

Heartbeats
Stage Management Report Sheet

February 7th, 2023:

Attendants: Meg, Quinn, Mila, and Clare

Object: General housekeeping | projection

- Discussion on weapon props/policies on weapon props
- Script distribution
- Collaboration plans for props
- Costume/uniforms + measurements
- Location of future rehearsals
- Times of future rehearsals: Tue/Thurs @ 7-8/9 and Mon, 2/13 @ 6-8
- Plans (what to expect) for sound design
- Note respect for real people who are portrayed in the play.

February 9th, 2023:

Attendants: Meg, Quinn, Mila, and Clare

Object: Script readings and refinement

- Character biography study
- Practice readthrough
- Verb-game with select script pages
- Second readthrough
- Setting discussion
- Conclusion
- Final discussion on costumes

February 13th, 2023:

Attendants: Meg, Quinn, Mila, and Clare

Object: Script readings and stage refinement - where do the characters stand/move to

- Character placement configuring
- Loose-script readthrough
- Setting discussion
- Further discussion on props
- Establishing play emotion
- Conclusion

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February 14th, 2023 - Tech Rehearsal:

Attendants: Meg, Quinn, Mila, and Clare

Object: Tech rehearsal

- Costume prep
- Props
- Sound queue set-up
- Script practice
- We should be off-script by 2/16/23
- Conclusion

NEXT REHEARSAL: 2/16/02023