Student Handbook

THEATRE

**Production Meetings**

Until the week of technical rehearsals, and sometimes even then, **every production will hold weekly production meetings.** These vital meetings allow designers, directors, shop managers, and stage managers to stay informed of any progress, problems, or changes in production. The Stage Manager is responsible for coordinating these meetings and sending out follow-up reports.

Required at production meetings are:

* Stage Manager
* Assistant Stage Manager
* Director
* Designers
* Construction, Costume Shop Managers

Be sure to bring any applicable materials, as well as notepad and pen, script, and calendar.