

**Department of Theatre and Dance**  
**Production Meeting Notes**



Production: \_\_\_\_\_ *MACHINAL* \_\_\_\_\_  
Stage Manager: \_\_\_\_\_ *Ellie Hemming* \_\_\_\_\_  
Date: \_\_\_\_\_ *February 18, 2026* \_\_\_\_\_

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**Director: (Mary)**

- Worked specific scenes & transitions on Tuesday & Wednesday and did full runs Thursday & Friday.
  - Has left town, but is available any time other than 3-6 on Friday for questions/comments/etc.
  - Would like to start using the cigarettes, but the actors won't "suck on them" till the first tech run.
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**Scenery**

**Designers: (Mandy & Ilex)**

- SM team has been continuing to put spike marks where handles would be helpful for the shapes.
- Wheelchair is here!

**Technical Directors: (Nate & Avery)**

- The windowsill platform is on casters with wagon brakes. It will be able to be pushed up against the window & locked down.
    - Mary would like for the platform to be carpeted if possible.
    - Ship ladders to access the platform
  - SM team would like shorter bolts on the upstage ride of the real bed for safety reasons.
  - Shape 2, 4 & Young Woman's chair should be done by the end of the week.
  - Planning to clear the sidestage spaces on Friday.
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**Costumes (Michelle & Miranda)**

- Plugging away with costumes!
  - Telephone Girl & Matron builds are still in progress.
  - Alterations are a main priority.
  - Mary would like (if possible) to start using Young Woman's costumes starting Cue-to-Cue.  
(Scenes 5 & 6 in particular)
  - SM team is planning on having costume quick change booths. The location of the booths will be decided by tech.
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**Lights (Mandy & Leah)**

- Started focus on Tuesday.
  - Patterns are printed.
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**Sound (David)**

- Paper helped a lot.
  - Still building cues, but happy with what we have so far.
  - Want to try and put a small wireless speaker in the switchboard.
  - Need to record the actual machines in Scene 1.
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**Props (Michael & Morgan)**

- Will be working with Costumes to get the rubber gloves.
- Dave would like to try and put a small wireless speaker in the switchboard.
- Beginning to tie up loose ends with props.
  - Paper goods, etc.
- Most likely using apple juice or tea of alcohol
- Will check if there's dishwashing soap for the glassware

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**Dramaturgy (Avery & Abby):**

- Emailed Mary ideas for the lobby display.
- Planning on working on the lobby display on Sunday.
- Been in contact with the Violence Prevention Specialist on campus.
  - She will be in the lobby preshow on March 5th.
  - Resources will be available for all the performances

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**Stage Management (Ellie):**

- SM team is planning on having Load-In from 11:00am-3:00pm on Sunday.
- Cue-to-Cue is this Sunday!!