

BCP committee meeting 29 Sept 2018

Attendees – Jules, Tony, Linda, Jenny

Apologies – Rich, Kate, Sarita

1 Matters arising from Meeting on Monday 11th June

1.1 Blackham Village Hall Green Room

- Linda to ask Village Hall Committee what they need in the room so we can work around their needs.
- Ideally, get rid of the fixed table and if they need a table in there for events, BCP will buy another folding table.
- Put a shelf around the walls with hooks underneath to store props and hang clothes
- Back room is OK as is, but needs to be kept tidy and free of clutter.

1.2 Lake Bar and Grill bonfire social evening

- Rich/Kate to confirm if still going ahead. Sat 12 November? Are they doing invites?

1.3 Kate is now on the case with membership subscriptions

1.4 Kate has also put forward areas to help with marketing and promoting productions to help get bums on seats. To be covered at next meeting

2. Autumn Production – “The Fat of the Land”

2.1 Jules to e-mail Judith Wilson to confirm that Penshurst Hall is booked for the required evenings for performances and for the required days for set build and take down (having liaised with PADS) – *DONE*

2.2 Linda to check with Penny that BVH is booked as follows:-Sun 18th Set Build; Mon19th Tech; Tues 20th Dress; Wed 21st in case needed; Fri 23 and Sat 24 for performance; Sun 25th take-down.

2.3 Poster to be produced ASAP – Jules to email Rich (*DONE and draft out to BCP and PADS for checking*)

- As soon as the poster is finalised, everyone should start promoting to family and friends
- Linda to get the production into the Parish Magazine

2.4 Tony to get the banners out.

2.5 Front and Back of House roles – Jules to email members and supporters to get volunteers for all jobs (*DONE*)

So far we have the following confirmed:- Box Office – Jenny; Sound and Lighting – Steve Gable; Prompt (all four nights) Sue; Front of House (welcome desk) – Linda

So we need help with:-

- Set build and break down; Food contributions; Kitchen; Bar; Raffle donations; raffle prize preparation.

3 AOB

Raffle proceeds should continue to go to Hospice in the Weald and Chestnut House

Next meeting to pick up on all the above will be chez Jules on Tuesday 9th October at 8PM (come a bit earlier for a pre-meeting gossip!!)

