# Standing By 2017

## Production Meeting Minutes

<table>
<thead>
<tr>
<th>Date</th>
<th>Thursday 21st September 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Start</td>
<td>18:05</td>
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<tr>
<td>Meeting Finish</td>
<td>21:02</td>
</tr>
<tr>
<td>Location</td>
<td>KG Z9-320</td>
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<tr>
<td>Attendees</td>
<td>Mr. Ogilvie, Ms. Yun, Ms. Spooner-Jackson, Mr. Burke, Ms. Lane, Ms. Miller, Ms. Penglis (Skype)</td>
</tr>
<tr>
<td>Apologies</td>
<td>Mr. Norris, Ms. Bishop, Ms. Gordon, Mr. Fogarty, Mr. Ayunon, Ms. Hirini, Ms. Taylor</td>
</tr>
</tbody>
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### General

- Ms. Bishop, Ms. Lane and Mr. Burke will be unavailable on the week of bump-in. Schedule is updated in availabilities excel.
- Next production meeting will take place Thursday 28th September 6pm.
- Ms. Penglis to organise second meeting on Monday 25th to catch up with Ms. Hirini and Ms. Bishop
- Things to finish before end of next week:
  - Group proposal (include a floor plan)
  - Individual proposals

### Show Roles

- Ms. Bishop would like to just lighting design, not HLX. Mr. Ogilvie to oversee the lighting department.

### Exhibition Layout

- Spray Paint onto domes. Dome are now made of corrugated cardboard and not PVC Pipes. Outside of large dome will be painted white and inside of small part of dome will be stuck with paperwork for a projection surface. Ms. Yun is in conversation with Ms. Miller to see if she would like to spray paint the large dome with her artwork from The Hat.
- Eurydice doors added to the exhibition layout. Monitor has been added to the entrance door to welcome people into the space. Ms. Yun will upload latest floor plan onto google drive by COB Friday 22nd Sept.
- Mr. Burke to chat with Mr. Phillips regarding location of Eurydice doors.
- Suggested idea to put SM desk on 800mm high rostra, LX console on 600mm high rostra and SND console on 400mm high rostra. We want to keep the show control area as a focus of the showcase too. Control Area’s position is now swapped with the the Bump in / Tech / Plot / Dress section. With the control area now under the screen in the space, the idea of doing a live feed projected onto it of a top down shot of the control booth was brought up.
- Suggested to swap the position of OP’s & plot/tech/dress and bump-in section.
- Suggested that Ms. Spooner Jackson will rig a chandelier over the bio wall section.
- More conversation to be had regarding something going in the centre of the space.
- Photo wall is now bio wall.
- Added corner for Mr. Norris and Mr. Ogilvie set up. This will now have a roof on it. Mel’s dragon.
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- to sit on top of this booth. **Booth is drafted on plan, to be approximately 4000x2500 and 2m in height.**
- Ms. Penglis wants to include a bump-in sign from Sydney Festival.
- Wall of booth is paperwork and plans.
- Bump-in wall to be timelapses. Bump-in area to consist of props, tools, steel caps, doll-house, newspapers. Someone to build a back of the truck. Maybe we use a physical roller door from the back of the truck.
General Updates

No one raised an opinion with their show role assignment.

Ms. Bishop, Mr. Fogarty, Mr. Ayunon, Ms. Hirini, Mr. Burke and Ms. Taylor to update the show role description by Thursday 21st September 1700hr.

Exhibition layout

Opening Night / Performance / Closing Night

-Large amount of paperwork would be showcased in this section. Idea of using paperwork to form the projection surface on the dome behind the stage. Collation of paperwork from the class to be brought up at the Thursday 21st of September meeting.

-Idea of using the Eurydice door as entrance for speech is on hold. (Might go to a different section or disappear completely)

-Birdie boxes to go around stage to conceal set for holographic projection, might be a different size from the one used in Eurydice.

-Talk of using a fog / smoke screen as a projection surface for holographic projection. Ms. Yun to elaborate more at the Thursday 21st of September meeting.

-Ms. Miller has decided to move her animatronic dragon to the “Concept and Development section” of the room.

-Idea of putting Ms. Penglis’s dead grass / grass in section of photo wall. Like an artwork.
-Tree from Brittany’s Production arts. Idea of putting LED strips in it to light it up. Approximately 1m tall. Positioned from grid as a chandelier to "light up" the dead grass. Ms. Spooner-Jackson to look into improving her tree.

-In order to include Ms. Gordon’s quick-change model in the opening night section, the idea of putting the model box on top of a plinth to act as the lectern for the speeches was brought up. After the speeches, this can be turned around to be the model box for quick change.

-The idea of sound design in the performance section to have recording of show calls.

Control Area

-Idea of not having them on tables. Production designers are brainstorming a unique way of placing the control area. EG: Having them on levels. More will be discussed at the Thursday 21st of September meeting.

Concept and Development

-Model box of showcase space and set at 1:10 Will be approximately 1.5m long.

-The inside walls and the floor of this model box will be a projection surface. The idea was brought up that the outside of this model box will be built up with Tiff’s city model from Intermedial. Ms. Lane to provide pictures and elaborate more at the Thursday 21st of September meeting.

-Ms. Gordon to clarify about the costume design progression that she wishes to showcase.
**Photo Wall**

- Clarification of what is going on the photo wall was brought up in the meeting. The suggestion of a bio-wall as the name for the section instead of a photo wall was brought up.

- Suggested dead grass and grass from Ms. Penglis as a backdrop and tree from Ms. Spooner-Jackson’s PAP to be use as a “chandelier”. More will be discussed at the Thursday 21st of September meeting.

- Idea of a fun panorama class shot was brought up. Ms. Yun to elaborate at the Thursday 21st of September meeting.

**Archiving**

- Suggestion of more content in archiving section. Possibly past production pictures / time-lapses.

**Bump Out / Post production**

- Idea of returns list / paperwork as another form of projection surface.

- Vision Content on top of Ms. Miller’s interview: Showcasing care and packing up of costume and props pieces. Or showcasing what techies do after a show. EG: wear a dress, paint nails, wearing nothing black, putting on bandaid, wearing heels, closing the lid of tin. Ms. Miller to elaborate at the Thursday 21st of September meeting.

**Next Meeting**

18th September 2017, Thursday, 1800hr.
Location TBC
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<tr>
<th>Date</th>
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<td>Ms. Yun, Ms. Spooner-Jackson, Ms. Lane, Ms. Miller, Mr. Norris, Ms. Bishop, Mr. Ayunon, Ms. Gordon (Skype), Mr. Fogarty (Skype), Ms. Hirni (Skype)</td>
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<td>Mr. Ogilvie, Mr. Burke, Ms. Penglis, Ms. Taylor</td>
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</tbody>
</table>

**General**

- Individuals to fill up Class of 2017 powerpoint by COB Thursday, 28th September 2017.
- Didactics will be coordinated by Production Design Team and Design Associate. A first draft of the didactic design will be shared on Thursday’s, 28th September 2017 meeting.
- The idea of pooling money for showcase has been brought up. Everyone to inform Ms. Penglis how much they would like to contribute on Thursday’s, 28th September 2017 meeting.

**Exhibition Layout**

- Bio-wall will be a projected surface (on the white surface of the room), it will consist of an approximately 90sec video that each individual will create. (This can vary accordingly)
- Ms. Spooner-Jackson’s tree will be displayed beside the bio wall. Position will be confirmed by Thursday’s, 28th September 2017 meeting.
- Question was raised about Mr. Norris and Mr. Ogilvie’s shared space for vision and sound. There were concerns that this will not fit into the performance element of the show. Production Design Team to investigate and update the class on Thursday’s, 28th September 2017 meeting.
- Ms. Gordon has brought up the idea of placing statistics in the Library / Archiving section. Information for this section will be a collective effort by the cohort. Individuals to start collecting any interesting statistic and update Ms. Gordon with them.
- Mr. Norris had suggested that folders and binders are collected from the graduates and placed at the Library / Archiving section., Production Design Team to investigate and update the class on Thursday’s, 28th September 2017 meeting.
- Ms. Gordon’s model box will be 700mm wide, 400mm deep and approximately 800mm high. This may not be part of the lectern. Production Design Team to investigate and update the class on Thursday’s, 28th September 2017 meeting.
- Ms. Hirini to send the Production Design Team her plans for her miniature revolve before COB Wednesday 27th September 2017.

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Compiled By: Ying Ying Yun
M: 0417 999 314
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- Control area is in discussion of being on stepped platforms. Production Design Team will update the class on Thursday’s, 28th September 2017 meeting.

- Majority has agreed on the class photo being a parody of the last supper. Ms. Yun and the Production Design Team to design and organise this to happen. Printed picture will be displayed beside the Library / Archiving section on the black area of the space.

<table>
<thead>
<tr>
<th>Script</th>
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<tbody>
<tr>
<td>- Script for performance is in development. Mr. Ayunon, Ms. Gordon, Ms. Penglis to work on it. Draft will be distributed on Thursday’s, 28th September 2017 meeting.</td>
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<table>
<thead>
<tr>
<th>Performance</th>
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<tbody>
<tr>
<td>- <strong>Concept and Development</strong>: Focus on the pre-production design of the design team.</td>
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<tr>
<td>- <strong>Rehearsals / Pre-production</strong>: Focus on the pre-production of sound design. “Surround sound of failure”</td>
</tr>
<tr>
<td>- <strong>Bump in / Tech / Dress</strong>: This will include the control area. Performance will have a live feed of the control area, projected onto the screen on the North wall. Focus will be placed more on lighting in this segment.</td>
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<tr>
<td>- <strong>Opening</strong>: LX, Sound and Vision (and any other elements) will be used to showcase an “explosion”</td>
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<tr>
<td>- For more details, please refer to Timeline document. <a href="https://docs.google.com/spreadsheets/d/1AAI2CYdPTfE14gOtAg3Iqg1olB3YaleXZ275kQ9nwqk/edit#gid=0">https://docs.google.com/spreadsheets/d/1AAI2CYdPTfE14gOtAg3Iqg1olB3YaleXZ275kQ9nwqk/edit#gid=0</a></td>
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**Next Meeting**
Thursday 28th September 2017
1800hr Z9-Level 3
Standing By 2017
Production Meeting Minutes

Date: Thursday 28th September 2017

Meeting Start: 18:20
Meeting Finish: 22:30
Location: KG Z9-Level 3

Attendees: Ms. Yun, Ms. Lane, Mr. Norris, Ms. Bishop, Mr. Fogarty, Ms. Penglis, Mr. Ogilvie, Mr. Burke, Ms. Gordon, Ms. Spooner-Jackson, Ms. Miller, Ms. Bishop (Skype).

Apologies

General

- Everyone’s proposal was read out and discussed.
- Everyone to ensure when they write their didactics that they list everyone involved in that piece, for example: ‘Eurydice door’ designed by Ying Ying Yun & built by Matt Burke.
- Everyone to continue to update the content contributions document and highlight any changes.
- Ms. Gordon is collecting chocolate wrappers for part of her showcase.
- Design team to look into presenting some things to Mr. Burke for him to build for Showcase.
- Puppet from Intermedial was discussed and Mr. Burke to see about getting that from Harry for Showcase.
- In regards to individual proposals, graduates to list all equipment as if they were doing individual displays and then we will combine later.
- It was reported that there will be limited computer stock at the ELC for showcase due to the other QUT productions on at the same time.
- Enquire Carly about the David Whitworth collection and parameters around that.
- Mr. Burke to investigate if we still have the arted flats from The Hat down at the workshop.
- Everyone to look into how much things of theirs will cost if they need to buy it/materials. This is so we can draft up a budget of how much money we each need to contribute.
- Design Presentation took place.
- Idea for the didactics to be on gold coloured card.
- The floor plan was re-worked - please have a look at what has changed.
- Signs for each section to be built by Mr. Burke
- Everyone to update/add to the production role description by C.O.B Sunday 1st. This document will be sent to the lecturers along with the Proposal.

Exhibition Layout

- Ms. Spooner-Jackson’s tree must be on the ground for safety reasons.
- Tree lights will be battery powered but Ms. Spooner-Jackson would like some lighting for the outside of it.
- The idea was raised of a book-shelf to display everyone’s binder folders over the years (like the one from K block where we would submit assessment). The position of this will be in the archive section.
- Mr. Ogilvie suggested festoon lighting from PAP to go somewhere into the exhibition, perhaps the bio wall section.
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<table>
<thead>
<tr>
<th>Sound corner setup to have walls with the entrance point on a diagonal facing the corner. Potential for it to be lit with LED's. Likely that a flat will be placed on top for Mel's dragon to sit on.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Bishop suggested hanging veils above the dome.</td>
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</table>

### Script

| Script to be presented at another meeting and will not be sent off with the proposal on Sunday. |

### Performance

| Live to screen camera is being looked at to solve sight line issues for the performance. |
| At the bump in part of the performance, Ms. Bishop raised the idea to have the voice over explaining an lx focus and have a moving light go to the speeches section for the speeches (like a live focus to transition us into the speeches). |

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**Next Meeting:**  
Tuesday 3rd October 2017  
1400hr Z9-Level 3
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<td><strong>Meeting Finish</strong></td>
<td>15:16</td>
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<td><strong>Attendees</strong></td>
<td>Ms. Yun, Ms. Lane, Mr. Norris, Ms. Bishop, Mr. Fogarty, Ms. Penglis, Mr. Burke, Ms. Gordon, Ms. Spooner-Jackson, Ms. Miller, Ms. Bishop, Mr. Brumpton, Ms. O'Neill</td>
</tr>
<tr>
<td><strong>Apologies</strong></td>
<td>Mr. Ogilvie</td>
</tr>
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</table>

**General**

- Feedback was provided by Mr. Brumpton and Ms. O’Neill which was very positive about the proposal.
- Production role allocation has also been approved with positive feedback.

- Idea of having the ‘live’ feed at the Normanby at the end of the performance to be pre-recorded. To be further discussed.
- Final assessment of the showcase will be due on Friday 3rd November then on Tuesday 7th it will be looked over again - SUBJECT TO CHANGE
- The exhibition will run for 3 days after opening with Bump Out on Friday 10th.
- Ms. Penglis to put out a call out for 1st and 2nd years who are interested in assisting with Showcase as crew for bump in and for exhibition.

- Students to have a think about the foyer space for Showcase and discuss with Scott the other events happening at the time and the parameters around what we are allowed to do in the space.
- It was reported that the canvas photos from last year still exist and can be used again if we wish.

- Ms. Taylor to start signage and marketing soon. This will be discussed further at the next meeting on Thursday 5th October. It was also discussed that it would be great to get a post out on October 10th for International Stage Management Day.

- A Full Production Plan will be due next Monday. This is a plan of all pre-production deadlines including plans, equipment requests, etc. This will be discussed this Thursday.
- Samples of content will be due as well + timeline and deadlines.
- Draft plans

- Hero shot / logo to be looked at and finalised asap. Options to be discussed on Thursday 5th and then presented to lecturers next Monday.

- Design Meeting will take place tomorrow from 5pm.
- Ms. Penglis to look into storage space for showcase weeks asap and booked via the lecturers.
- The Year in Review video will be taken care of by Ms. Gordon. **All students required to put content they have into the ‘Year In Review’ folder** that they wish to feature in this video - timelapses, photos, videos, etc.
- In regards to the 3rd Year Video, Mr. Norris and Ms. Yun to export and put timings on/join with music once everyone has put in their info. Ms. Miller and the design team to look at the colour theme in powerpoint and match it with Showcase colour theme.
- **All students required to finalise their powerpoint slides asap.**

<table>
<thead>
<tr>
<th>Exhibition Layout</th>
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<tr>
<th>Script</th>
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- Part of script was presented and discussed. This is to be further worked on and regular drafts to be sent to the lecturers.

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<thead>
<tr>
<th>Performance</th>
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</table>
- The ‘Digital Collection’ was discussed and announced that it will be announced on the SB17 Launch night. **Students to discuss how this can be announced in an interesting way.** It was discussed that this will feature in the archival section of the performance.
- David Whitworth Award moved to Opening Night segment of the performance after the Third Year Address.
- Third year video moved to go with the second/first year address.
- It was asked by Mr. Brumpton that the Running Order be looked at where we add a column for how these devices link to each other (linking devices/transition). To be discussed on Thursday 5th.

**Next Meeting:**
Thursday 5th October 2017
1700hr Z9-Level 3
### Production Meeting #6

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<td>Time</td>
<td>17:00 – 23:15</td>
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<td>KG Z9-350</td>
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<td>Attendees</td>
<td>Ms. Yun, Ms. Gordon, Mr. Burke, Ms. Lane, Ms. Miller, Ms. Hirini, Mr. Fogarty, Ms. Bishop, Ms. Penglis, Mr. Ayunon (Skype), Mr. Norris, Mr. Ogilvie</td>
</tr>
<tr>
<td>Apologies</td>
<td>Ms. Taylor, Ms. Spooner-Jackson</td>
</tr>
</tbody>
</table>

### General

- Ms. Gordon has gained hold of one of the TP hard drives however it does not have much content on it. Ms. Gordon to investigate the 2nd hard drive.
- Everyone to notes that **everything will have a didactic**. Everyone to send their didactics to Ms. Gordon by Wednesday 1st November.
- Hero shot was discussed. Another photo is being looked at. To be discussed on Monday.
- Storage space has been confirmed and booked for Z9-320.
- Production Plan was compiled and completed. Please view this and note due dates.

### Exhibition Design

- Concept and development will contain pictures of production meetings.
- Ms. Yun to look into 360 degree top view projection for the centre of the space during exhibition.
- Model box has been cut from Concept and Development. This is replaced by Ms. Lane’s piece from Intermedial.
- Door from Eurydice is cut.
- Bench chairs from Winter’s Tale from Mr. Burke to possibly be included in the space.
- Mr. Burke reported that the two chairs from BTC still exist and can be used.
- Puppet will be in the bump in section with the props.
- Mr. Burke is looking to build something specifically for his showcase. To be discussed with the design team and decided next week.
- Mr. Burke to organise a meeting with the designers to discuss all staging elements, truck runs, etc. This will occur next week.
- Different paperwork which people have specified they want will be framed if desired. Everyone to write in their physical paperwork details that they want to be displayed on walls / framed (‘proud-of pieces’). Link to this page is in the email.
- Dome structure materials has been altered.
**Performance**

- Show calls to be played on the built-in projector and onto the screen.
- Holographic projection for the performance has been cut due to sight lines. This will still be used in the exhibition. This will pre-rigged during bump in and easily hung up for exhibition on the Tuesday.
- Ms. Hirini to organise the mock live feed. 2nd / 1st years to be discussed at the meeting on Monday 9th.
- Performance linking devices / transitions were completed.

**Management**

- Ms. Penglis to send a follow-up email to 1st and 2nd years and clarifying and extending due date for reply of interest.

**Technical**

- Mr. Ogilvie has done a draft speaker-placement plan which was looked at and discussed. This can be found in the google drive.
- Mr. Ogilvie will move his speaker at Dome B for Yun’s projector to work.
- Dome A is no longer a projection surface. There will be LED lights in this.
- Mr. Ogilvie to check about bookshelf speakers from ELC.
- Mr. Norris to investigate if his TV has a mount.
- 1 plinth to be sourced for the iPad in bio wall
- A Hazer will be used for Showcase performance and exhibition
- Mr. Ogilvie and Mr. Ayunon to do GMA2 testing in the next 2 weeks.
- Ms. Yun to investigate audio and vision through the MELT system.
- Curtains in the space will need to be struck at the beginning of bump in.

**Technology Per Section:**

- **Bio Wall** – TV from Dale, iPad Pro (plus power supply) from Dale, Mac Pro, bookshelf speakers, shelf for TV, plinth for iPad. Mr. Norris is building interface for bio wall.
- **Concept & Development** – Projector surface (concrete), table.
- **Pre-Production & Rehearsals** (Dome B) – 3x projectors, 3x bookshelf speakers.
- **Bump-in/Plot/Tech/Dress** – Projector surface (concrete part)
- **Jacob’s Recording Space** - monitor, macbook pro, interface, Appollo, mic, bookshelf speakers.
- **Sound & Vision Booth** – 2x monitors (Dale), 1 monitor (Isaac), Mac mini (Dale), Mac mini (Isaac), 5x Meyer mm4 speakers, rostra platform
- **Opening/Performance** (Dome A) – holographic projection – 1x projector, 4x rostra on 400mm legs, lecturn, LED strips (Yun purchasing), 1x radio mic, mic stand, show calls being projected through the in-built projector onto screen.
- **Control Area** – 1x camera, GMA2, CL5, 2x mac pros (vision), 2x monitors (vision), 1x mac mini (audio), 1x ATEM, 1x terranex, 1x network switch
- **Archival** – 2x Mac Mini (1 for archive & 1 for Mel’s vision), 1x Projector (concrete), 2x macbook pro (1 from Dale – Whitworth and Websites), 1 computer to be sourced, speakers.
### Script
- The script was further discussed as part of looking at linking devices.
- Mr. Ayunon wrote up a sample and presented it to the group.

### Audience Area
- 1x projector

### Marketing

Next Production Meeting:
Monday 9th October, 2017
14:00 – 16:00
KG Z9-309
### Production Meeting #7

**Date:** Monday 9th October 2017  
**Time:** 14:05 – 15:36  
**Location:** KG Z9-309  
**Attendees:** Ms. O’Neill, Mr. Brumpton, Ms. Rixon, Ms. Penglis, Mr. Ayunon, Mr. Fogarty, Ms. Gordon, Ms. Hirini, Ms. Lane, Mr. Norris, Ms. Spooner-Jackson, Ms. Yun, Mr. Burke, Ms. Bishop.  
**Apologies:** Ms. Miller, Mr. Ogilvie

### General
- Discussion was had about the class photo which can be taken next Wednesday 18th at the start of the headshots.  
- The deadline for the didactics to be sent to Ella has been changed to Friday 227th October.  
- Any group costs to be researched before the meeting on Thursday so that we have an idea of how much everything will cost.  
- Discussion was had about the 2nd year who will be doing the address on the launch night. Suggestion was made of Bailey. A conversation to be had with him if he is comfortable with potentially doing the speech.  
- **Dates have been added to the Production Deadline Plan. Everyone to check this document and note all deadlines.**

### Exhibition Design
- Updates from the previous meeting on Thursday 5th October were discussed.  
- Ms. Hirini’s evolve to be tested on Thursday afternoon and results to be reported to the class.  
- Discussion of hero shot took place. Image to represent design, technical and stage management areas and can be in grid form with multiple pictures.  
- Discussion of changing the Technical Production Showcase facebook page profile picture took place and will be changed tomorrow.  
- Library to be contacted in regards to what is being brought over for the David Whitworth collection.

### Performance
- The performance linking devices were presented to Mr. Brumpton and Ms. O’Neill.

### Script
- The script was discussed. This is to be focused more on production artists / us where we’re at at the moment.  
- Draft of this to be sent to Ms. O’Neill, Mr. Brumpton and Ms. Rixon.
- The idea has been discussed of starting off the launch with Welcome to Country where possibly one person will say this and it will be pre-recorded.
- The final script will be done by next Monday 16th and the 1st recording to take place on this day as well.

**Management**

- A list of current volunteers were read out. There are currently 11 volunteers across 1st and 2nd years.
- Volunteer positions have been discussed between Ms. Penglis and Mr. Norris. Roles to be assigned after Friday 13th.

**Technical**

- Ms. Yun to ask Mr. Klupfel about equipment and request that a conversation be had with digital services for the Digital Collections and David Whitworth sections.
- Alternatives for limited equipment to be had with Mr. Klupfel before this Wednesday.
- Ms. Yun to chat to Ms. Miller about how the dragon is being secured.

**Set**

- Ms. Yun reported that the Domes are now designed to work like a tent. The testing of this has begun and found that it is structurally sound.
- Dome A struggled to stand. Ms. Yun to try out PVC pipes and skin with builders film. Mr. Burke is looking into PVC pipe.

**Vision**

- Ms. Yun to discuss with Mr. Brumpton about filming for holographic projection.
- **Vision content list document needs to be filled out by tomorrow by everyone using video footage.**
- The due date for the third year Powerpoint has been moved forward to this Wednesday 11th. Ms. Taylor to also add in her details for this.

**Lighting**

- Update was given by Ms. Bishop. LED’s and transformers have been purchased already for the Dome structure.

**Sound**

- A sample from Mr. Fogarty was presented to the group. This sample is for the beginning of the launch. It was suggested that the tempo be a bit faster to keep the pace going.
- Songs to be thought of for the year in review and third year headshots video.
- Sound scape for the room to be looked into by Mr. Fogarty.

**Marketing**

- Current Marketing for this week:
Tuesday 10\textsuperscript{th} – Change Technical Production Facebook page profile picture & put a post for international stage management day.

Wednesday & Thursday morning – a post for technical area and a post for design area.

Thursday evening – Social Media ‘launch’ of Standing By 2017.

**Next Production Meeting:**
Thursday 12\textsuperscript{th} October 2017
14:00 – 16:00
KG Z9-308
Standing By 2017
Production Meeting Minutes
Thursday 12th October 2017

Production Meeting #8

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<td>Apologies</td>
<td>Ms. Spooner-Jackson, Ms. Bishop</td>
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General

- Further discussion was had about Mr. McIntosh giving the 2nd year address. To be followed up with him to check that he is fine to do it.
- There will no longer be a class photo taken next Wednesday before headshots.
- The idea was raised of black attire with something purple for the launch night. Further discussion to be had next Monday.
- It has been discussed and decided that the exhibition will be open from 10-4:30 each day.
- Mr. Norris and Ms. O’Neill to work on invitations to be sent out.

Management & Marketing

- Marketing was reported to be going really well with high statistics.

Exhibition Design

- More photos to be investigated for the hero shot.
- There are 2 separate templates for the graduate/bio wall slides.
- Students to use the titles ‘Production Design’ for example instead of ‘Production Designer’ – fields instead of professions. Everyone to update by C.O.B tomorrow.
- A music sample was presented for the video. This is to be further investigated, looking at something other than electro swing.
- Headshots should be available by next Friday.
- Costing document to be sent to Ms. O’Neill.

Performance & Script

- Holographic projection to be put back in performance – Ms. Yun and Ms. Bishop so discuss about lighting for the performance. Discussion to be had of placement of acrylic.
- Scrip update to be sent by midday tomorrow by Mr. Ayunon.
- Meeting will take place next Monday from 4pm until when finished. This is to discuss the performance elements and visual content.

Technical
- 3 mac pros are now available for use.
- Speaker placement plan was shown to the group.
- Ms. Yun and Mr. Ogilvie to discuss speakers, projector and lighting placements.
- 10 rostra from ELC will be required and 6 from workshop – further discussions to be had after the meeting.

### Set
- Dragon puppet potentially to be on a table in the middle of the space.
- Mr. Burke’s puppet rigging was discussed.
- Dome A is 1 metre shorter width than what it was. No more builders film on it. Ms. Yun is looking into different ideas for surfacing. Projection testing to determine whether or not the dome B needs to move forward.
- Facia for stage is available.
- Sound and vis booth structure changing a bit. Mr. Ogilvie to update the plan.
- Mr. Burke and Ms. Miller to discuss something for the dragon to sit on.
- Small scale revolve was made by Ms. Hirini. Digital plan to be distributed next Monday before meeting.

### Vision
- Centre projector has been cut.
- Mr. Ogilvie to help Ms. Miller with recording for her video. Interviews to happen next Wednesday after headshots.
- Frame to go around holographic projection acrylic.
- Hard drive has been received.
- Mr. Ogilvie and Mr. Fogarty to send timelapses from EDance to Ms. Gordon.

### Lighting
- Space layout to be locked in soon for Ms. Bishop to light adequately.

### Sound
- Rooms 511 and 513 have been booked for recording the script next Monday.

**Next Production Meeting:**

Monday 16th October 2017

14:00 – 16:00

KG Z9-309
Standing By 2017
Production Meeting Minutes
Monday 16th October 2017

Production Meeting #9
Date: Monday 16th October 2017
Time: 14:03 – 14:53
Location: KG Z9-309
Attendees: Ms. O’Neill, Mr. Brumpton, Ms. Penglis, Mr. Ayunon, Mr. Fogarty, Ms. Gordon, Ms. Lane, Ms. Miller, Mr. Norris, Mr. Ogilvie, Ms. Yun, Ms. Spooner-Jackson
Apologies: Ms. Bishop, Mr. Burke, Ms. Hirini, Ms. Lane

General
- Discussion was had of Ms. Purdy to give the 2nd year address. Everyone agreed with this and has been locked in.
- Attire was discussed and decided on corporate black clothing with an element of purple (tie, ribbon, belt, etc.).

Management & Marketing
- Marketing posts are going well and future posts are being planned which give a hint of the theme of the showcase.
- The idea of pre-drinks at La Boite was discussed. Discussion is happening about a potential function in Z9.

Exhibition Design
- The new hero shot was discussed. This is to be finalised as soon as possible so that invitations can be sent out and marketing of the event can move forward.
- The dragon puppet position will be moving to the centre of the space and there is the potential for it to be sitting on rostra on short legs. This is to be discussed further with Mr. Burke.
- The positioning of the props table and revolve have swapped positions.
- A floor new plan will be distributed soon by Ms. Miller.

Set
- Dome testing went well last week and Ms. Yun is making amendments this week based off findings. Further tests will be done this Thursday.
- Mr. Ogilvie will distribute an updated construction drawing for his booth.
- The position of the holographic projection has changed to beside the stage area and was discussed.
- Mr. Burke’s plan for construction to be done by the meeting this Thursday if he still wishes to do it.
- Mr. Burkes puppet will be rigged hanging over the recording booth.

Technical
- A technical system test will be done this Thursday afternoon.

**Vision**

- There will be no more video of what we do after bump out.
- Mr. Norris presented what the bio wall slides will look like. He also reported that the OSC system is built and ready to go.
- Mr. Ogilvie and Ms. Miller to chat about recording devices for Wednesday recording.
- Reminder that timelapses are due to Ms. Yun this Wednesday. The only exception is those timelapses from current shows that are yet to come.

**Sound**

- Mr. Fogarty played a sample of the welcome to country which was recorded this morning.
- An updated speaker placement plan will be presented on Thursday by Mr. Ogilvie.

**Lighting**

- LED’s on the Dome will be put inside the PVC pipe and there will be holes in the pipes which the light will glow throw.

**Performance & Script**

- The script will be edited this afternoon.
- A script is in development by Ms. Yun for Mr. Brumpton.

**Next Production Meeting:**

Thursday 19th October 2017
14:00 – 16:00
KG Z9-308
General Updates

No one raised an opinion with their show role assignment.

Ms. Bishop, Mr. Fogarty, Mr. Ayunon, Ms. Hirini, Mr. Burke and Ms. Taylor to update the show role description by Thursday 21st September 1700hr.

Exhibition layout

Opening Night / Performance / Closing Night

-Large amount of paperwork would be showcased in this section. Idea of using paperwork to form the projection surface on the dome behind the stage. Collation of paperwork from the class to be brought up at the Thursday 21st of September meeting.

-Idea of using the Eurydice door as entrance for speech is on hold. (Might go to a different section or disappear completely)

-Birdie boxes to go around stage to conceal set for holographic projection, might be a different size from the one used in Eurydice.

-Talk of using a fog / smoke screen as a projection surface for holographic projection. Ms. Yun to elaborate more at the Thursday 21st of September meeting.

-Ms. Miller has decided to move her animatronic dragon to the “Concept and Development section” of the room.

-Idea of putting Ms. Penglis’s dead grass / grass in section of photo wall. Like an artwork.
- Tree from Brittany’s Production arts. Idea of putting LED strips in it to light it up. Approximately 1m tall. Positioned from grid as a chandelier to “light up” the dead grass. Ms. Spooner-Jackson to look into improving her tree.

- In order to include Ms. Gordon’s quick-change model in the opening night section, the idea of putting the model box on top of a plinth to act as the lectern for the speeches was brought up. After the speeches, this can be turned around to be the model box for quick change.

- The idea of sound design in the performance section to have recording of show calls.

Control Area

- Idea of not having them on tables. Production designers are brainstorming a unique way of placing the control area. EG: Having them on levels. More will be discussed at the Thursday 21st of September meeting.

Concept and Development

- Model box of showcase space and set at 1:10 Will be approximately 1.5m long.

- The inside walls and the floor of this model box will be a projection surface. The idea was brought up that the outside of this model box will be built up with Tiff’s city model from Intermedial. Ms. Lane to provide pictures and elaborate more at the Thursday 21st of September meeting.

- Ms. Gordon to clarify about the costume design progression that she wishes to showcase.
Photo Wall

- Clarification of what is going on the photo wall was brought up in the meeting. The suggestion of a bio-wall as the name for the section instead of a photo wall was brought up.

- Suggested dead grass and grass from Ms. Penglis as a backdrop and tree from Ms. Spooner-Jackson’s PAP to be use as a “chandelier”. More will be discussed at the Thursday 21st of September meeting.

- Idea of a fun panorama class shot was brought up. Ms. Yun to elaborate at the Thursday 21st of September meeting.

Archiving

- Suggestion of more content in archiving section. Possibly past production pictures / time-lapses.

Bump Out / Post production

- Idea of returns list / paperwork as another form of projection surface.
- Vision Content on top of Ms. Miller’s interview: Showcasing care and packing up of costume and props pieces. Or showcasing what techies do after a show. EG: wear a dress, paint nails, wearing nothing black, putting on bandaid, wearing heels, closing the lid of tin. Ms. Miller to elaborate at the Thursday 21st of September meeting.

Next Meeting

18th September 2017, Thursday, 1800hr.
Location TBC
Standing By 2017
Production Meeting Minutes
Thursday 19th October 2017

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### General

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### Management & Marketing

- A digital invite has been made up by Dale and was presented to the group.
- Headshots have been taken. Ms. Spooner-Jackson, Ms. Lane and Ms. Taylor to get theirs done before Wednesday next week.
- Mr. Ogilvie will be editing the photos to be black and white. These are due to Mr. Norris by Wednesday 25th next week.
- Marketing team are to look at doing posts of flashbacks in the mornings and headshot posts in evenings.
- Full bios will be used on facebook posts and everyone’s production titles will be on Instagram.

### Exhibition Design

- New floor plan was discussed in the meeting.
- Holographic projection will now be in the middle of space on a plinth. This will be a different style to what has been discussed previously. Ms. Yun to retrieve tv monitor from Ms. Lane. Ms. Yun to also ensure a great didactic is written for this.
- A full props list is to be compiled / distributed of exactly what props will be used in the space.
- The potential use of VR from the library during exhibition. The idea is to film 360 bump in timelapse. Ms. Yun and Ms. Penglis to contact Ellen from the library. Mr. Fogarty to investigate sound for this.

### Set

- Potential for Mr. Burke to build a plinth of some sort for holographic projection.
- Facia has been cut.
- Tat can be used from ELC.
- Workshop rostra pickup needs to be next Friday morning. Ms. Hirini, Ms. Yun and Ms. Penglis to investigate discuss storage for this until Monday 30th morning.
- Ms Hirini will drive the truck for truck runs.
**Standing By 2017**  
**Production Meeting Minutes**  
Thursday 19th October 2017

| - Truck pickup list – everyone to inform Ms. Hirini of anything that needs to be picked up via the truck for bump in and include the location as well.  
| - Revolve plan to be distributed asap. |

### Technical

- LX, Snd and vison test to happen tonight and OSC to be investigated.  
- Mr. Ogilvie to compile a comms list for launch night.

### Vision

- Mock feed to be discussed and filming to occur next Wednesday. Script to be written for this next Monday. This is due to Ms. Yun next Friday.  
- Ms. Hirini to contact Normanby about filming there for mock live feed.  
- Interview content almost done. A few more people to be interviewed by Ms. Miller.  
- Ms. Yun raised the idea of a Youtube live feed of the launch. Mr. Norris to assist.  
- 1st and 2nd years will be assigned to filming during bump in.  
- Timelapses were due to Ms. Yun earlier this week.  
- Ms. Gordon reported that content is still needed for the year and review video.

### Sound

- Updated speaker plan to be distributed tomorrow morning.  
- All sound content and music will be created.

### Lighting

- Mr. Ogilvie to chat with Ms. Bishop about extra equipment for lighting of exhibition.

### Performance & Script

- The script was discussed and edited. In depth edits will occur next Monday morning.  
- Ms. Gordon’s mannequin from intermedial / Ben Hughes style cap could be used in the filming for ‘alien species director.’  
- Look into road cases filmed for bump in area. Connect this with Lee and Rosco with 2nd years wearing name tags/pushing road cases.  
- Line’s around Whitworth section to be written a bit later.  
- Utilise loops and rhythms and motifs for 90 second performance bit. Mr. Fogarty to look into this.

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**Next Meeting:**  
Monday 23rd October, 2017  
14:00 – 16:00  
KG Z9-309
Standing By 2017  
Production Meeting Minutes  
Monday 23rd October 2017

Production Meeting #11

Date: Monday 23rd October 2017  
Time: 14:02 – 15:58  
Location: KG Z9-309

Attendees: Mr. Brumpton, Ms. Penglis, Mr. Ayunon, Mr. Fogarty, Ms. Gordon, Ms. Miller, Mr. Norris, Mr. Ogilvie, Ms. Yun, Ms. Hirini, Ms. Spooner-Jackson

Apologies: Ms. Bishop, Ms. Lane, Mr. Burke, Ms. O’Neill

General
- Foyer cannot be booked however there is potential for music to be played through the system outside the doors.
- First and second years to be rostered on as FOH staff for the launch evening.
- Third year who is giving the address to be announced at the meeting on Thursday.

Management & Marketing
- The program was presented by Mr. Norris.
- Mr. Norris reported that Mail Chimp went out to everyone this morning. It has been found for that those using Gmail, the invitation has been put into the Promotions folder.
- **All students MUST RSVP for the event** so numbers in the space can be kept track of.
- Thank you list must be finalised by C.O.B Tuesday 24th.

Exhibition Design
- Everyone to think of props from their productions which can go into the props area. These will all need a didactic.
- Ms. Miller and Ms. Penglis to chat about the Dead grass display after the meeting.
- Design team to send costing document to Carly for finalising of funds required before tomorrow.
- Plinths have been designed for Mr. Burke to build. Chat to be had with Mr. Burke this evening.
- Dragon head was brought in and photos were presented by Ms. Miller.
- Floor plan to be adjusted slightly to fit the sound and vision booth.
- Everyone will be required to print their own paperwork.

Set
- Revolve plan was presented and discussed by Ms. Hirini.
- Ms. Yun reported that Dome A is going well.
- L brackets with ply boards will be used for the TV at bio wall.
### Technical
- Sound recording device for VR on launch night to be investigated.
- Mr. Ogilvie reported that there are 4 wireless comms available and a number of wired.
- GrandMA test occurring tonight. Decision will be made about whether or not we continue using it.

### Vision
- Mock live feed is being recorded Wednesday evening at 6pm at the Normanby.
- A didactic will be required for 360 camera for launch night.
- 3 live feed cameras will now be used.
- Cut list to be made for the launch.
- For the holographic projection - everyone to contribute one image of something they have drawn. Ms. Yun to email everyone to elaborate.
- Mr. Burke’s interview is the only one to be had.
- **All timelapses due to Yun today otherwise they won’t be in the show.**
- Show call videos to be cut to 10 minutes and given to Ms. Yun.

### Sound
- Speakers for dome will be on ground.
- Mr. Ogilvie to look into mic stands for MM4’s.
- Mr. Fogarty to do up schematic for his recording station and distribute no later than Wednesday C.O.B.
- Audio for show call to be presented through headphones.
- Music was presented by Mr. Fogarty for third year headshots.

### Lighting
- ¼ wiring on dome has been completed.

### Performance & Script
- Script has been updated with props master, mechanist and costume dresser, intro to digital collections. To be sent to Ms. O’Neill for reading over.
- Another storyboarding meeting to occur this week.

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**Next Meeting**
Thursday 26th October, 2017
14:00 – 16:00
Z9-308
Production Meeting #12

Date: Thursday 26th October 2017
Time: 14:06 – 18:30
Location: KG Z9-308

Attendees: Ms. O’Neill, Mr. Brumpton, Ms. Penglis, Mr. Ayunon, Mr. Fogarty, Ms. Gordon, Ms. Miller, Mr. Norris, Mr. Ogilvie, Ms. Yun, Ms. Hirini, Ms. Spooner-Jackson

Apologies: Ms. Bishop, Ms. Lane, Mr. Burke

General
- The Digital collections announcement was discussed. Ms. Gordon will conduct the speech. Mr. Norris will be making a presentation to accompany the speech.
- Ms. Penglis will be doing the 3rd year address.

Management & Marketing
- Invites are going well. Students to forward the invite to those who have gmail or notify their friends and family that the invite may be in their promotions folder.
- All students are advised to be careful with social media and what photos of the space they take and post prior to the launch. Ms. Penglis to inform the first and second years of this.
- Reminder for all graduates to RSVP to the event.

Exhibition Design
- Concept and development area and bump-out/archive/whitworth setup were swapped around.
- Ms. Spooner-Jacksons tree has been moved to next to bump-out area.
- Reminder that didactics due C.O.B today. This also includes signs such as ‘Do not touch’.
- Tech/Dress focus is now in the control area.

Set
- Mr. Burke constructing prims for holographic sections.
- Mr. Burke painting plinths in z10 workshop later this week.
- Ms. Hirini reported that revolve construction is occurring tonight. Photos will be sent as it progresses. Ms. Hirini is looking into battery operated revolve.
- Truck run on Friday will occur with volunteers. Items will be stored in z9-320.
- Truck to be booked for bump-out. Ms. Hirini and Ms. Penglis to discuss.
- Ms. Yun reported that Dome B is going well however Dome A needs work.

Technical
- Ms. Hirini will be switching on the launch night and Mr. Norris will hover.
### Vision
- Mock live feed was presented by Ms. Hirini and the class agreed on the 1st video.
- Bio wall interface was presented by Mr. Norris.

### Sound
- Mr. Fogarty explained the music ideas for the performance.

### Lighting
- Updated lighting plan will be sent out COB Friday by Ms. Bishop.
- LED’s for Dome A is being continued this weekend.

### Performance & Script
- Paper plot took place with the group.