## **COFFEE OR TEA? SHOW PRODUCTION MEETING**

February, 17<sup>th</sup>, 2019 • 4:30pm

In Attendance: Lauren, Matthew, McKenzie, Hannah, Imari, Royce, Donnie, Franklin, Jenny (on Zoom), Jennifer and Lynn.

We all offered introductions and welcomed new faces!

- Group Publicity Photos of Cast and Crew of Coffee or Tea? (autograph) We will send out time/day availability. We will want to get as many to participate as possible.
- Photo opp/promotion Location Ideas:

Cocoa Village, Fun spot, Lake Eola – Earth Day, Civil War Re-Enactment (Renningers Mt Dora), City Walk, Mall appearances, (Millennia Mall, Fashion Square Mall, others) Please suggest more ideas

- All scheduling and basic communications must go through Lynn Kinnison, Production Manager
- Roles List: What jobs are you interested in? We all wear many hats in this organization. Any help would be greatly appreciated! If you haven't given Lynn a list in person, please email her right away. Look over the roles list on the bUneke.org website: https://buneke.org/join-us-1
- New Organization: Still finding new processes of effective communications as suggested last meeting (Group Me, Zoom, etc....)
- Let's support Team Members: Royce Discussed his workshop, a great deal for only \$15, Public Speaking Pro, March 7<sup>th</sup>! And Cami will be performing in an upcoming production of Sister Act, more details to come
- Requested at least 5 topics of discussion per Talent
- Who is reading the Magazine? What is your favorite article so far? We discussed how we want to tie in the magazine more with the panel discussions.
- Any Connections?? Guest appearances on Coffee or Tea? Show
- We all need to do a better job of social media:

LIKE, COMMENT, SHARE, FOLLOW

- The last Live release was well attended but only a couple of the cast was represented. We need to do better.
- Always remember to check the TEAM ONLY Calendar for upcoming events.

Meeting adjourned at 6pm