



Minutes of SHADDOO Committee Meeting

14th January 2013, 19a Station Road, Henley

	ACTION
<p>Pantomime Previous minutes were reviewed: Stage manager – Henry loud and Phil Johnson</p>	
<p>Props - Liz James</p>	
<p>Costumes – Kim & Ashley. Half done Kim is visiting Fun and Frolics later in the week. Charlotte Bourne and Livvy George making Knights tunics</p>	Kim
<p>Music – Nearly there – backing tracks to Gareth asap</p>	
<p>Make up – Kate, Rachel & Emma Piercy</p>	
<p>Backdrop – Mel Pearson, Kate Piercy, Marie Davidson & Kath Wilkinson. To be painted on Thursday 17th or Saturday 19th</p>	
<p>Lighting and Sound – Gareth Jones. Most sound effects sorted. Still need forest of despair. Neill to send Kim what he has.</p>	Neill
<p>Prompt – Becky Illlderton, Harriet to send script</p>	Harriet
<p>Tickets – Going well. Brownies want 17 for matinee. Agreed. Neill to check arrangements for additional seating with Gareth and get required number from Shiplake Corner Shop. Pip to arrange cheque to Neill. Liz to check ticket sales status on Friday</p>	Neill Liz
<p>Publicity – All done, thanks to terry for putting flyers in papers. Angela Jones to send press release to Henley Standard, follow up by visit from Kim, who will invite them to dress rehearsal.</p>	Kim
<p>Front of House – Ashley to organise this. Possible candidates – Carol George, Simon’s parents, Claire Dench, Pam Hutchins. Volunteers will need to set out and pack away seating for each day.</p>	Ashley
<p>Additional chairs – Phil to collect using his horsebox on Saturday? Rosemary to confirm.</p>	Phil & Rosemary
<p>Floats – Bar and Front of House - Neill has these.</p>	
<p>Nursery – Liz has contacted them and they agree we can use their room, and any items we need as props.</p>	

<p>Chaperones – Kim to ask children for their parents’ help. Kath Wilkinson may be available Thursday & Friday. Liz to arrange for someone to sort a rota and pass information on to Pip for the programme.</p>	Kim Liz
<p>Stage crew – Phil to organise this & contact William Anderson. Phil to let Pip know who is involved for the programme</p>	Phil
<p>Costume budget – Harriet to send Kim budget for previous years as a guide.</p>	Harriet
<p>Programme – Ashley to write missing text (in red) and send to Pip before Sunday 20th. Pip to send Ashley a digital version of the programme. Ad for ERCL to be included. Printing to be done by Nigel Piercy on Monday 21st once we have the list of set builders.</p>	Ashley Pip
<p>Props – Neill to provide wheelbarrow tyre Liz to email Kim with list of props required from Fun and Frolics.</p>	Neill Liz
<p>Post Production Party at Zizis on Thursday 28th February. Pip to get menu so we can pre-order</p>	Pip
<p>Play Reading The next reading is on Monday 4th February 7.30 at the Baskerville Arms. Berly to give Pip ‘Waiting in the Wings on Tuesday 15th January.</p>	Beryl
<p>AOB Mark has found a trolley that might be useful. A budget of £25-£30 was approved. Neill to let Mark know.</p>	Neill
<p>Date of Next Meeting Wednesday 6th February. Venue TBC – Liz’s or Rosemary’s. Liz to let Pip know</p>	Liz