



# The Mysteries for Newport Pagnell

## Production Note Number 5

February 29, 2000

### 1. Production roles as known to date:

Directors:	Jeremy Cooper & Keith Spence
Design:	Jerry Siddall (Possibly Bill Billings - Jerry to advise)
Production Manager:	Mike Thomas
Stage Manager:	Pam Buckle
Crowd management:	<i>to be filled (Possibly Red Cross / St. John's Ambulance required?)</i>
Health & Safety officer:	<i>to be filled</i>
Properties:	<i>to be filled</i>
Costume:	Jenny Freeman (Consultant) Jill Allison Gill Copperwheat
Sound:	Daniel Frost (Assistant)
Lighting:	<i>to be filled</i>
Publicity:	Mervyn Evans & Gerald Stratton

### 2. Task list

No.	TASK	b	COMMENT
1.	Identify all production personnel		Ongoing
2.	Cart / vehicle for moving costume, sound etc. will be required. Not required at Easter.		Milk float? Round Table - Richard Smith tel. xxxx
3.	Some chairs will be required to accommodate older audience members.		Ongoing
4.	Umbrellas to be available for inclement weather. Possible sponsorship opportunity. (L&G??)		MRT to investigate L&G contact
5.	Monitor need for radio mic's, loudhailers etc.		Tony Coe for info - MRT
6.	Legal requirements for street performance to be determined.		LM has council contact
7.	Seek permissions for road closures for processional parts of performances.		Robin Marsh- 21 <sup>st</sup> April in progress
8.	Seek processional permissions along High Street etc.		As per 7
9.	Seek permission for use of Ousebank Gardens & old cemetery. Permission applied for 23/4/00		Verbally received for Easter 29/2/00
<del>10.</del>	<del>Rehearsals will be at Brooklands. Key required.</del>	b	<del>Held by PB</del>
11.	Fall back performance venue for bad weather is parish church. Rehearsal schedule to allow for this		JC & KS to finalise acting schedule
12.	Create list of useful contacts.		MRT - ongoing
13.	Cast changing and car parking facilities. Security arrangements.	b	URC hall arranged
14.	Possibility of music & transportation between sites. Maybe same as for action 2. Not necessary for April.		Ongoing
<del>15.</del>	<del>Production meeting to be held "walking the sites"</del>	b	<del>29/01/2000</del>
16.	Interval structure, possibility of refreshments etc. to be considered.		JC to contact mummies. None at Easter
17.	Recruit production crew, including set-up and take down crews.		Ongoing
18.	Availability of power at locations. Need for generator?		Ongoing
19.	Production meeting schedule to be arranged.		MRT
20.	Tech / Dress rehearsal requirements.		MRT

21.	Insurance required. £5M required. GS has quote.	b	Arranged (except equipment hire)
22.	Smoke machine &/or dry ice		MRT & JS
23.	Apples for audience distribution – Summer only		PB may have contact
24.	Cedars School providing children		KS to arrange & give numbers
25.	Compile list of all possible props		PB, JS & MRT to meet
26.	Juggler(s) for summer production		PB & JS have contact
27.	St Johns ambulance – donation basis – no fee	b	PB has Agreed.
28.	Bollards to side of church to be raised as trip hazard		KS & MRT
29.	Traffic cones for road outside church?		MRT
30.	Use of tomb at rear of church or small rostrum	b	Tomb can be used
31.	Ousebank gardens cave to be cleaned out prior to performance		PB & MRT
32.	Cave will require some sort of moveable screening (rock)		JS & MRT
33.	Steps to river may need sweeping		PB & MRT
34.	Mats etc for feet wiping prior to entry in Brooklands centre		MRT
35.	Use of Swan Revived Hotel courtyard during procession		MRT (Tel xxxxxx)
36.	David Pibworth may have old cross.	b	Suitable and agreed
37.	Block & Tackle for raising / lowering cross		MRT & JS. Don Beamish is contact.
38.	Bull tomb stone in URC car park area to be protected		MRT & JS
39.	Ensure no parking at URC on performance days		MRT & KS
40.	Inform Brooklands of plans for use at Easter	b	MRT Letter sent 14/2/00
41.	Light processional cross required		

#### Abbreviations

JC Jeremy Cooper      MRT Mike Thomas      JS Jerry Siddall      LM Linda Morris  
KS Keith Spence      PB Pam Buckle      GS Gerald Stratton      ME Mervyn Evans

#### 3. Matters arising from production meeting held 17th January 2000 (MRT, PB, KS, JC).

Tea money collected at rehearsals is separate from Association account and production budget. PB will arrange, provide materials and claim costs incurred from donations. Any surplus moneys generated will be donated to the association to offset rehearsal space hire costs.

#### 4. KS has advised of need to consider day workshops and costume input. [SEE NOTE 7].

#### 5. Any moneys already spent or committed to be advised to MRT. JC for cost of script production.

#### 6. Matters from production meeting 29<sup>th</sup> Jan 2000 site walk. (MRT, PB, KS, JC, JS).

Stewarding required – churches to provide. Needed for parish church, playground, steps to river, protecting wall on Brooklands terrace.

#### 7. Matters from Association meeting 10<sup>th</sup> Feb 2000. (KS, JC, PB, LM, ME, JS, MRT).

Tomb to rear of church may be used with no cover. Choir room to be used for offstage area. Need to check church for wet weather fall back plans. Try to arrange production meeting for 29/2/00 or 7/3/00. Jenny Freeman to be invited to attend rehearsal. Sheila Wiles away in March – Silva Tame is contact (tel xxxx).

Mervyn & Gerald to devise publicity strategy.