

Lakeside Arts – Andy Warhol Collaboration Project

Meeting Minutes – 7 December 2025

Production/Backstage Meeting

Start Time: 18:15

End Time: 19:45

Location: Studio - Fishbowl

In Attendance: Jimmy, Charlotte, Abbie, Mauve, Kalista, Lorena

Notes:

General:

1. The rough production timeline has been added to the Messenger chat. Please let the production team know if there are any questions or concerns.
2. We will eventually be onboarding ~8 actors to act as ensemble for the performance. Their main purpose will be to help direct flow, engage with the audience, and help with crowd control.
3. The goal for the upcoming week is to iron out venue ideas and have a solid concept for each room so that each department can work on the individual aspects over the break.
4. If you have any ideas for marketing (branding, logos, etc), please send them to Alex this week.
5. The energy we would like for the performance as a whole is a “casual, party” environment.
6. We would like to have a café social hour for everyone to tour the space, and to meet Rachel from Lakeside Arts. The prod team will send out more information and dates.

Production Team:

1. Before January, we will need to start advertising the open call for ensemble performers. Will most likely be a 4 hour open movement call.

Lakeside Arts:

1. There is a list of information on the production calendar that Lakeside Arts would like to have before the Christmas holiday. Jimmy is working with their team to get them the information but is having trouble communicating.
2. Questions from NNT for Lakeside arts for the Tuesday meeting:
 - Can we get a list of technical specifications for the space, and a fixture list?
 - Can we bring in our own equipment if needed?
 - What is the situation with ticketing? Is this something that NNT is responsible for?
 - What is their marketing timeline? We would like them to work with Alex and use our branding/work alongside their own.

Scenic:

1. We discussed putting a photo booth in the window alcove of the main café performance space. This would be used for both audience engagement as well as a performance space.
2. After Christmas, we would like to do a walkthrough of the café where you share how you would like to use the space.
3. We would like to use some of your scenic drawings/sketches for Instagram and marketing. This will probably be around mid-to-late January.

LX:
<ol style="list-style-type: none"> 1. We are aiming for more practicals and set lighting looks for the smaller performance spaces.
Sound:
<ol style="list-style-type: none"> 1. We are aiming for more set soundscapes for the smaller performance spaces. 2. After Christmas, we would like to do a walkthrough of the café where you share how you would like to use the space.
Costumes:
<ol style="list-style-type: none"> 1. We will be onboarding ~8 performers to act as ensemble and crowd control for the performance. They may need a simple costume for the role. 2. We would like to use some of your costume sketches and ideas for Instagram and marketing. This will probably be around mid-to-late January.
Hair/Makeup:
<ol style="list-style-type: none"> 1. We will be onboarding ~8 performers to act as ensemble and crowd control for the performance. We may need to consider some simple hair/makeup styles for this group.
Props:
<ol style="list-style-type: none"> 1. No notes today, thank you!
Technical:
<ol style="list-style-type: none"> 1. There is no 16amp power in the performance space. 2. NNT has older equipment that can be pulled if needed/allowed. 3. The second exhibit alongside Andy Warhol is Alexis Chabala's photography portrait exhibit. 4. Seating will most likely be café tables/chairs. Lakeside arts was not a huge fan of bringing in formal seating. 5. We will have 100 people max / per night.
Writing:
<ol style="list-style-type: none"> 1. An outline of the whole performance has been added to the google doc. 2. We have ~2.5 hours each night for a performance, we do not have to use the entire time. 3. The production team is concerned that having 12 scenes may be slightly ambitious. 4. Having continuous flow will eliminate the limited space problems. 5. We will most likely not have a "backstage" area. We will need to incorporate actors into space, even during intervals. 6. We discussed making different actor tracks for roles and ensemble. 7. We settled on the idea of having the same performance every night. We don't think people will be coming back for multiple nights. 8. We discussed whether we would like to end the main performance as the end of the narrative, or if we would like to break the fourth wall and acknowledge the audience and additional spaces. No decision was made, just something to consider. 9. We would like to focus on short, attention-grabbing titles. 10. We discussed that the main space will set the tone for the rest of the performances. Again, something to consider. 11. We discussed the atmosphere of Punch Drunk Theatre co, and how to incorporate the ensemble into those aspects.

Writing (Cont.):

12. We discussed the idea of “the illusion of free flowing” and using ensemble members to make it more subtly structured.

Marketing:

1. Alex is working on sorting out a marketing team.
2. We would like to lean away from using the word “takeover” in our marketing and instead focus on “collaboration”.
3. We also discussed using language such as “invited” to encourage people to show up.
4. We need to emphasize in our marketing that people can show up at anytime. We discussed ticketing in timeslots to potentially alleviate problems with crowds.
5. Before Christmas, the production team would like to start getting media together, and have everyone send you ideas for branding, logos, etc.
6. We are working with Lakeside Arts to get their marketing timeline and hopefully incorporate our media and branding into their marketing. We will hopefully have an answer after the Tuesday meeting with their team.
7. The prod team would like to use the scenic/costume/light designs and mockups for the Instagram when we get closer to the performance.

Stage Management - Kalista:

1. Kalista and Jimmy will meet to iron out details for expectations for the performance.

Thank you everyone,
Kalista Vordos