

The 39 Steps Production Meeting Report

Date: 12/09/24	Production Meeting: #5
Location: Zoom	SM: Grace Engstrom
Start: 3:30pm CST	End: 4:05pm CST

Present: Grace Engstrom, [REDACTED] [REDACTED]	Absent: N/A
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GENERAL

1. Scenic presented their Revised Rough Sketches
 - a. They are located in the drive
2. Information regarding setting up our meeting time for second semester will come out sometime following the Christmas and New Year holidays so please be on the lookout for that information
3. Designer Run will be March 6th, 2025

DIRECTOR

1. A conversation with [REDACTED] has been started regarding dialects
 - a. Send [REDACTED] an emailed list of accents used within the show

SCENIC

1. Revised Rough Sketches Notes
 - a. There will likely be more escape stairs added to the back of the platforms for ease of entry
 - b. There will be forced perspective flats
 - i. The front two would be on a traveler track and operate together
 - ii. The back one will be able to fly in and out
 - iii. There is a possibility for the front two to be flown in and out as well but they will be mobile regardless
 - c. There will be a cyc located in the back
 - d. The highest platform would be about 6 ft and the smaller platforms would be about 4ft
 - i. The stairs would descend about 8 inches

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- e. There will be a step on the center stairs that is on the same level as the 4 ft platform but there won't be much space there to move around on the platform
- f. The outer two cityscapes will be semi transparent drops
 - i. The front lit version of the drop will be the cityscape
 - ii. The back lit version would imply something more like a silhouette of a countryside or low tree line
- g. The back cityscape drop would be a more regular drop
 - i. Semi transparent drop without anything on the back to allow for shadowplay
 - ii. A stock platform will be added to behind the drop to allow for shadow play
- h. A painted scrim would be needed in order to achieve the semi transparent drop look
 - i. This will be dependent on the budget
- i. The intent behind the cut out bottom of the drop is to make it feel removed from the platforms
- j. There would need to be some kind of railing somewhere on the upstage side of the 6 ft platforms
- k. All of the platforms will be level rather than raked
- l. The cityscape does not have to be specific to London and can instead me more of a morphis skyline
- m. There is the opportunity to discover the use of the different platforms and spaces for different scenes (ex. the bed and the DSR Platform)
- n. The DSR platform would be an 8 ft by 8 ft platform
- o. Some of the more extreme scenic ideas are anticipated to be portrayed through shadow play (ex. bridge and plane)
- p. Look into the possibility of adding some trap doors and other areas in the set for added movement possibility
- q. Storyboard will be due the week of February 3rd, 2025
 - i. Two weeks before final drafting is due

LIGHTING

1. Nothing at this time, thank you!

SOUND

1. Let the team know ahead of time if you are looking at hiding speakers within the set

COSTUMES/HAIR/MAKEUP

1. Rough Sketches Notes
 - a. No matter the gender of the clowns they will be in masculine presenting clothes for ease of movement throughout the production
 - b. The clowns will have a split complementary color scheme

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- i. Will likely be a build so that they can look more clown and have more variety than typical mens wear
- c. The sketches presented today will be the base for the clowns
- d. Costume changes will vary based on what characters the clowns are playing
 - i. Compere and Mr. Memory will be a more full costume change
 - ii. Heavys, milkman, Mr. Higgins, Salesman, Paperboy, Policeman, Porter Professor Jordan, Mr. Dunwoody and Mr. McQuarrie will rely on adding pieces over top of the base costumes
 - iii. Crofter will be a more developed look while still keeping some pieces of the base costume
 - iv. Mrs. Jordan will be based on what is able to be pulled or modified to try and achieve this original idea
 - v. The Sheriff is still up for discovery based on what the actors are doing with the character development
 - vi. Chief Inspector could be more of the Humphrey Bogart look
 - vii. Inspector Albright could be more Sherlock Holmes
 - viii. Mr. and Mrs. McGarrigle will be as developed as possible with an iconic piece to be revealed and passed back and forth

PROPS

1. Nothing at this time, thank you!

PRODUCTION MANAGEMENT

1. Scenic storyboard will be due the week of February 3rd, 2025

TECHNICAL DIRECTOR

1. Nothing at this time, thank you!

PRODUCER

1. Reach out to [REDACTED] to start the conversation about her being the Intimacy Director for this production
 - a. There will be some overlap between One Acts and this production
 - b. The list of intimacy scene needs are located on the drive in the director folder
 - c. Please let [REDACTED] know after you have talked with [REDACTED] and a decision has been made

PUBLICITY

1. Nothing at this time, thank you!

STAGE MANAGEMENT

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1. Nothing at this time, thank you!

ZOOM RECORDING

[12/09 39 Steps Production Meeting Recording](#)

Next Meeting: TBD