Pre-Work Call Agenda

Meeting run by the Technical Director

Who attends the meeting: All designers and assistants, shop supervisors, director, all UGAs

Purpose of the meeting: To set clear goals for the work call and to coordinate all areas of the production so that the work call can be as productive and efficient as possible.

Each area should explain what their specific goals are for the day and then detail what they will be working on in the morning and the afternoon. The items listed under each area is not to serve as an exhaustive list, rather it is there to help guide the thinking about the process. During the conversation for each area it would be useful to detail how many workers are needed.

I. Set/Scenery
   -Building any specific pieces?
   -Painting?
   -Special projects?

II. Props
   -Building any specific props?

III. Costumes
   -Building specific costumes?
   -Inventoring?

IV. Hair and Makeup
   -Cleaning Makeup room?
   -Setting up Makeup Stations?
   -Setting up wigs? Masks? Etc

V. Lights
   -Hanging?
   -Geling/Coloring?
   -Circuiting?
   -Putting cues into the light board?
   -Training Board Operator?

VI. Sound
   -Speaker placement?
   -Writing cues?
   -Uploading show into sound computer?
   -Training Board Operator?

VII. Dramaturgy
   -Setting up lobby display?
   -Any other jobs?
VIII. Audience Services
   - Box office training for Cast/Crew?
   - Lobby Display set up (prepping lobby area)?

IX. Marketing
   - Distribution of posters?

X. Stage Management
   - Questions of specific areas?

XI. Assignment of workers to each area.
   - Clarification of who will be assigned to each area.