

Polizzotto Capstone Mentor Meeting Notes

October 11, 2024

Updates:	Attendees:
<ul style="list-style-type: none">● Use of Department Materials: Students will not have access to costumes, props, or scenes and will need to provide everything themselves● Ticketing/Performances: Richie told Jayne that tickets have already been sold for the festival. Performances will most likely be December 4th, 5th, and 6th. The festival details will be discussed at the faculty meeting on Tuesday.<ul style="list-style-type: none">○ Jayne and Sarah were thinking that this change shouldn't affect the student directors. They probably don't need to attend every performance?	Sarah, Jayne
Action Items:	
Sarah	<ul style="list-style-type: none">● Adjust/Send in HRSAP application● Email actors about change in performance schedule● Email playwright about adjusting rights● Meet with Bruce and/or Josh about using the control room
Stefan	<ul style="list-style-type: none">● Update Sarah after faculty meeting● Sign Honors Funding Application● Should Sarah stop by the directing class next week to discuss the changes?
Jayne	<ul style="list-style-type: none">● Update Sarah after faculty meeting
Stephanie	<ul style="list-style-type: none">● Could you take a look at the funding application and offer feedback?
Final Notes	
<ul style="list-style-type: none">● Next Meeting: October 25th @9am● If we need another meeting after the faculty meeting on Tuesday, let Sarah know.	

Polizzotto Capstone Mentor Meeting Notes

October 25, 2024

Updates:	Attendees:
<ul style="list-style-type: none"> • Ticketing/Performances: Sarah met with the Directing I class on Monday. They decided Dress Rehearsals will be December 3rd and 4th and performances will be December 5th and 6th. • Sarah sent Honors an updated proposal, and the role change with Jayne and Stefan is finalized. • Sarah is working on casting. Stefan had a few suggestions for actors. • Potentially Sarah will model a Designer's Run for the Directing class during the second week of November 	<p>Sarah, Jayne, Stefan</p>
Action Items:	
<p>Sarah</p>	<ul style="list-style-type: none"> • Make sure Black Box is reserved December 3rd and reserve some time week before/week of Thanksgiving • Send in Honors Funding Proposal • Finalize rehearsal schedule • Send directors a reminder email about cast list • Make comments on play submissions
<p>Stefan</p>	<ul style="list-style-type: none"> • Email Sarah contact info for actors (John and Elise) • Let Sarah know what play Samantha picked • Find time in class for a Designer's Run
<p>Jayne</p>	<ul style="list-style-type: none"> • N/A
<p>Stephanie</p>	<ul style="list-style-type: none"> • N/A
Final Notes	
<ul style="list-style-type: none"> • Next Meeting: Tentatively November 1st @9am; Sarah will check in on Wednesday 	

Polizzotto Capstone Mentor Meeting Notes

November 8, 2024

Updates:	Attendees:
<ul style="list-style-type: none"> ● Reservations: The Black Box is reserved for Dress and Performances; Sarah also reserved a buttload of other times and will make a sign up sheet ● Funding: Honors had a few questions about budgeting, Sarah sent them an updated budget which included Department cost on Thursday evening ● Casting: Sarah has received cast lists from all directors. ● Performance Rights: 7/7 acquired! ● Play is cast; rehearsals start next week. ● Meetings with Josh keep getting rescheduled but we are figuring it out! ● Corner set up (L shape) for the audience ● Sarah's Designer Run: Wednesday November 20th during class ● Concessions/donations at performance 	<p>Sarah, Jayne, Stefan</p>
Action Items:	
<p>Sarah</p>	<ul style="list-style-type: none"> ● Send sign up to directos/check-in ● Collect ground plan data ● Contact Emily about the program ● Ask directors if I can sit in on a rehearsal
<p>Stefan</p>	<ul style="list-style-type: none"> ● Designer Run: Wednesday Nov 20th ● Tell directors to send ground plans ● Confirm with directors that the audience will be set up in the corner
<p>Jayne</p>	<ul style="list-style-type: none"> ● Sarah will let you know if she needs help with Honors funding :)
<p>Stephanie</p>	<ul style="list-style-type: none"> ● N/A
Final Notes	
<ul style="list-style-type: none"> ● Next Meeting: Tentatively November 15th @ 9AM 	