PRODUCTION MEETING AGENDA

*This Random World*

Monmouth College Theatre Department   
 

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Submit additional agenda items to [Ckreipe@monmouthcollege.edu](mailto:Ckreipe@monmouthcollege.edu) by 02 / 18 / 2025

* Check in
* Technical Direction
  + Set
  + Lighting
  + Prop
  + Sound
  + Special FX
  + Projection / Video
* Costume Design
  + Hair
  + Makeup
* Front of House
  + Marketing / Publicity
  + Box Office
* Stage Management
* Other / Miscellaneous
* Review Action Items
  + Confirm Next Meeting Date

REQUIRED ATTENDEES

|  |  |  |  |
| --- | --- | --- | --- |
| Producer | Costume Designer | Sound Designer | Technical Director |
| Director | Marketing Manager | Stage Manager | Lighting Director |

OPTIONAL ATTENDEES

|  |  |  |  |
| --- | --- | --- | --- |
| Assistant S.M. | Box Office Manager |  |  |
| Assistant Director |  |  |  |