

Department of Theatre and Dance
Production Meeting Notes



Production: MACHINAL
Stage Manager: Ellie Hemming
Date: February 11, 2026

Director: (Mary)

- Prop View is Friday (13th) at 4:30pm.**
 - Paper Tech is Tuesday (17th) from 12:30-2:30pm** (Wednesday's meeting lightning round if needed)
 - First Run through was last Friday (6th).
 - Designer Run Wednesday (11th).
 - Beginning to block intimacy moments in Scene 6.
 - Vision for most Transitions:
 - Precursor: Actor touches Young Woman's chair. (This initiates the transition)
 - Transition: All other set pieces move/Young Woman has costume change/etc.
 - Postcursor: Actor puts down Young Woman's chair (Ends transition)
 - Transition into Scene 5
 - Kira will pick up Young Woman's chair and take it offstage. (Precursor)
 - Transition into 6
 - Jack takes Young Woman's hand. (Precursor)
 - This will be the darkest transition.
 - Transition into 7
 - Young Woman will step off the platform. (Precursor)
 - Mary would like any thoughts on words/phrases that might have meant something different during this time period.
 - Potential for scheduling fittings during rehearsal.
 - We are looking to have a run on Monday (16th) & Thursday (19th) of next week.
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Scenery

Designers: (Mandy & Ilex)

- Paper Tech is Tuesday (17th) from 12:30-2:30pm** (Wednesday's meeting lightning round if needed)
- Has the mirror for the dresser in Scene 6.
- Bought roller window shade.
- Printed out Ilex's patterns.
 - Testing out the size
- Mary would like a stool/bench to go with the dresser for Scene 6.
- Painting the walls.
- Mary would like to get the Stenographer machine soon to begin problem solving how it will be used in Scene 8.
 - Stenographer machine has been ordered.

Technical Directors: (Nate & Avery)

- Center platform has been loaded in.
- Pit platform will be loaded on Wednesday.
- Small step will be added to stage right of the platform.
- Mary's path for Jack & Paige when barefoot.
 - Both take off their shoes once they are on the platform.
 - Both will walk on the platform barefoot & be in the bed.
 - Paige will put her shoes on before leaving the platform.
 - Jack will walk down the center of the platform and offstage right barefoot.

Costumes (Michelle & Miranda)

- Still have 26 costumes to fit for 15 actors.
- Beginning to come outside of shop hours to work.
- 12 builds, 5 in progress.
- Policeman, Bailiff, Jailer will have simpler costumes. (Don't need to be exact.)
- Young Woman's Build Costumes
 - Both slips, wrap dress, honeymoon dress, speakeasy dress
- Potential for scheduling fittings during rehearsal.
- Mary would like to find a time outside of rehearsal to meet/walk through costume changes with Paige, Gianna, & Ashley.
- Mary would like to talk about the potential to add some of Young Woman's costumes into Q2Q.
- Working with props to get the hair extension wefts.

Lights (Mandy & Leah)

- Paper Tech is Tuesday (17th) from 12:30-2:30pm** (Wednesday's meeting lightning round if needed)
- Lighting for Scenes 1 & 5 will have specific spot lights on all the various set pieces. The SM team will want to spike locations once all the set pieces are ready to use.
- The transitions into 1 & 5 will give hints of lighting cues to help guide the actors.
- Light Cue list will be finished by Friday.
- Start focus on Tuesday.

Sound (David)

- Paper Tech is Tuesday (17th) from 12:30-2:30pm** (Wednesday's meeting lightning round if needed)
- Building primary transition sound.
- Will talk with Mary about scheduling recordings.
- Will work with props to work out the sounds used in Scene 1.

Props (Michael & Morgan)

- Prop View is Friday (13th) at 4:30pm**
- Adding Machine has arrived.
- Ordered a single blade razor for Scene 9.
- Working with costumes to get the hair extension wefts.
- Mary would like smaller Russet baked potatoes with butter.
- Still working on pulling.
- Glasses for Scene 5 have been secured.
- Mary would be ok with a brown paper bag for the evidence bag.
- Building frame of the switchboard.
- Discussing the potential for adding a chord to the base of the telephone in Scene 7.

Dramaturgy (Avery & Abby):

- Met with Laurie/Mary to discuss a community outreach project regarding the show.
 - Options include: talkback, student life office (violence prevention specialist) table or have resources in the lobby, domestic violence shelter in lax that could give resources as well.
- Would love to follow up with Mary

Stage Management (Ellie):

- Prop View is Friday (13th) at 4:30pm**
- Paper Tech is Tuesday (17th) from 12:30-2:30pm** (Wednesday's meeting lightning round if needed)
- SM team will add spike tape on the location handles and will be most helpful for the actors on the shapes.

NEXT MEETING: Our next & last meeting is scheduled for Wednesday February 18th at 12:05 pm.