

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

Production: *MACHINAL*  
Stage Manager: Ellie Hemming  
Date: February 4, 2026



---

**Director: (Mary)**

- Finished blocking on Wednesday.
- Trying to be intentional with transitions and who moves Young Woman's chair.
  - Beginning to think about the electric chair's sound usage with Dave.
- Friday (2/6) at 6:45 will be a full run through. All are welcome!
- Has added a Prologue with the entire cast to introduce the idea of the memory play before we transition to Scene 1.
- Will most likely cut part of Man's line on page 48.
  - "All women look like angels to me..."

---

**Scenery**

**Designers: (Mandy & Ilex)**

- Sample of walls is painted in the shop.
- Shape 7 (the bed) is almost ready for rehearsals
- Meeting Thursday to decide patterns.
- Mary would like to add a real bed for Scene 6 instead of Shape 3 (Murphy Bed).
  - This new bed will be roughly twin sized with a real headboard and no footboard.
  - Mary would like the headboard to match the dresser if possible.
  - By next week, it should be ready to be used for rehearsals.
- The height of Shape 3 with the adding machine should work for Gavin.

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

- Shape 3 no longer needs to include a Murphy bed.
- Furniture is starting to get painted.
- The last of the wall panels are being welded.
- Looking good schedule wise.
- Load in is next week.
  - Pit will be dropped
  - Platforms will be added in

---

**Costumes (Michelle & Miranda)**

- Fittings underway.
- Working on the piece list.
- Mary would like rehearsal hats by Friday.
- Mary would like the vibe for Young Woman's slip to be "Mature but not sexy."
- Young Woman will wear the same grey prison outfit for both Scenes 8 & 9.
- For a costume quick change, Young Woman will change into her final prison outfit between Scenes 6 & 7, but will wear something over it for Scene 7.

---

**Lights (Mandy & Leah)**

- Met with Mary to discuss Scenes 1-5.
  - Discussed blocking, dancer silhouettes, people upstage of platform
- If there is anything specific, please add it to the rehearsal report.
- Will most likely attend a rehearsal next week before Designer Run.
- Hang is currently in progress.
- No special effects or practicals needed.

---

**Sound (David)**

- Meeting with Mary this week.
- Has a thematic idea for the transitions
  - Electric chair sound will most likely be foundational sound for all transitions.
- Has figured out the song on page 48 that Young Woman sings
- Will listen to the two versions of "Cielito Lindo" that Mary found.
- Will figure out what preshow sounds like.
- Mary would like a straight preshow announcement with a female identifying voice.

---

**Props (Michael & Morgan)**

- Beginning to pull props for rehearsals.
- Both cigarettes and the adding machine have been ordered.
- Stenographer machine will replace the typewriter for Scene 8.
- Mary would like two silver, more traditional zippers.

---

**Dramaturgy (Avery & Abby):**

- Will send a Q&A page to the SM team to be added to the callboard.
- Website will be ready by the end of the week.
- Will attend rehearsal on Friday.

---

**Stage Management (Ellie):**

- Character/Scene Breakdown pdf has been updated and is in the SM folder.

**NEXT MEETING:** Our next meeting is scheduled for Wednesday February 11th at 12:05 pm.