

Pantomime External Post-Production Meeting

Thursday 8th February 2018

Upstairs bar, John Godber Centre

In attendance: Bec M, Pete, Tom M, Sam, Chris S, Emily, Ethan, Elise, Tom S, Josh, Hannah, Frank, Chris G.

Bec T, Paula, Tom I arrived halfway through.

A lot of the points raised were similar to those raised during the internal post-production meeting. Please see those minutes for greater discussion. Some further points raised are listed here:

- There are issues with the dressing rooms. We should have three – one for adults, one for male juniors, one for female juniors. We only have two. We complied with safeguarding rules by not having the juniors get changed for the duration of the show. Linda contacted the council about the problems with our dressing rooms but received no reply. For future shows, we need to draw up a rota and make sure that adults are aware of why this is important.
- Adults are asked to arrive at 6:30 and get changed for a reason. Some adults, despite arriving early, were not getting changed until much later, causing problems because of the lack of space backstage.
- Chaperones should attend rehearsals and be introduced to everyone. A lot of people didn't know who they were. Their roles should be made very clear. It is important that all members of cast and crew respect the chaperones so that they can do their jobs properly. Chaperones should know the show better so that they can organise the children more effectively.
- Ethan suggested a production pack containing health + safety/risk assessments and clearing defining the rules for everyone backstage.
- We should use dress rehearsals to iron out issues with juniors and chaperones.
- We should have a rehearsal dedicated to trying costumes before the dress rehearsal, in order to save us time on the Sunday.
- The end of the rehearsal period, including the 6 shows, and 3 rehearsals (costume trial, dress and tech) should be set in stone by committee, and the rest of the rehearsal schedule left to the director(s).
- It was suggested that the dress rehearsal could be moved to a week earlier.
- Hannah was told very late what her role backstage was and what time she had to be there. She felt communication was an issue.
- Roles such as hair and makeup should be decided as early as possible. It was suggested that we need to make hair and makeup a separate production team role instead of managed by wardrobe.
- Frank was not involved in the production, but on the occasions when he attended rehearsals he felt that everything was very disconnected. He suggested a forum halfway through the rehearsal period for cast and crew to air any issues and resolve any matters.
- Tom I felt he had more communication with Becky rather than the director. He thought licensing issues should have been caught earlier to save music being left until the eleventh hour. We were unaware of the licensing issues at the start of this production, but we will be on top of this for future productions.
- Committee were a member down as a result of Claire stepping down last November, and so were unable to support Chris as much as we would have liked. We'd made a decision last

summer not to have a production manager as there was a lack of people putting themselves forward for production team roles. In hindsight, a production manager would have helped to solve a lot of issues, and we should look at having a production manager for all future pantomimes.