

Minutes of Big Bad Wolf Children's Theatre Company 21 January 2018 Dobbie Hall

Present: Agnes, Louise, Paul, Renatta, Heather, Gordon, Candice, Susan, Diane, Lynne, Stuart

Apologies: Gillian S, Gillian, Brendan, Gemma, Mandy, Claire

Agenda Item	Action
Welcome, apologies and previous minutes	Agenda – focus on show and preparations
Correspondence	None
Show preparations	<p>Confirmed - Food sorted for Saturday morning.</p> <p>9-10 volunteers known that will be able to help unload lorry and build set. Set should take approximately 4 hours assemble but sides of stage are also required so this will take longer. Stuart will co-ordinate what is required from the workshop and will organise tools required.</p> <p>Agnes has paid the extra insurance for set insurance.</p> <p>Louise to check if band will be in attendance on the Saturday and arrange a space for them as required.</p> <p>Lynne will take pizza orders handed in today from cast and place order with Four-in-one. To be delivered to FTH after Technical rehearsal.</p> <p>Dressing room rota – with a few adjustments, there will be enough helpers for every night. A volunteer is representing every cast member. Also old members and related family continue to support the company.</p> <p>Susan will write up a rota for front of house.</p> <p>Louise and Candice will note down the running order and all quick changes during the run through at today's rehearsal.</p> <p>Shirley organizing all tea, coffee and biscuits for the show week.</p> <p>VIP catering will be for 40 people and committee members will be in attendance to circulate and chat with guests. Claire is sponsoring. Check with Brendan that he is still OK to organise catering.</p> <p>Record and post audience reaction – ask Evonne if she would take on this responsibility.</p> <p>Gift list – Volunteers who do not have a related child in the show will be gifted. Lists to be sent to Agnes of all who may be applicable.</p> <p>Star chart discussed to promote positive behaviour within the changing rooms. Look at reward charts so there is a visual for the children.</p> <p>At end of performance on the Saturday night, the production team will</p>

	<p>walk down where gifts will be handed out and the cast and audience can show their appreciation. Jack Scott will compere this.</p> <p>Parent correspondence will go out to inform parents of what is happening next week. Also mention no nut products should be brought backstage and volunteers are required to stay on Saturday evening to help pack things away and clear the Town Hall.</p> <p>Steward training will be offered on Monday evening at 6.30pm. by FTH staff.</p>
Tickets/ Sales/ Promotion	<p>Central FM will run competition from tomorrow which will raise awareness of show and direct their audience to the website and Facebook page.</p> <p>Falkirk Herald was in to take photos on Friday to preview the show. They took photos of some of the main characters in costume and will run the story this week. They also hope to send representatives to review the show on the Monday and/or Tuesday evening.</p> <p>Ticket sales have improved. Susan's hard work and effort is recognised as being invaluable to the company selling their own tickets.</p>
AOCB	<p>Agnes requires new phone as it is not working at all just now and all correspondence has to go through e-mail. Contract to be found that will allow adequate data, unlimited texts, access to Facebook and twitter, and that can take photos and videos</p> <p>After show party – arranged for 17th February – new contract required. Any suggestions to be made to Louise who will investigate further.</p> <p>To be discussed at next meeting – workshops and auditions for 2019 show.</p> <p>Committee dinner to be arranged after show.</p>

Next meeting – TBA