Hillcrest Community Theater, set crew meeting agenda

Date: Saturday, November 14, 2026

Start and end time: 10:00 to 11:00 am

Place: Scene shop, behind the Grange hall

Chair: Pat Delaney, technical director

Notes by: Sam Ortiz

Agenda

Time	Topic	Who leads	Notes and decision
10:00	Welcome and last meeting's action items	Pat	Platforms ordered. Paint not bought yet, Kim to do it by Tuesday.
10:10	Can we build the living room set in two Saturdays?	Pat	Yes, with 6 people both days. Sign-up sheet went round: 5 names.
10:25	Rent or build the stair unit?	Rob	Build. Rob has plans. Lumber about $180.
10:40	Who checks ladders and power tools before each work day?	Jen	Jen, every Saturday. Checklist goes on the shop door.
10:50	Truck for moving the flats on December 5	Pat	Nobody has one yet. Back next time.
10:55	Action items and next meeting date	Sam	See below

Action items

What	Who	By when
Buy paint: 2 gallons flat white, 1 gallon brown	Kim	Nov 17
Buy lumber for the stair unit, up to $180	Rob	Nov 20
Find a sixth builder for both Saturdays	Pat	Nov 18
Find a truck for December 5	Nobody yet	Next meeting

Next meeting

Saturday, November 28, 2026, 10:00 am, scene shop.

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