

# Jack and the Beanstalk Parent meeting 18/10

## Sharon to do

- Contact Richard about photo days
- Send email reminder about production consent forms
- Check Nico & Zafira's consent form arrived and that there's no issue with the consent form sheet on the website
- Add Alina (and other teachers if not already added) to Whatsapp group
- Share photos of frames/stands picked up at the super shed to allow brainstorming of ideas
- Send picture and dimensions of the cooking pot to Alina
- Check with Risingholme if it will be possible to leave costumes/props etc. there to make transporting to the theatre easier

## Props and Costumes

Karen to be in charge of delegation etc. for both props and costumes

- Easier if one person takes point and can send people in the right direction from there

Anna K. can source newspapers. Melaina has access to cardboard boxes (not large enough for the harp)

## Helpers

Need to generate a list of specific jobs that need to be done

- Include a clear timeline for when things will need to be done by
- I.e. sewing jobs that require a sewing machine, hand sewing jobs, fabric cutting etc.
- Might encourage people to volunteer to help if they know exactly what the expectation and required skill level is

Would be good to get a team of people working on props

Might need to shoulder tap parents to help

- I.e. Bea's mum has fine arts experience

## Working Bee

- Needs to be more organised than last year
- Would be better on its own day and not attached to a rehearsal to reduce chaos
- Need to set a date and time
  - Would also be good to give people the option of taking things away to work from home if they are feeling confident
- Could be an opportunity for brainstorming around set pieces etc.

## Costume hire fee

- Probably best to have a cost per costume but a cap at a certain number of costumes. I.e. After paying for 3 costumes, any additional costumes don't incur an extra charge

## Rehearsals

- General consensus that the rehearsal schedule looks reasonable.
- Although some parents may find it inconvenient, staggered release is the safest and easiest way to let students leave.
- Melaina happy to help with the rehearsal on the 7th

## Show day

- Levi on door duty to prevent children from leaving the area
- Rubens also available to help

## Changing screens

- Boys: Use two rod clothing rack in the alcove space - one rod as a screen and the other can hold the boys' costumes
  - Girls: Turn the clothing racks to obscure the end of the changing rooms so there is some privacy available
  - Parent helpers will need to ensure that children know that they aren't allowed to change in the toilets
- => Keep eyes out for another clothing rack
- I.e. trademe
  - Especially one that can fold down

## Pack in/out

- Can use Melaina's truck
- Would be useful if we can load everything from Risingholme. May be easiest to leave things there after the dress rehearsal on Tuesday.
- Need to make sure everything will be able to be transported safely even if it rains

## Health and safety

- Anna happy to be onsite for both shows and on Friday

- Will be in the audience for one show but should be okay as long as she is contactable in an emergency.

## Miscellaneous

### Communication

- Production page access will be given to core parent help who can then delegate to others
- Whatsapp group has been set up
- Facebook page deemed redundant due to website and whatsapp group

### Photo day

- Need to get some parent helpers to be available