VCE Theatre Studies  
Advice for teachers 2019–2024

Minutes – (insert title of work) Production meeting

**Date:**

**Venue:**

|  |
| --- |
| PERSONNEL IN ATTENDANCE |
| APOLOGIES |

|  |  |  |  |
| --- | --- | --- | --- |
| MEETING OPEN | Insert time | MEETING CLOSED | Insert time |

|  |  |
| --- | --- |
| **MINUTES** | **ACTION** |
| **SCHEDULE**  Insert information about the schedule as relevant | **XX** to update schedule |
|  |
| **SOUND**  Insert information about the sound as relevant (and so on) |  |
|  |
| **SET** |  |
|  |
| **PROPS** |  |
|  |
| **COSTUME** |  |
|  |
| **MUSIC** |  |
|  |
| **LIGHTING/AV** |  |
|  |
| **SOUND/AUDIO** |  |
|  |
| **STAGE MANAGEMENT** |  |
|  |
| **OTHER BUSINESS:** |  |
|  |