

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



Production: MACHINAL
Stage Manager: Ellie Hemming
Date: January 28, 2026

Director: (Mary)

- Designer Run has been moved to **Wednesday February 11th.**
 - Put rehearsal schedule in the directing folder.
 - To establish the memory play, Young Woman will start the play taking in the space in some way before episode 1 begins.
 - Would like the final moment of the play to be Young Woman alone onstage.
 - We will most likely be cutting the last line, giving Young Woman the last line of the play instead of the Priest.
 - All racial slurs will be removed from the dialogue.
 - The finalized breakdown for all the background characters will be decided later this week.
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Scenery

Designers: (Mandy & Ilex)

- Each episode groundplan is located in the Scenery folder.
- Meeting with lights to discuss patterns.
- The base floor will be painted on Friday.
- Testing the muslin for paint treatment.
- The tables and chairs will be pulled soon.
- The extra materials backstage left will be moved soon.
- Begin thinking about how to move the bigger shapes (Shape 7 etc.)
- For episode 6, there will be a platform upstage of the wall with exit stairs.
 - This will be moved by the run crew.

Technical Directors: (Nate & Avery)

- Finalized budget is located in the TD folder.
 - Under budget!
 - Steel and lumber have arrived with fabric arriving Friday.
 - Most of the steel has been cut out and will begin welding this week.
 - Has started working on furniture
 - As pieces get finished, they will be passed off to get painted.
 - Starting with shapes that do not have stand ins. (Beds, Judge Stand, etc)
 - The pit will be dropped and the steps will be added on the Monday/Tuesday of load-in.
 - Build calendar has been created and is located in the TD folder.
 - Planning to have everything finished by the fourth week.
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Costumes (Michelle)

- Has created the color palette.
- Updated fabric swatches/renderings for each character.
- Sepia will be the prominent color throughout episodes 1-4.
- For episodes 5-6, warmer tones will be added to the color palette.
- The final two episodes will stay in grayscale.
- The dancers in episode 3 will add hats to their wardrobe.
- Mary would like rehearsal hats by next week.
 - She will finalize who is all in these background scenes later this week.
- Young Woman's hair being cut in episode 9 might work with props to create this.
- Mary would like for Cole to shave his beard.

Lights (Mandy & Leah)

- Meeting with scenic to discuss patterns, and breaking down which episodes they will each take on.
 - Preliminary light plot is done.
 - David will start hanging next week Tuesday through Thursday.
 - No special effect lights or practicals needed.
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Sound (David)

- Excited to learn what the back and forth feels like in episode 1
 - Potential for lots of sounds cues
 - Would like Mary and the actors to begin thinking about how sound can help them move back and forth between moments.
 - Mary would like the monologue at the end of episode 1 to include any sounds that Young Woman mentions. (Subway etc.)
 - Question to think about: Do the sounds trigger the memories or do the memories trigger the sound?
 - Mary would like to play with the idea of the ocean being a calming piece for Young Woman.
 - The electric chair sound will exist in all transitions as a through line.
 - All the transitions sounds will most likely be in three parts and ideally not more than 30 seconds.
 - Does not anticipate any specific effects speakers.
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Props (Michael & Morgan)

- Meeting with Mandy & Mary on Friday at 4:30pm.
 - Hoping to get back to prop storage soon.
 - Beginning to look at pulling props
 - Switchboard will most likely have to be built and be able to be attached to the shape.
 - Use zippo lighters in place of fire usage.
 - Mary would like rehearsal cigarettes starting next.
 - They will need a way to be sanitized after use.
 - Young Woman's hair being cut in episode 9 might work with costumes to create this.
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Dramaturgy (Avery & Abby):

- The dramaturgy presentation took place on Wednesday (1/28) during rehearsal.
 - Hoping to have the glossary completed by the end of the week.
 - Starting to work on the website.
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Stage Management (Ellie):

- We will begin recording rehearsals for the designers.
- Once the glossary is completed, it will be published on the callboard.

NEXT MEETING: Our next meeting is scheduled for Wednesday February 4th at 12:05 pm.