

Sample Production Meeting Agenda

{Production Title} Production Meeting Agenda

Date:

Introduction: Stage Manager

Directorial Statements: Director

Designer's Comments: Scenic
Lighting
Costume
Make-up
Sound

Progress Report: Technical Director

Department Reports: Dramaturgy
Properties
Publicity

Conclusion: Stage Manager
{ announcement of the next production meeting }

signature
Stage Manager

The stage manager should post the minutes of the production meeting the following day.