

Artistic Director: Jennifer Glaws
 SM: Emma Gregory
 719.412.2978
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Spring Into Dance

Production Meeting Report: 3



Friday, 3/14/2025

Meeting Summary:	Today's meeting went well! We covered some specifics we needed going into performances, like dressing room information and the lineup of choreographers. We spent the rest of the meeting going over logistics for tech weekend, dress, and performances, clarifying any questions and our plan of attack going into tech and performance week.
In Attendance:	E. Gregory, R. Chang, J. Glaws, M. Legate, D. Kelsey, M. Johnson, L. Gram, N. Griffith, M. LaMee, L. Goodwin
Absences (A) and Tardies (T):	A: K. Diehl, M. Christopher, C. Nelson, M. Mitchell

Meeting Minutes	
Time	Discussed
12:00pm MTN	Meeting Begins
12:00-12:02pm MTN	Jennifer Top of Meeting Prep
12:02-12:04pm MTN	Choreographer Performance Lineup
12:04-12:07pm MTN	Tech Information
12:07-12:16pm MTN	Promotional Information and Needs
12:16-12:20pm MTN	Final Tech Questions
12:20-12:25pm MTN	Dressing Room and Stage Setup Questions
12:25pm MTN	Meeting Ends

Production Notes
<i>General Notes and Reminders</i>
<ul style="list-style-type: none"> - Choreographer Lineup: Mallory, Lauren, Maren, Doran, (Intermission?) Natalie, Corinne, then Molly - Intermission is also a dance society fundraiser. - There will be a curtain call at the end, each piece will end with a blackout. - Reminder that bios are due to Emma TODAY. - Reminder that program info is due to Emma TODAY. - There is a promotional interview at 12:45 on April 10th. Natalie and Doran will be attending the interview slot. - Molly will be performing Lauren's piece during the Saturday Matinee. - We would like videos of rehearsals by March 26th so that Laura can do social media shoutouts. - Reminder that music is due to the OneDrive by March 30th. - Marley is going to be taped on March 30th from 12:00-2:00pm. If you are not apart of ACDA, you should attend. - We are going to run a curtain call by the end of our first tech run. - Starting on March 31st, choreographers are welcome to host rehearsals there.

<i>Artistic Direction - K. Diehl, J. Glaws</i>
<ul style="list-style-type: none"> - Please look at the endings and timing of pieces to see where exactly we should place intermission. - Flyers will be ready by the end of spring break.

<i>Technical Direction - M. Legate, R. Chang</i>
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- We should get the videos for between each piece within the next week or so.
- The projector is good to go, we just have to set it up.
- We are going to order more gaff tape and Marley tape.
- We should be able to use the shop as a dressing room if needed.
- As we get closer to tech, dress, and performance, we are going to put down

Properties - Student Choreographers

- Nothing at this time, thank you!

Lighting - S. Snow

- There is an allowance for 8 cues and a bow cue for each piece.
- Choreographers should have their lighting worksheets done and sent to Sam by April 3rd.
- Paperwork has been sent to Sam. We are hoping to hear back by the end of spring break so we can begin setting up.

Sound - Student Choreographers

- Nothing at this time, thank you!

Costumes - L. Goodwin, Student Choreographers

- Lauren will have a quick change between her solo and Maren's piece.
- We would love to have costumes ready to go by April 4th.

Stage Management - E. Gregory, R. Chang

- Emma, put the program info outline in the report.
- Emma, reach out to Laura to get Doran and Natalie the information for the radio interview.
- Emma, connect Molly and Jennifer to ask if Molly would be willing to come to the Bravo event before the evening Saturday show.
- Emma, reach out to Melinda about reserving 166 for tech and performances.

Miscellaneous (Specialty, etc)

- Nothing at this time, thank you!

Report Distribution:	E. Gregory, R. Chang, K. Diehl, J. Glaws, M. LaMee, L. Goodwin, C. Nelson, D. Kelsey, M. Christopher, M. Mitchell, M. Johnson, L. Gram, M. Johnson, N. Griffith, S. Snow
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Thanks, all!
 Emma Gregory