchase forms in Treasurer's pigeon hole. Receipts for purchases backstage should be put in the folder on the wall in the Studio for the producer to access rather than the Treasurer. If anything is purchased on account then it should be clearly specified which show it is for. When the treasurer receives an invoice then possibly an email to the current producer would help.

J.U. suggested this be discussed at the next Drams Committee Meeting.

Casting

All agreed that casting was excellent. Members of the cast themselves emailed to express their enjoyment of working together. H.S. emailed 'fantastic group to be involved with. Highly enjoyable.'

Set and Poster Design

A good basic set which Jane Webster delivered in very good time so construction could get started. T.S. thought that Set Dressing needs to be specified more clearly as either a component of the set design or as a separate entity. J.U. said it was difficult sometimes to specify if it came under props or set construction.

T.S. (via email) said that when briefing someone on the poster design, it should be noted that there are many formats required (portrait, DL. Quad, Foyer Screen, KP Screen, CX website, programme and banner) All these require different formats and wordings. Teri suggested that either the designer does everything or they produce a generic image and someone else does all the formats. Producing one poster does not work.

Printing

T.S. (via email) needed to know what the printing costs are and what options there are (eg quality of paper etc). We get the printing done at Culham via Oliver or Martin and C.W. said we probably need to get a new contact name as she used to email direct for this information.

Set Construction

R.Q. said he had no problems with building the set. Issue with light seeping through the set doors when set was on stage but easily sorted. Julie Utley said that the invited Critic thought the set was very good.

Costume and Props

A lot of props to be sourced but Sue Lovegrove did an excellent job. E.S. pointed out that using so many props caused early confusion but once practised with, all OK. E.S. thought that a meeting with props department and director would have been useful.

J.U. said one member of the cast had an issue with their costume and although easily resolved it would have been better to have mentioned it a lot earlier to wardrobe.

Light and Sound

O.H. would have liked more meetings with all departments prior to get in. CW said no technical issues arose during the get-in or the run and M.L. (via text) stressed the importance of continuity and having the same tech team during a show.

Music

This worked well and earned a good critique. C.W. and J.U. thanked Ollie Weikert for his effort and input with the music and sound effects.

Rehearsals

J.U. had difficulty with her early rehearsal schedule due to cast members' commitments to other shows and also the unavailability of rehearsal space due to an overlap of rehearsal time with other productions. However, this was overcome mainly because of the strong cast. Artistic Team and the Board need to plan more carefully when organising next year's calendar. H.S. (via email) acknowledged that rehearsals were generally well organised but found any late finishing rehearsals problematic because of her demanding work commitments. H.S. suggested earlier starts and earlier finishes. J.U. acknowledged this but at times flexibility is needed by both cast and crew.

Publicity

Good attendance around 68% (figures obtained by John Warburton). All agreed Mike Rowbottom's video clip was excellent and was circulated via Facebook, Twitter and You Tube. C.E.(via email) wrote that the show was well covered on around 15 online entertainment sites, villages magazines, village diaries, Wallingford Herald, Henley Standard local government tourist information, Facebook and Twitter. C.E. was disappointed the Radio Oxford interview didn't materialise but thanked Ric for standing by to take the call.

Health and Safety

Anne Stammers did the assessment and all was OK.

A**ny other issues**

E.S. confirmed that everything ran very smoothly but maybe would have benefitted with more departmental meetings early on. There was a problem with the synchronisation of the clocks. The foyer, SM desk, control room, dressing room were all different. We need to establish again that it is the SM desk that should lead.