

Minutes of Big Bad Wolf Children's Theatre Company

15 January 17

Dobbie Hall

Present: Grant, Gordon, Agnes, Fiona, Gemma, Shirley, Laura, Stuart, Evonne, Louise, Karen, Mandy, Michelle, Tracey, Susan

Apologies: Emma, Claire

Agenda Item	Action
Welcome and Apologies	Grant thanked everyone for coming and said we're into the 'business end' now, into the detail of what needs to be decided.
Actions Arising	Issues arising covered within Pinocchio, below.
Pinocchio	<p>Costume - No major issues with costumes. Agnes said the costume team did an amazing job as the costumes looked fantastic.</p> <p>Pizza - Pizza orders have to be in by Friday 20 January. Agnes has extra order forms in case anyone needs them. Shirley will check with Lindsay when the break will be so pizzas can be delivered.</p> <p>Make-Up - Candice needs a few items for the makeup kit. Agnes has asked for a list of what's required. All agreed this should be purchased.</p> <p>Ticket Sales/Publicity - Grant said tickets orders aren't looking great. They are currently similar to last year. It was suggested to contact the Herald to try to get more publicity. Fiona said that people need to be aware they have to go to the Stadium to buy tickets. Agnes and Grant both said people were being told to contact BBW for tickets by the Box Office! Agnes is tearing her hair out trying to get ticket sale numbers from the Box Office. She has spoken to the supervisor as she is not getting responses. Grant said that's given us even more of an incentive to do our own tickets next year. The event has only just been added to the Trust website. Agnes has contacted the Herald and is waiting to hear. Claire sent publicity action points to Grant. Michelle will contact Central FM. Agnes said the Facebook competition has had 6,500 views. Agnes asked everyone to share the post. Agnes will try to tag people in the post to get it to a wider audience. Mandy will take flyers to hand out at her work. Laura suggested posting the show on other Facebook group pages. Mandy contacted FalkirkforMums and she will post our flyer on her page. Gordon will ask other Theatre Groups to post our show on their page. Laura too. We will try to post on Instagram. Grant will put together an article for this weeks' Falkirk Herald. We need to make a concerted effort to push ticket sales. Grant asked Agnes to keep trying to get regular ticket updates from Box Office.</p> <p>Set Transport/Set Up - Karen said the set transport is all sorted. Van is booked at a cost of £85 for 24 hours for Friday/Saturday. It was decided it would be best to have the cloths delivered to the Town Hall. We will find out on Friday 27th if we need one or two runs to Town Hall with set on the Saturday. Grant asked if it would be worth asking if we can get access on Friday night. Not possible as we would be charged. Agnes will check about cloth delivery and confirmed time for access on the Saturday. We have Town Hall booked 9am to 6pm on Saturday and 9am until 10.30pm on the Sunday. Gemma will lend a food warmer for Saturday</p>

	<p>for set up crew rolls. Shirley will contact Vivien to ask about borrowing her grills and will let Agnes know what's required from butcher.</p> <p>Programme/Ads - Stuart is waiting on Jonny's band list and hair/make-up team for programme. It was agreed that it is not necessary to have a photo in the programme of the prompt. No other companies have one. Stuart will check with Iain about On Screen Ads. Agnes will ask new butcher for ad artwork. Agnes asked for there to be a thank you to Lily Tutu for providing the VIP night buffet.</p> <p>Band Contracts - Gordon is still waiting on the names for the band contracts from Jonny. The band will be paid on a sessional basis as not everyone will be there every night. The contract will be signed before the show. Gordon will check again with Jonny. The list has to go to Gordon, Stuart (Programme) and Gemma (Cheques).</p> <p>Photos - The first session for photos with Terry will be 10 until 11am on Saturday. 20/30 people have booked so far. They will need to go through Bar Area to access Dressing Rooms as the halls are being used for other things. We will set up a rota for committee helping on photo day. Fiona will send Len an email to remind him that BBW have booking. Lindsay asked if it would be possible for Claudia to take photos from the wings during the show. Agnes said any photographs taken could only be used by BBW, not in any portfolio. It was decided that, in this instance, the request could not be allowed due to Child Protection issues. Agnes suggested kids do announcements at the start of every show and that they state that no photography is allowed.</p> <p>Spotlights - We are manning the spotlights ourselves in the Town Hall this year. Iain Gillies will be working one and will ask Trevor/Stefan to help too.</p> <p>VIP - Agnes has invited everyone on the VIP list although people can still be added if necessary.</p> <p>NODA - Fiona has the NODA Certificates. 22 kids will receive certificates at the end of the show on the Wednesday. The certificates will be presented before the medley. Agnes will let the kids know they have to quickly hand their certificates off to side of stage before medley.</p> <p>Gifts - Tracey has the gift list from last year. Agnes said we need to update Stage Crew names. Tracey will get names for the list from Stuart/Karen/Agnes.</p> <p>Speeches - Grant suggested that he does not do a speech on the Saturday night. It was suggested that we close the curtains then do the speech with the kids still on the stage. Tracey suggested thank yous at start of evening on the last show then presents on the stage at the end with curtains closed. Solution still to be agreed.</p> <p>First Aid - Evonne will put together a first aid kit.</p> <p>St Andrews Ambulance - Agnes has put a request in to St Andrews Ambulance for Show week and has asked for an update. Agnes will forward invoice on to Gemma.</p> <p>Show Week Help - We still need a few helpers for Front of House and Dressing Rooms during show week. Emma will do the rota for Front of House. There is a requirement for a certain number of people to stay outwith the hall when on Duty. Laura will be helping Emma with Front of House this year. Rotas are completed for Dressing Rooms. Michelle will be checking and cleaning the kitchen Wednesday, Thursday and Sat Matinee. Laura will add this on as a duty for Front Of House volunteers for other nights.</p>
AOB	<p>Grant has a copy of the 10 minute video made by the Forth Valley College student. Stuart asked if we could use the video as an ad to promote the show. Iain is filming clips</p>

	<p>today to be used to promote the show. It will be shared on Facebook.</p> <p>Grant will organise the filming of the show as we have the licence.</p> <p>We need someone to wear the Lix costume during show week. Gemma volunteered Brian. Gordon will cover Tuesday and Wednesday.</p> <p>Fiona requested that Emma should bring the name of the Mary Watkins Memorial Trophy winner to the committee before it is announced to the company. Fiona said that people had spoken to her as they felt it was not decided fairly. Agnes said that Emma has a book into which she logs all activities and points, if anyone needs to check it.</p> <p>Grant said that certain things discussed in meetings need to be kept within committee. There is a reason why it is done that way. Some kids were aware of the next show before it was announced to the company. This should not happen!!</p> <p>Lindsay has expressed her unhappiness at this to Grant.</p> <p>Grant asked that the person who had leaked the information would approach him after the meeting. Agnes said if no-one comes forward we should ask Lindsay.</p> <p>Louise asked when the information goes out to the members for the After Show Party. Agnes said an email was sent out with all important dates but she will send out another one.</p> <p>Fiona asked for a date to be set for the '@Lessons Learned' Meeting. Fiona suggested that maybe Hilary would host this. Louise will ask her brother if we can use the function room at the Ofgang Hotel.</p> <p>The Sunday and Monday rehearsals in the Town Hall will be closed rehearsals.</p> <p>Laura said a parent had told her she had heard that there were tickets available for £7. Laura's work is selling tickets to staff at that cost but their Social Club is making up the difference.</p> <p>Agnes asked that, if a closing date is set, it should be adhered to.</p> <p>Lindsay said that behaviour has been awful at rehearsals this year. Kids need to think seriously about how they behave as it will impact on auditions next year.</p> <p>Karen asked if we are doing anything special to mark 10 years. Claire is looking into getting special mounts made for BBW coins.</p> <p>Please 'Reply All' on emails only if you really need to!</p>
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Meeting closed 4pm

Next meeting – 15 or 16 February, tbc