



Shiplake and Dunsden

Dramatic Organisation

www.shaddo.org.uk

Notes of Committee Meeting held at Plowden Arms on Monday 29 November 2004

Present:

Gareth Jones (Chair); Liz Thomas; Liz James; Steve Watkins; Angela Jones; Mark Manson; Angela Cadman; Hilary Tucker; Chris Irons

1. Pantomime Performance Schedule

This will be as follows:

- Thursday 27 January 2005
- Friday 28 January 2005
- Saturday 29 January 2005 (afternoon and evening)

Sunday 30 January will be for clear-up and post-production 'party' (which will be essentially self-financing)

2. Pantomime seating layout/number of seats

- This was discussed at length and agreed. Gareth noted the seating layout onto the floor plan he had produced. This can be viewed via Gareth if needed. We will be going with 157 seats.
- There was also discussion re the orchestra and where this would be positioned. It was agreed that the stage would be left alone rather than adjusted for the orchestra and the precise positioning would be finalised once the size of the orchestra was known. Again Gareth noted the suggested positioning and the seating to be adjusted/removed for this. Again the floor plan can be viewed via Gareth if needed.

Action: Gareth to produce revised floor plan

- Angela is dealing with the format of the orchestra and is to ask William Sherwin re possible drumming involvement, and to approach Chris Wright re use of the electronic 'drum kit'.

Action: Angela Jones

3. Ticket Prices

These were agreed as follows:

- £6/£8 Friday and Saturday nights
- £4/£6 Thursday night and Saturday afternoon

Action: Gareth re ticket printing

4. Ticket Sales

- Liz James has this in hand and is dealing with sales via the shops.
- Liz will also deal with sales of tickets to cast and crew, via a form to be issued at rehearsals on 13 December and to be returned on 20 December, with a ticket limit of 4 per application for the Saturday night performance.

Action: Liz James

Hilary will check the old minutes re the Carnival raffle prize tickets and tell Liz what to reserve from the Carnival (thought to be 4 tickets for Thursday night).

Action: Hilary

Gareth mentioned that he had also approved a pair of tickets for Thursday as an auction of promises item.

5. Pantomime Budget and related expenditure

Gareth went through the proposed budget figures

The attachment shows the amount of the agreed budgets and the initials of those responsible for each budget item

Following discussion about the possibility of backcloth hire (see 6D below) it was agreed to include a budget of £300 for this.

6. Who is doing what?

A. Costumes-Chris and Ashley (in hand and ongoing)

Chris and Ashley have this in hand. Most costumes are to be provided by the cast members and Ashley has been explaining to them what is required to ensure they are co-ordinated (e.g. a brief for the milkmaid outfits so that they match).

- Mark explained that there was a new costume hirer in Wargrave that we might use for 'special' items.
- It was thought that Pam Caudle would be able to make the Herald's outfit.
- Chris is going to hire the Elvis outfit (this is easy to do)
- Chris said that he thought Dandini's costume can be made without needing to hire
- It was suggested that Kate Piercey might be asked to help make the Prince and Cinderella costumes
- Hilary said that Jean Povey had offered to help with making a costume if asked
- It was thought also that HAODS might be useful for 'special' costumes

It was agreed re costumes:

- Liz Thomas would e-mail Julie Huntingdon and make contact re possible costumes from HAODS
- Liz Thomas would then liaise with Ashley re HAODS and meeting up with Julie/looking at HAODS costumes
- Ashley/Chris would make it known to all parents/players that they should bear their own costume expenses. If there is a specific need for materials to be bought (e.g. so that people can have identical costumes) then this should be agreed in advance via Ashley/Gareth.
- Chris/Ashley to ask Pam Caudle and Pippa Thomas if they can help with the costumes/possibly take charge of certain areas re wardrobe

Action as above-ongoing

B: Props

It was agreed that Steve and Gareth would take the lead on this and ask Pam Hudgell whether she would be in charge.

Action-Steve, Gareth and Chris-ongoing

Chris Irons to produce a list of all props required

C. Publicity and Admin-mainly **Angela Cadman**

- Mark has all the details re printing the boards
- Angela has written to Round and About re publicity
- Liz James will help prepare posters and flyers
- Liz Thomas can laminate them
- Chris Irons can print small posters and flyers
- Angela will insert publicity in the Belfry
- We will not put advert in the Henley Standard
- Angela Cadman will liaise with Henley Standard re editorial photo and write up (rather than advert) via David Connop-Price
- Angela will consider publicity re Radio Berkshire web site

Action as above-ongoing

D. Set painting

Gareth reported that Marie and Frazer (Davidson) will help with this. We will hire back drops. Mel and Kate may be unable to undertake the set painting this year. Other helpers will be needed!

It was agreed that Gareth will look into the possibility of backcloth hire.

Action: Gareth, Marie, Frazer-ongoing

E. Programme

Cyril is doing this. Liz James has already spoken to him and this is in hand.

Gareth to provide graphics to Cyril when they are available.

Action: Liz James-ongoing

F. Artwork

Frazer has produced a design for a poster. Gareth has asked him to forward the base graphic so that we can use it for tickets and programme and has also asked for some text changes on the poster. He is waiting for a response from Frazer.

Action: Gareth and Frazer-ongoing

G. Prompting and other general help

Liz James to ask Clare Dench if she can prompt. If not, Liz to ask if she can help with the bar. Liz will also ask Sue Walker to help as Sue has offered. Liz will ascertain what help Sue would like to give.

Action: Liz James

Liz James said she could assist with front of house and bar

Mark said that Linda could assist with the bar

H. Backstage co-ordination

Hilary Tucker to take on the role of backstage cast co-ordinator at the hall rehearsals and the performances as per last year.

Action: Hilary Tucker

I. Programme Adverts-Liz James

Liz James reported she had not yet had any ads in response to Hilary's e-mail of the membership. She is going around the current advertisers, but meanwhile any interest in ads should be directed to Liz.

Action: Liz James-ongoing

J. Rehearsal Schedule

Chris and Gareth to liaise on this so that rehearsals can be co-ordinated with the set build

Action: Chris and Gareth

K. Licensing

Steve reported that the bar licence is sorted out.

Liz T has dealt with the script licensing.

Hilary has contacted the PRS re music licensing and will arrange/pay this for the relevant performances.

Action: Hilary

It was agreed that any video made would specifically not include any use of copyright music so there was no need for an extra licence re this.

L. Float

Gareth (acting treasurer) would bring float for the bar and door

7. AOB

Hilary will deal with renewal of our NODA membership following confirmation of financial information with Gareth

Action: Hilary

Hilary will write up a note of this meeting and distribute to all for the record

Action: Hilary