Pre-Tech Week Meeting Agenda

Meeting run by: Stage Manager

Who attends the meeting: All designers and assistants, shop supervisors, director(s), all UGAs, all crew/area heads (including FOH)

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

Each area should explain what their specific goals are for the week and then detail what they will be working on in before tech, and during tech. 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.

I. The SM will ask these questions: All areas
   -Do we have an established chain of command? (ex: if the Box Office UGA is also an actor in the show, who do the box office manager and FOH manager go to for help?)
   -Review of Tech week schedule & call times (specifically Sunday)

II. Director
    -Director’s commentary on tech.

II. Set/Scenery
    -Finishing any pieces before tech? During tech?
    -Adding in any special effects?
    -Coordinating with the Props Designer and SM about scene shifts?

III. Props
    -Labeling the props closet/props tables?
    -Coordinating with the SM’s (especially the ASM/Props & Deck Crew Head) about props tracking, deck crew and props shifting?
    -Have you contacted your deck crew about the tech process?

IV. Costumes
    -Finishing any specific costumes?
    -Coordinating with Director, TD, SM, etc about any special effects?
    -Coordinating with the SM’s (especially the ASM/Costume Crew Head) about costume tracking, placement, preset, etc
    -Have you contacted your costume crew?
    -Are the dressing rooms downstairs ready to go?
    -Are costume racks set up?

V. Hair and Makeup
    -Finishing any specific designs?
    -Are the makeup stations all set up?
    -Have actors been given clear instructions about their makeup application process?
VI. **Lights**
- Are you finishing any light hanging/circuiting/etc?
- Have you contacted your crew (the people running followspots, special effects, etc)?
- Is the light board set up? (on Tech table?)
- Have you been communicating with your board op?

VII. **Sound**
- Are there any cues that have yet to be written?
- Are headsets ready to go?
- Are microphones/special effects ready?
- Is the sound system ready to go?
- Have you been communicating with your board op?
- Page Mic is set up?

VIII. **Audience Services**
- Lobby Display set up (prepping lobby area)?
- Ticket system is set up?
- Lobby furniture is set up?
- Have you communicated with the FOH and Box Office Manager about their FOH procedures? Has everyone been trained on the lighting system in the lobby?
- Will the lobby be used for actor shifts? (ex: If an actor needs to run through the lobby during the show, are ushers aware and are flashlights available?)

IX. **Stage Management**
- Questions of specific areas?
- Running lights are hung?
- Props/Costume tracking is done?
- Shift sheets are ready to go?
- Is the tech table set up?