

Helpful Hints

1. Email an agenda to your staff in advance and hand out mini agendas for people to follow along during the meeting.
2. Have people introduce themselves at the first meeting to ensure that everyone knows everyone else.
3. Review the production calendar at the first production meeting to make sure everyone is on the same page.
4. Review important upcoming dates at every meeting (everything that is happening in the next two weeks).
5. Ask for concrete accomplishments during position updates.
6. Encourage discussion of how each position update will affect other staff members.
7. Help designers and technicians make to do lists with SMART (specific, measurable, attainable, realistic, timely) goals to accomplish by the next production meeting.
8. Schedule further meetings while at the meeting (don't wait to do it via email – send reminders via email!).
9. At the end of the meeting, divide into mini-meetings for smaller/more specific discussions that don't require the whole staff's involvement or attention.
10. Take efficient and effective notes and send them out to the staff after the meeting, highlighting or bolding "to do list" items in notes.
11. Use meetings to communicate with staff members who are less responsive via email.
12. Stress the importance of attendance – without all your main staff members, meetings are less helpful to the production.

Example First Meeting Agenda

1. Welcome and Introductions
2. Production Calendar
 - a. Saturday, February 5: Designer Run
 - b. Friday, February 11: Load-in Meeting
 - c. Saturday, February 12: Deadline for Paper Tech
 - d. Sunday, February 13: Load-In!
 - e. Monday, February 14: Cue-to-cue
 - f. Monday, February 14 – Friday, February 18: Tech Week
 - g. Friday, February 18 – Sunday, February 20: Performance Wknd #1
 - h. Wednesday, February 23: Line-through and photo call
 - i. Thursday, February 24 – Saturday, February 26: Performance Wknd #2
 - j. Friday, February 25: Strike Meeting
 - k. Saturday, February 26: Strike!
 - l. Sunday, February 27: Reimbursement forms due
 - m. Monday, February 28: Costumes taken to cleaners
 - n. Tuesday, March 1: Props checked in with Suzy
 - o. + WEEKLY PRODUCTION MEETINGS
 - p. + NIGHTLY MEETINGS DURING TECH WEEK
3. Position Updates
 - a. Set
 - b. Lights
 - c. Sound
 - d. Costumes
 - e. Props
 - f. Director/SM
 - g. Dramaturge
 - h. TD
 - i. Publicity
4. Important Upcoming Dates and Deadlines
 - a. Date TBD: Set Meeting w/ Griggs
 - b. Monday, January 24: 2nd Draft Poster Design Due
 - c. Friday, January 28: Budget Approved by Griggs
 - d. Monday, January 31: Final Props List Due
 - e. Friday, February 4: Significant Props and Costumes Pulled
 - f. Friday, February 5: Designer Run, Poster Design Finalized
5. Finance
 - a. Tax Exempt Forms
 - b. Reimbursement Forms
 - c. Try not to spend out of pocket!
 - d. Turn in your forms on time!
6. Shop Training
 - a. Does anyone here need to be shop trained?
 - b. If you're shop trained, we love you, and you should pat yourself on the back!
7. Photo Shoot
8. Mini-Meetings
 - a. Set/TD
 - b. Set/Lights
 - c. Producers
 - d. Any other necessary meetings?