Company Meeting

The stage manager is responsible for running the company meeting designated specifically for the upcoming production. The purpose of the company meeting is to bring everyone together and prepare for tech week and performances. The meeting is informational but should also serve as one point in the process where each individual begins to connect to the full company.

Prior to the meeting, develop a specific agenda. Remember that important information may need to be repeated. The agenda should help you clearly cover the pertinent information so all participants know what is expected of them.

The following is an example of an agenda for a “generic” company meeting.

- **Company Meeting**
  - September 27, 2005
  - 12:30 PM
  - BPAC 203

- Welcome
- Explain why these are called COMPANY MEETINGS
  - Everyone has a specific job to make everything come together
  - Everyone has specific obligations he/she must be responsible for
    - Being on time
    - Rehearsal Equipment
    - Box Office Hours
    - Always Working Together

- Introductions **Take Attendance**

- Design Presentations

- Go over Company Policies
- Building Hours – Using Loading Dock Doors
- Work Calls – ALL company members present
- Check Virtual Call Board Daily
- Importance of cleaning up after one self
- Example – Put props away in appropriate places

- Production Calendar
- Designer Deadlines
- Work Call
- **Tech Week – Explain importance of PATIENCE**
  - --Sign in when you walk through loading dock door
  - --Walking the Set (Are props in place?)

- **Getting a Locker – Explain importance of putting personal items away**

- **Store REHEARSAL costumes**

- **Store Make-up Kits**
  - **Explain how one goes about getting kit, Cost**

- **Production Team Comments**
- **Director**
- **Designers**
- **COSTUMES: Rehearsal Pieces**
  - **Costume Fittings**
  - **Eating/Drinking in Costume**

- **HAIR/MAKEUP: Fittings**
  - **NOT changing anything (hair color, length, etc.)**

- **Shop Supervisors**
- **Audience Services: Training during Work Call**
  - **Box Office Hours**

- **Upcoming Events**
- **Work Call Saturday**
- **Company runthrough**

- **Reminders: Review Pressing Production Team Comments (example: Costume Fitting)**
  - **Getting Locker**
  - **Make-Up Kits**
  - **Work Call**

***Questions***