

Minutes of Production Meeting - AMIA 8.3.24

Item	Details	Action
Present	Dave W, Dave M, Jan J, Lesley, Kymm, Isobel M, Sara, MikeG	
Apologies	Mike B, Jan C	
Production Schedule	with suggested deadline dates provided	
Set /Set Dressing	<p>Dave M described set – a box set with doors as necessary, partition wall to be evident, bay window</p> <p>Isobel R to be asked to paint a scene beyond the window</p> <p>Walls to be painted rather than wallpaper. Suitable colour to be sourced</p> <p>5 seats/chairs required various types</p> <p>Bar required – Trolley to be suitable</p> <p>Bullet hole – discussion as to how to effect this. Decided to try and manage without this as may not be obvious to view. If not possible could ensure that in blackout effect could be placed on the wall.</p> <p>Clock to have pendulum type 'ticking' Placed over fireplace</p> <p>Walls to be dressed with pictures / family photos</p>	<p>JanJ Lesley</p> <p>Lesley/Kymm</p>
Costume	<p>50's style e.g. Father Brown</p> <p>Miss Marple to have specific hat</p> <p>Pearls to be worn – but enable them to be 'ripped off' Considered 'doable' – possibly magnetic catch</p> <p>Policemen – uniform not required. To wear suits</p>	<p>Lesley</p> <p>Kymm</p>
Hair	<p>50s style- pressed curls/waves.</p> <p>Wigs possibly required. Bun for Miss Marple, Miss Blacklock and Bunny</p> <p>Exploration of styles to be made</p>	Isobel
Props	<p>2 guns required. Clarification of type - have access to these</p> <p>Cigarettes – many of 'automatic lighting type' available from previous performance</p> <p>Cigarette box, lamps - central to the plot -no problem to find</p> <p>Date for working props slightly early – suggest moved to 'books down' date</p>	Kymm

Lighting/SFX	Basic lighting set with little change other than the gun shots and flashlight effect 'Spooky' music to be played between scenes Ben to be asked to organise this	Ben, Ollie, Glyn, Dave, Jan
Publicity	Agreed posters/fliers mail outs to be in shops etc 6 weeks prior to 1 st night Banner to be available for display 3 weeks prior to 1 st night	JanJ
Social Media	1 st post already out - likes the idea of conveying a mystery Other ideas offered/suggested: Video – possibly every 2 weeks A 'ticking clock' as introduction/throughout the videos Character introduction – without giving anything away Jazz background for photos and text liked Various props used Miss Marples hat to figure 'A Murder is Announced' – shown in a 'mock up' newspaper Designated photo slot to be arranged with characters in costume or similar within 3/4weeks for publicity Don't want: Significance of pearls revealed Rudi to remain a mystery Request that Character analysis be provided to help promote play on social media	Sara, Mike Lesley/Dave M Dave M
Programme	Dates set for progression to printing	Mike B, JanJ
Box Office	Isobel M not able to be 'on the door' as early entrance in Play. Arrangement for someone else to do this necessary	JanJ