



**Stevens Dramatic Society (SDS@stevens.edu)**

General Body Meeting

October 12, 2011

Start: 9:01 PM

**President** (DJ Champan)

Welcome

Called Actors: Free to Leave When Called

**Talk Radio**

Eric, Director, very pleased with progress

DJ, Producer, and Zak, Production Manager, happy with progress

*Load In:* Saturday, October 22<sup>nd</sup>, 8AM

Donuts and Coffee Provided

All interested should come and help; training will be provided to those who want them

Spring Musical Suggestions:

Please submit Spring show suggestions! ([Form Link](#))

Qualities for clever choice: mid-size cast (12 – 18), strong lead roles, expand talent (set-wise), non-dance heavy show

Open to straight show suggestions

**Vice President** (Alexander Lee)

**Business Manager** (Stephanie Konarski)

Capital Improvements:

If anyone has any ideas for capital improvements to include in the budgeted for next semester, please email [sds@stevens.edu](mailto:sds@stevens.edu) by next Wednesday (October 19, 2011). Include the quantity, the price, a website link, and a detailed reason as to why this capital improvement is necessary.

**Publicity Manager** (Zak Moy)

T-Shirt Design (See Attached)

Show Packet (See Attached)

Information on 'How to Get Involved!'

Contact Information, What's Happening, Show Dates/Times, Admission

Prices, Cast Members, Production Board Members, Etc.

Biographies: Actors, Production Board Members, Assistants, and Operators

Deliverables due October 26<sup>th</sup>

Tabling

Sit at tables outside of Pierce Dining Hall, selling tickets, T-Shirts; advertise show

Counts as Crew Call Hours

Sign Up Sheet

Production Departments

Interest Sign Up Sheet

**Members at Large** (Sr: Emily Hromada; Jr: Liz Lamb)

Cast Party

After show party; food, traditions, celebrate hard work put into show  
Alumni usually show up; make friends, etc.

*Friday, November 11*

*Babbio Center 104*

*\$5 Entrance Fee (Exception: sell \$10 worth of boosters/ads for the program)*

Strike (After the Show)

*Saturday, November 12*

Food will be provided

**Talk Radio**

Actors: Required 4 Hours of Crew Call

*Production Manager* (Zak Moy)

Crew Call

Sign In for Crew Call

Check in with Department Head (will be posted on board at arrival)

General Safety (Carl Russell, Technical Director)

No Smoking, No Fire

***If you do not know how/are afraid to use a tool or piece of equipment, ASK  
person in charge***

Report all accidents

Clean up everything after use

Stage Floor Refinished, House Carpet Cleaned; Please keep theater as clean as  
possible; Let person in charge know, right away

**No Food and Drink in House/On Stage**

Specific Instructions for Each Department

Schedule

Current Production, Google Calendar ([www.stevens.edu/sds](http://www.stevens.edu/sds))

Crew Calls, Rehearsals, Etc.

Production Board

Set Designer (Caroline Amaba)

Master Carpenter (Josh Skole)

*Set Design, 3 Tiers*

Light Designer (Adam Wing)

*New Light Plot in House; Stage Lighting Completed Prior to Set Construction; Front Light, Saturated Colors*

Sound Designer (Will Stackpole)

*Two Sound Operators – Booth and On-Stage (Sound Effects, Musical Cues)*

Master Electrician (Jared Crean)

*Assisting Technical Side for both Lights and Sound*

Costume Designer (Chris Sidorski)

*1980s Costume Styles*

Makeup and Hair Designer (Slava Boyar)

*Makeup will require help; hair not as much*

Properties Designer/Manager (Emily Hromada)

*All things in show not attached to set; little prop tracking*

If anyone is interested in helping out with the show, please email Zak ([zmoy@stevens.edu](mailto:zmoy@stevens.edu))!

Actors Dismissed: 9:15 PM

End: 9:33 PM