



# Cambridge University Amateur Dramatic Club

Agenda for Meeting 06/10/13, 8pm, ADC Bar

1. APOLOGIES FOR ABSENCE

Received from Johann, Emma W and Charlotte

2. MINUTES AND MATTERS ARISING

n/a

3. SPAT RAG REPORTS

**a) The History Boys (David)**

- **Sales:** great, Thursday matinee needs more work – **push at freshers' fair.**
- **Production:** full team -- need support at get in and overnight. To be put on crewing list, with committee support for any freshers attending (David).
- **Acting:** great.
- **Tech:** Still missing desks –ideally exam hall style, although worries of poor aesthetic.

**b) Jerusalem**

- **Sales:** roughly 20% - publicity on Monday
- **Production:** Producers (Mollie Wintle and Kay Cheng). Vague and inexperienced – Emma or Emily should chat with them to check they aren't out of their depth.
  - + Organisation by Facebook threads, no hub of email.
- **Acting:** fine – 3 directors.
- **Tech:** Set being bailed by Charlie Houseago – can't give it much time due to Flute.
  - + Phoebe to liaise with Jess Poon on set.
  - + Lighting, Bryony unsure, no single lighting designer but several helpers.

**c) Panto**

- **Sales:** Jolanda now designing – Joachim Assistant.
- **Production:** If Tim has a Master Carpenter not a PM, Tim can do more production.
- **Acting:** n/a
- **Tech:** Painting workshop with Pippa.
  - + Want two LDs (Bethany + experienced designer/hirer).
  - + Running lighting workshops with hire kit. Sam McDermott & TomSci to help?
  - + David Wood now not CLX - Ian Leith will help, but more production electricians.

**d) Six Characters**

- New boxes as set - Tim and Phoebe can build boxes and co TD.

4. FRESHERS' BROCHURE

- Each costs about 70p – get rid of them, but only to people who will find them useful and informative.

5. EDINBURGH
  - a) **Brochure**
    - Recoup some of the money – need to chase? **Produce invoices and chase some shows.**
    - **Recommend next year not to do it.**
  - b) **Van Fuel & Overspends**
    - The van cost more than expected for 2 runs. £400 owed to Beast and Lily.
    - Several hundred pounds of lost kit in addition
      - + Societies Syndicate – **investigate a buying a van?** The constant need for moving and the rising age of hire means that it would be a useful tool.
      - + CUSU have vans and cars for hire parked on the Sidgwick Site
  
6. FRESHERS' FAIR
  - a) **Stall & Display Board:**
    - Season brochures, sign-up sheets, Get Involved Guides
    - Sign Up via Peter's clever card reading system.
  - b) **Shifts** – rota circulated and agreed at meeting.
  
7. FRESHERS' SHOWS
  - Sign-up sheets for auditions: rooms are booked 12-13 auditions.
  - A rep of any or some kind will be appointing that person. Plus a second person from committee.
  - **Relevant committee to meet by Thursday or Friday 17<sup>th</sup>/18<sup>th</sup> to appoint relevant people.**
    - + Any unselected should be directed towards Lent Term applications
    - + Lower budgets with pre-guides set by Oli to be negotiated.
  - **Technical meetings once a week, production meetings once a week.**
  
8. INFO LIST
  - History boys extra matinee
  - Freshers
  - Van
  - Mini Termcard
  - Open Rehearsals – Helena , potentially for Frost / Nixon
  
9. APPLICATIONS PANEL
  - 2<sup>nd</sup>-3<sup>rd</sup> November and 12<sup>th</sup>-13<sup>th</sup> November.
    - + Either Emma or Emily to join Adam.
  
10. APPLICATIONS DRINKS
  - A week or so before – 2 evenings of Get Involved drinks.
    - + 2<sup>nd</sup> Get Involved drinks will double as an applications drinks.
    - + **11<sup>th</sup> Friday – Fresher's Friday 4-7pm (CUMTS, ETG, FOOTLIGHTS)**
  
11. The 24 Hour Plays
  - Will be on Monday of week 8 (2<sup>nd</sup> December)
  - Applications for overall producer open, to be administered by Kit.
  - **Find celebrity judge...**
  - Particularly aim to involve freshers and those not in Freshers' Plays
    - + Emma Powell and Charlotte will audition actors.

12. Job Guides

- Ongoing – completed ASAP.
- Design guide finished by Phoebe.

13. Committee Photo

- Order via Lafayette or Emily.

14. AOB

- **Mentors** - formal system led by management to link up more experienced people with freshers/less experienced. Contact Mitchell if interested.
- **Technical tours** – Friday 18<sup>th</sup>, 5-7 + Sat 19<sup>th</sup>, 11-1
- **Workshops** – Helena, Emma P and Charlotte to continue to look into workshops for actors/directors.
- **Website** – Emily to match get involved website banners to guide, Peter to send over sizings + Peter to play with overall design – would like to renovate it completely.