

## Team Meeting and Coffee or Tea Production Meeting Take Away - 1/26/19

Attended: Mckenzie, Maryriah, Lauren, Matthew, Chantel, Franklin, Jennifer, Lynn, Zoomed in: Anita

- *Importance of Social Media for the month of February. Let's get the numbers up.*
- *Importance of promoting our Magazine release on February 1 on social media!*
- *Importance of promoting the release of Coffee or Tea? Show on the 6th of Feb. Lets all participate in the YouTube premier! It's easy and fun. If you don't know how to do it, call Lynn and she will walk you thru it.*
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- *Discussed bracelet contest (see flyer) and upcoming fundraiser with MUDLOVE. Please VOTE!*

### Go over set rules

- on time.
- Quiet when we are shooting.
- Quiet when setting up the shots.
- Always bring at least 4 shirts
- No solid green, red, small stripes, black, white.
- Bring own makeup brushes w/name on them (we have makeup if needed).
- Bring hairbrush if needed but def a smoothing comb w/name.
- There will usually be simple snacks, but bring a lunch if you are starving.
- Get enough rest, hydration night before.
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- **On set**
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- Quiet while we set up lights.
- When we need you to be crew, pls listen.
- We try to shoot multiple episodes each shoot day, and we shoot 4 people at a time, rotating out. If you are in the wings, pls watch and learn.
- Try not to monopolize the conversation- give everyone a chance to speak.
- Try not talk over each other. Makes it hard to hear.
- Write up an intro and ending to a show.
- Never use the name of where you work.
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- **Show promotion**
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- Hype every episode up on social media, no matter if you're in it or not.
- Everyone should have bUneke in their bios.
- Please plan be online when we premiere every release. It's only 15 minutes or so. It really helps our views.
- Tell everyone you can that you are part of the show.
- Submit T-shirt designs for a Coffee or Tea? show shirt to wear for promo dates.
- You will be given cards to pass out whenever you're in a crowd situation.
- Attend promo shoots. If you have suggestions for promo events pls share!
- Everyone needs to know about zoom.
- It was discussed to add the TEAM registration calendar back to make registration easier. We will be doing this.