

See Distribution

Jun 04

MINUTES FOR THE PRODUCTION MEETING OF THE RAF CRANWELL AMATEUR THEATRICAL SOCIETY HELD ON WEDNESDAY 02ND JUNE 2004

In Attendance:

Flt Lt D Gilvary
Flt Lt N Bradshaw
Flt Lt E Collier
Flt Lt P Watson
Sqn Ldr S Barnes
Sgt S Graham
SAC K Harries
Mrs A Hilliard
Mrs J Fellows
Mr K Reading
Mrs P Reading
Mrs D Hales
Miss C Dooley
Mr J Oxy
Mr D Owen
Mrs J Wyatt
Mr J Wyatt
Miss S Thrower

Chairman
OIC
House Manager

Artistic Director

Secretary
Wardrobe Member

Artistic Member
Technical Member
Treasurer
D/House Manager
Entertainments Manager
Publicity Member

Apologies:

Sgt K Baker
Jo Davies

Item	Discussion and Decision	Action
1 Minutes Of The Previous Meeting	1. The minutes of the previous meeting were read and accepted as a true and accurate account.	
2 Matters Arising	1. None.	
3 June One-Acts - Arrangements	1. <u>Props.</u> Garden furniture (tables and chairs) need to be borrowed from a Station Mess for the “Softy” production. 2. <u>Front Of House.</u> Arrangements to be finalized – reference gate, front desk and bar. All areas will be manned by CATS members in strict rotation.	Keith Reading Emma Collier

	<ol style="list-style-type: none"> 3. <u>Arrivals</u>. The cast and crew should arrive at Whittle Hall no later than 1845hrs for the performances, with someone on the gate by 1850hrs. Curtain-up is 1930hrs. 4. <u>Road Signs</u> need to be erected for audiences to find the venue and car park. 5. <u>Intervals</u>. There will be two 15-20 minute intervals between the three One-Act plays being performed. 6. <u>Technical & Dress Rehearsals</u>. These will be ongoing throughout the w/c 7 June in Whittle Hall @1900hrs. Whittle Hall has been booked accordingly. 7. <u>Ice</u> needs to be procured from CHOM for the Bar. 	Emma Collier
<p style="text-align: center;">4 Publicity & Box-Office</p>	<ol style="list-style-type: none"> 1. <u>Tickets</u>. Tickets haven't been selling well, despite heavy publicity with posters/flyers around Cranwell and local area. Cast and crew asked to encourage friends, family and colleagues to attend. 2. <u>Newspaper Article</u>. A <i>Sleaford Standard</i> article has appeared in the local newspaper today (2 Jun). 3. <u>Flyers</u>. Volunteers required to post flyers through AMQ letterboxes next week. 4. <u>Program</u> will be finalized and proof-read on 7 June by the Directors, OIC and Chairman. 	Dan Owen
<p style="text-align: center;">5 Committee Update</p>	<ol style="list-style-type: none"> 1. <u>House Manager</u>. This Committee post has been taken on by Sue Thrower temporarily for the One-Act performances, and then Collette Saw will assume the role permanently. 2. <u>Secretary</u>. Simon Barnes proposed that Anne Hilliard assume the role of Secretary. Seconded by Chris Rackham. Motion carried. 	<p>Sue Thrower/ Collette Saw</p> <p>Anne Hilliard</p>

<p style="text-align: center;">6 A.O.B</p>	<ol style="list-style-type: none"> 1. <u>Blacks</u>. The black fabrics in the Whittle Hall dressing rooms are to be cleaned for future use. 2. <u>RAFTA</u>. The RAFTA Committee extend their thanks for our support throughout the 2004 One-Act Festival. 	<p style="text-align: center;">Keith Reading</p>
<p style="text-align: center;">7 Date Of Next Meeting</p>	<ol style="list-style-type: none"> 1. <u>Next Meeting</u>. The next Committee Meeting has been arranged for 23 June 2004, to discuss future plans. 	

D Owen

Mr
Acting
Secretary

Distribution:

Action:

OC Admin Wg
PSI
OC ACCTS Flt
All Committee Members

Information:

Theatre Club Notice Board
Theatre Club Websites (internet/intranet)
Theatre Club E-Mail Distribution