



### Meeting of the SHADDOS Executive Committee

Date: 16<sup>th</sup> November 2017  
 Place: 5, Brocks Way, Shiplake, RG9 3JG  
 Present: Gareth Jones (GJ), Becky Ilderton (BI), Neil McAdam (NM),  
 Neill Wilkinson (NW), Rosemary Appleby (RA), Pip Collings (PC), Henry  
 Loud (HL), Simon Classey (SC), Peter Crowther (PSC)  
 Apologies: Liz James (LJ), Phil Johnson (PJ), Cheryl Milne (CM)

AGENDA ITEM	ACTION
<p><b>1. Out of the SHADDOS</b></p> <p>Ticket sales had been successful and none would now be sold at the door. This change would be announced on the SHADDOS website.</p> <p>Due to licensing requirements, the audience seating would be limited to 7 tables.</p> <p>PC agreed to be on the door on the night with Beryl and Fred Lawson.</p> <p>Mel, the leader of the dance troupe, would be invited to bring two of her students at about 6pm on either 24<sup>th</sup> or 25<sup>th</sup> to practice the panto dance on the full stage.</p> <p>The rehearsal on 24<sup>th</sup> November would start at 7:30pm in the Memorial Hall. Those acts which were not required to be present would be notified of this.</p>	<p>GJ</p> <p>PC</p> <p>PC</p> <p>PC</p>
<p><b>2. Pantomime</b></p> <p><i>Set Design</i>            There was discussion about whether 4 or 6 side-flats would be needed. The final decision would be arrived at a meeting to be arranged between RA and Cath Wilkinson.</p> <p><i>Ticket Prices</i>            The following was agreed: Thursday, £5; Friday, £10; Saturday matinée, £8; Saturday evening, £10.            Programmes would be priced at £1.</p> <p><i>Ticket Design</i>            GJ had already agreed to design the tickets, and it was decided that a playing-card theme would be adopted.</p> <p><i>Ticket Sales</i>            As previously, tickets would be sold through local retail outlets. Binfield Heath Post Office would be asked to participate.            LJ and Angela Jones would be asked to monitor shop sales to allow the rapid solution of any problems.</p>	<p>RA</p> <p>GJ</p> <p>PC</p> <p>PC</p>

<p>Tickets would go on sale to the general public on 2<sup>nd</sup> January 2018 Information on the availability of tickets would be sent to the cast in advance: advance tickets would be available on 19<sup>th</sup> December.</p> <p><i>Production Budget</i> GJ presented the production budget in detail which was agreed by the Committee. For the summary, see Appendix A.</p> <p><i>Publicity</i> It was agreed that artistic input was urgently required for the graphic design needed for the posters and programmes. SHADDO members would be asked whether they would like to present ideas for the graphics. Such ideas would be required by 30<sup>th</sup> November. BI introduced the idea of adapting the original illustrations by John Tenniel, which would be considered. PC would liaise with LJ to accelerate the process and to ascertain the date by which the printers would need to receive the final poster design. Information about the pantomime would be posted on the Village Website.</p> <p><i>Rehearsal</i> An additional rehearsal, dealing mainly with the musical aspects, would be held on Tuesday, 19<sup>th</sup> December in the Church Rooms at 7:15pm. This would also be a pre-Christmas party and seasonal provender would be supplied. The cast would be informed.</p> <p><i>Production Meeting</i> A meeting would be arranged to discuss production details.</p> <p><i>Costumes</i> A meeting with Cheryl Milne would be arranged to discuss requirements for costumes.</p>	<p>GJ PSC</p> <p>PSC</p> <p>PC</p> <p>GJ</p> <p>PSC PSC</p> <p>RA &amp; GJ</p> <p>RA</p>
<p><b>3. Subscriptions and Membership</b> The idea of collecting subs via online banking rather than handling cash or cheques was raised. This would be discussed with Hilary Tucker at a later stage.</p>	<p>GJ</p>
<p><b>4. Rehearsal Venue</b> The problem with the Church Rooms was that the premises echoed considerably since all the soft furnishings had been removed, seriously interfering with the efficiency of the rehearsals. The immediate solution of SHADDO's providing curtain material was not considered feasible.</p> <p>For future productions alternative rehearsal rooms would be investigated, among which would be Henley YMCA, Dunsden Hall, Harpsden Hall. In addition, the Tythe Barn would be approached.</p>	<p>SC NM</p>
<p><b>5. Trips</b> The SHADDO trip to the Kenton Theatre to see 'A Chorus Line' was very successful with 20 of us enjoying the show and the preceding hospitality in the Studio Room.</p> <p>Ideas for new trips would be discussed at the next Committee Meeting. A trip to the BBC is being considered and BI would contact Neil George to see if this were feasible.</p>	<p>BI</p>



## 12. Vote of Thanks

The Committee thanked Rosemary for her generous hospitality.

## APPENDIX A

### Production Budget

Revenue Plan	2017		2018	
	Snow White		Alice	
	Budget	Actual	Budget	Actual
Production				
Ticket sales	£3,300	£4,162	£3,750	
Programme Sales	£100	£154	£125	
Bar (Net) & sweets	£600	£636	£600	
Advertising				
CDs / DVDs				
Other				
<b>TOTALS</b>	<b>£4,000</b>	<b>£4,951</b>	<b>£4,475</b>	<b>£0</b>
<b>Net Profit</b>	<b>£500</b>	<b>£1,496</b>	<b>£600</b>	<b>£0</b>

Production Budget (Consumables)		2017		2018	
	Responsible	Budget	Actual	Budget	Actual
Stage construction	PJ / TJ	£160	£134	£150	
Scenery & Set	GJ / NW	£240	£220	£400	
Scenery Hire					
Costumes (hire and materials)	CM	£550	£292	£350	
Props	AJ / CW	£100	£18	£150	
Make-up and related items	KP	£25	£12	£20	
Advertising & publicity	LJ/PC	£370	£290	£350	
Sound equipment hire	NH	£25	£42	£50	
Lighting equipment hire	NW	£225	£234	£250	
Effects equipment hire	NW	£50	£81	£100	
Ticketing	GJ	£15	£0	£25	
General Admin	PC	£10	£0	£25	
Script & Licence	GJ	£280	£291	£280	
Rehearsal Facilities	RA	£1,420	£1,544	£1,600	
Gifts & Entertainment	RA	£30	£108	£125	
<b>TOTALS</b>		<b>£3,500</b>	<b>£3,266</b>	<b>£3,875</b>	<b>£0</b>

Production Budget (Assets)		2017		2018	
		Budget	Actual	Budget	Actual
Sound system					
Lighting system					
Stage & Set					
Curtains			£177		
Misc			£12		
<b>TOTALS</b>		<b>£0</b>	<b>£189</b>	<b>£0</b>	<b>£0</b>