



Shiplake and Dunsden
 Dramatic Organisation
www.shaddo.uk

Meeting of the SHADDO Executive Committee

Date: 18th July 2018

Place: ‘Croft Cottage’, Northfield Ave., Shiplake, RG9 3PE.

Present: Gareth Jones (GJ), Neill Wilkinson (NW), Rosemary Appleby (RA), Peter Crowther (PSC), Rebecca Strong (RS), Henry South (HS)

Apologies: Neil McAdam (NMcA)

<p>1. Frederick’s Memorial Murder Mystery (10th November) Beryl was happy for SHADDO to produce this in Frederick’s memory and she requested that it be run for the benefit of the children’s charity ‘Rainbow Trust’ (https://rainbowtrust.org.uk). Beryl & Fred’s daughter, Jane, had agreed to participate in the show.</p> <p><i>Tickets</i> It was decided to price the tickets at £20, £10 for non-participating SHADDO members and £5 for participating SHADDO members. However, SHADDO member costing would be provisional and might need to be revised to ensure that the cost of the food is covered as all profits are going to raise charity funding. Angela Jones would be requested to co-ordinate the production and sale of the tickets. They would go on sale on 1st October.</p> <p><i>Catering</i> Catering had yet to be arranged, but it was agreed that it be of a high quality nature to match the premium ticket price. A brief for the caterers would be written. Local caterers would be contacted for quotes. RA offered to co-ordinate the catering arrangements.</p> <p><i>Memorial Hall</i> NMcA had booked the Memorial Hall for the 9th & 10th November and he has been asked to investigate whether a discount could be obtained. The audience would be seated at 10 tables of 10 each to allow for an audience of 90 people plus 10 performers.</p>	<p>GJ</p> <p>GJ NW RA</p>
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<p><i>Bar</i> This had yet to be arranged. Mark Manson would be asked whether he would agree to be in charge of it.</p>	GJ
<p><i>The Production</i> This was already in hand, and no further action from the Committee was required. Minimal scenery would be needed, and Charmaine would be asked to help with props.</p>	GJ
<p>2. SHADDO Christmas Party NMCA had made a provisional booking for 8th December, and the Committee agreed to pay the deposit to confirm it. The details of the party would be co-ordinated by NMCA who had informed the Committee by email that he had received positive responses from about 20 members, of whom about half would be prepared to perform.</p>	NMCA
<p>3. Pantomime A copy of a script for <i>The Lion, Witch and Wardrobe</i> would be obtained for the Committee to review. It was decided to set up a Directorial Team to run the performance, and this would be open to all SHADDO members. An invitations would be sent out: i) to invite members to participate in this team, followed by: ii) a further invitation for members who would wish to assist the team. Other scripts would be evaluated by the Committee members by 31st August to produce a shortlist of suitable scripts. A template of the review of scripts would be sent out to Committee members (see Appendix 1).</p>	NW NW/ PSC ALL PSC
<p>4. Binfield Flower Show (25th Aug) & Shiplake Picnic (9th Sept) <i>Flower Show</i> The organisers of the Flower Show had responded favourably SHADDO's request that we have a presence at the event, and had agreed to provide a tent or shelter for SHADDO participants. NW had already sent out an invitation to participate to the SHADDO membership and a reminder would be sent out at the end of July. The slots for SHADDO activities would be confirmed with the organisers, as would their supplying of tables for us. <i>Picnic</i> SHADDO had been granted a slot at the picnic but it had not yet been decided how it would be used. Cheryl would be contacted with regard to the supply of costumes.</p>	PSC NW NW
<p>5. SHADDO trips to external events NW confirmed that the date for the trip to the V & A permanent theatre exhibition would be 15th September. The SHADDO membership would be informed and invited aboard.</p>	NW/ PSC
<p>6. AOB <i>Memorial Hall</i> (email from NMCA) The Hall Committee would examine the chair linkages to assess the repair or replacement required. The Hall Committee had decided to retain the stage carpet. <i>Appendices</i> i) Summary of actions.</p>	

ii) Template protocol review form. iii) Dates of SHADDO activities.	
5. Next SHADDO Exec Committee Meeting Wednesday, 19 th September. Venue yet to be decided.	
6. Thanks The Committee thanked NW for his generous hospitality.	

APPENDIX 1

Summary of Actions

Committee Member	Action
Gareth Jones	<ul style="list-style-type: none">i) Ask Angela to co-ordinate the production and sale of the murder mystery (MM) tickets.ii) Write a brief for the MM caterers.iii) Ask Mark Manson to co-ordinate MM bar.iv) Ask Charmaine re props.
Neil Wilkinson	<ul style="list-style-type: none">i) Contact local caterers for MM.ii) Obtain script of Lion, Witch & Wardrobe (LWW).iii) Distribute invitations to join the panto directorial team (with PSC).iv) Binfield Flower Show (BFS): Confirm slots for SHADDO activitiesv) Shiplake Picnic: Ask Cheryl whether she would supply costumes.vi) V & A: Inform members that the trip is going ahead (with PSC).
Rosemary Appleby	<ul style="list-style-type: none">i) MM: Co-ordinate catering arrangements.
Neil McAdam	<ul style="list-style-type: none">i) Christmas Party: Co-ordinate.
Peter Crowther	<ul style="list-style-type: none">i) Distribute invitations to join the panto directorial team.ii) Circulate script review template to Cttee members.iii) Circulate BFS reminder.iv) V & A: Inform members that the trip is going ahead.
All	<ul style="list-style-type: none">i) Evaluate panto scripts by 31st August.

APPENDIX 2

Script Review Template

Panto script evaluation :

	Poor / OK / Good
<p>Casting Are there too few / enough / too many parts? Do the ratios of male/female & old/young parts suit us? Can we easily involve lots of juniors? Are the roles all fairly significant or is there a strong difference between leading and support roles?</p>	
<p>Script Will we have to do much modification / addition to the script? Are the dialogues easy to learn / deliver? (not too interactive / logical flow / simple, natural language) Is there a clear story, with plenty of verbal humour? Can it be rehearsed in blocks?</p>	
<p>Performance Is there a strong beginning and end to the panto? How critical is good verbal delivery? How critical is good visual delivery?</p>	
<p>Music & Dance Are there enough opportunities for song & dance? Are the songs proposed adequate or do we have to change/supplement them? Do the songs and dances complement the story?</p>	
<p>Production Can we stage it with the limited facilities of the Memorial Hall? Are the scene change requirements manageable? Can we meet the costume / prop requirements? Does it depend on any special effects? Eg video, special curtains, fog, smoke etc?</p>	
<p>Audience Does it have appropriate audience interaction? Will it hold the audience's interest and attention? (Is there a clear story? Is it novel or predictable?) Will it be suitable for adults and children?</p>	

APPENDIX 3
SHADDO Activities

Date	Event
25 th August	Binfield Flower Show
9 th September	Shiplake Picnic
15 th September	V & A trip
10 th November	Murder Mystery
24 th – 26 th Jan '19	Panto