

Production committee report

2nd October 2022

The meeting began with a review of technical needs for the holiday concert

- Sets: nothing needed
- Props:
 - for the Hanukkah Bush song; will need a Hanukkah Bush preferably with some decoration, and a star David on top. Lawrence offered to research and purchase the needed items
 - For Melvin the elf: we will insert different sound effects to help defuse potential push back from people being disturbed by the lyrics. We will need, therefore, to find a minimum of 11 different types of sound effects. Paul will check in the storage unit for items, as well as at Theater Harrisburg. Any additional items will be purchased as cheaply as possible. The chorus can also be approached to see if anyone has different items like a kazoo or a slide whistle that could be used.
 - For the Figgy Pudding song: we will need some actors to play the couple, one as the newscaster, one as Paul Hollywood and one as Mary Berry from the Great British Baking Contest. The chorus will be the carolers.
- Costumes:
 - for the carolers we'll need to look in storage for the red and green scarves and berets.
 - For the concert itself the inventory was checked out for the red vests and found that we have only 23 of them, and it may be problematic getting all the current singers fitted in them. Some detailed alterations may have to be done since we cannot acquire any more. There is probably one vest missing or in the possession of one of the singers so we will need to ask the singers if anyone has it.
- Sound:
 - we'll need to see if Dan Snyder is available for the concerts as there are two points in the Figgy Pudding song where MP three files will have to be played. Also, he can help with setting up any additional sound equipment at the various venues for the concerts
- Lights: probably will not need any items there

For Heidelberg, we will probably need to use the risers, and possibly the electric piano. We have been approved for a pre-concert rehearsal there on Monday 12th December at which time we can determine the needs for the venue.

Moving to other business, we noted that the information as far as dates, times, places, and addresses of the concert venues were all correct for the PR.

There was a brief discussion for the anti-Valentine cabaret, and it was noted that Betty Whitecastle has agreed to be our special Hostess for the evening. It was decided that the ticket price should be set at \$30 per person. We would also like Theater Harrisburg to be the sole vendor of tickets for the event so as to avoid confusion with other fund-raising events for the chorus.

We reviewed the layout for the rack cards for PR and had a brief discussion about the needs of PR and the need to find additional help for Lawrence to have a real PR committee as opposed to a committee of 1.

There was a brief discussion on programming and how a concert is programmed for the chorus. Given the size of the organization it was felt that is impractical for us to have both an artistic committee, which would

normally handle programming, as well as a production committee. It was decided to have the work of both committees be joined under the banner of the production committee with particular focus twice a year, or as needed, to have a meeting solely devoted to music selections for the two major concert semesters. The committee would work in close consultation with the artistic director as well as being open to additional input from the general membership of the chorus.

After a brief discussion it was decided to reinstate a very short break in the rehearsal evening, hopefully only 5 minutes, that would allow singers a chance to use the restroom, stand up and stretch, but most importantly, as simply a bit of a mental break so they can refocus for the last half or third of the rehearsal evening. It is not to be a time for conducting chorus business.

The final item that was decided on was that we would work on the creation of an annual calendar for the chorus which would comprise all of the necessary information for the entire season in one place, broken down by months and weeks for various due dates. Paul agreed to set up the initial calendar using Google Sheets and providing the link out to other committee members and other committees to fill in their various due dates as they would find/assign them during the year.

With that the meeting concluded, agreeing to meet again in November to work on the February cabaret and again in December to focus on music selection for the spring season.

Respectfully submitted
Paul R Foltz
Chair