

# T329 Theatre Production Practicum

## Class of AY2015S2 Year 2



# Production Manager

## Team Report

**Submitted by:**

Production Manager

Vernice Ong Jing Wen 14002178

Assistant Production Manager

Nur Anisah Bte Hashim 14006047

Nurhilda Bte Aminuddin 14006051

Ong Jing Xin Jean 14000730

## Role of the Team/ Department

There are two roles in the PM Team - Production Manager and Assistant Production Manager.

## Description of the Production Management Team

The Production Manager is an overall in charge of ensuring that the production runs smoothly by liaising closely with the facilitator's, director and other department head of the production team.

Her responsibilities include scheduling deadlines for each department, organising additional meetings, managing the budget and as well as manage the welfare of the casts and other departments.

The Assistant Production Manager is responsible for assisting the Production Manager (PM).

Her responsibilities include executing the tasks allocated by the PM, constantly updating the PM any matters that related to production, documenting every meeting and collating it inside the PM meeting book and taking photos and videos (for documentation purposes).

## Team Assessment

The Production Management team consists of four people. We divided our work accordingly so that everything will be in an orderly manner. The division of tasks to different people have made the job easier for the Production Manager.

Vernice	Oversees the whole production, liaises with the facilitators regarding the schedules, rehearsal space, and as well as ensure that the production process proceeds smoothly by clearing problems as soon as possible. Checks with the SM regularly for rehearsal reports.
Jean	Documentation of creative team, helping out with schedules, set deadlines and drafting the programme booklet
Hilda	Documentation of the rehearsals, ensuring that the PM handbook is done, and ensures that the risk assessment is well taken care of.
Anisah	Documentation of the rehearsals, collecting funds, helping out anyone who needs help

With the division of workload, we are able to get our tasks done efficiently. Despite having our own works to be executed, we also made sure we lent our help to any other department to ensure everything is done without a problem.

What can be improved will most probably be the communication within the Production Management Team. We are lacked in communicating causing a miscommunication within the team. But it was solved, when the team had a meeting within the members and talked about the problems that we have encountered to get the tasks done.

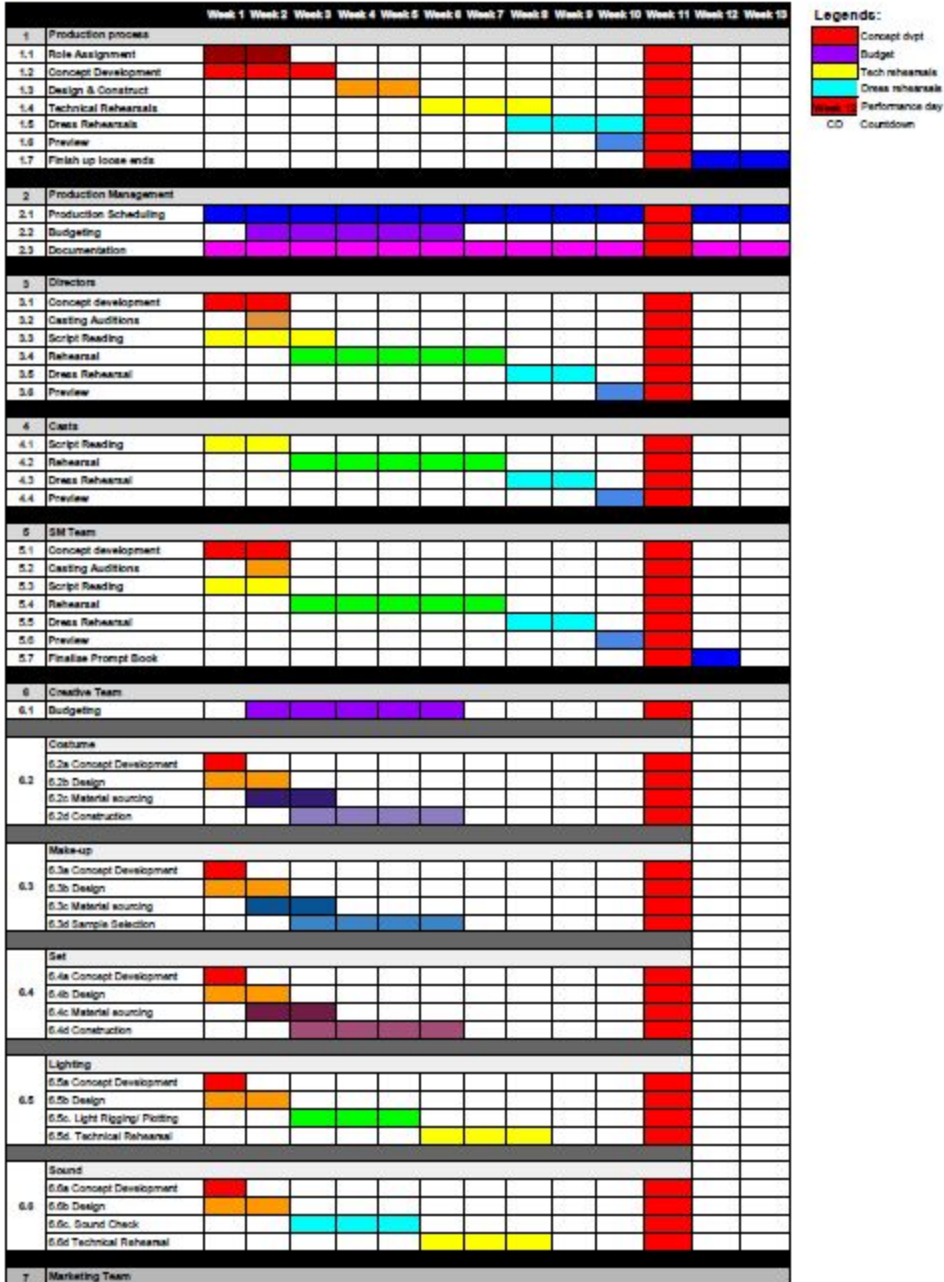
# Documentation

## **Schedule of your team's work**

1. Production Timeline
2. Production Calendar
3. Production Showcase Schedule
4. Production Attendance Sheet
5. Contact list of all the key members
6. Documentation of all the works done
  - a. Creative Team's finalised designs
  - b. Marketing Team's finalised design of the programme booklet
  - c. Stage Management Team's rehearsal reports
7. Budget and Statement of accounts

# Production Timeline

Fishbones Productions  
 The Awakening  
 Republic Polytechnic  
 Production Timeline



\*refer to Annex A for the full, original copy

# Production Calendar

Fishbone Productions The Awakening						
All, PM, SM, Director, Creative Team, Marketing, Casts, Remarks						
October 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19	20	21	22	23	24
					Production Meeting 1 9, 15am	
25	26	27	28	29	30	31
		Creative Team Budget - 5pm	Marketing Plan 5, 7pm (Fishbone)	Discuss the final budget for different departments (SU) send sketches to Director	Production Meeting 2 10am Submit logo by 2259 SM submit rehearsal report by 2259 Marketing to confirm online publicity rep Approval by 2259	
* Booking of venue on either Week 3 or Week 4 for creative team, director and cast						
Legend: Public Holiday Potential/Pending/In progress MSA						

Fishbone Productions The Awakening						
November 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	To email to Studio IG in PM Factory IG	Creative team submit their designs by 2259 To do M/FOH work Update FOH Sublines Book Marketing Team submit	Sabrina to take casts measurements by 2259 Jeff to confirm regarding voice recorder by 11pm		Production Meeting 3 1000am Final design presentation Consultation session with Andrew Lake Material list (materials, where to get it from & price) - 2pm To draft Marketing Strategy and Timeline Setup of Fishbone logo proposal First draft of poster Confirmation of TRCC fog machine by 9pm (final)	Wk3
* Booking of venue on either Week 3 or Week 4 for creative team, director and cast						
Legend: Public Holiday Potential/Pending/In progress MSA						
8	9	10	11	12	13	14
			Finalise design by 23 59	Marketing to submit at least 2 samples of posters and broch by 2359 Consultation session with Joyce or Elissa Confirm seating proximity with SM team Production showcase		Wk4

Fishbone Productions The Awakening						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23	24	25	26	27	28
				poster by 2259	Finalise program and booklet layout	
29	30					
						Wk6
						Wk7

\*refer to Annex B for full, original copy

# Production Showcase Schedule

FISHBONE PRODUCTIONS The Awakening The Republic Centre LAB Level 2 29 Jan, 2016, 8pm		BUMP IN & SHOWDAY Production Manager: Veronica Ong HP: 96932409 Stage Manager: Inan Henara HP: 91126529 Asst. Stage Managers: Nur Afraa HP: 92286061 Nur Fitriani HP: 94604439 Seri Murni HP: 82439345							
S/N	TIME	CAST	DIRECTORS	DESIGNERS	SM	M/FOH	PM	VENUE	REMARKS
1	0830-0845			REPORTING TIME / BRIEFING				LEVEL 2 CORRIDOR	PM to brief on TRCC rules and regulations
2	0845-1000			WARM UP	BUMP IN		SET TRANSPORTATION*		*air transportation from innospace
3	1001-1100			SYSTEM CHECK / LIGHT PLOTTING		FOH CHECK	WELFARE CHECK & DOCUMENTATION		Costume Designer to standby costumes for tech run
4	1100-1115			REHEARSAL 1 (TOP AND TAIL TECH)				TRCC LAB	
5	1115-1200			TOP AND TAIL TECH					
6	1200-1215			REHEARSAL 2 (FULL DRESS)					Cast to change into costume
7	1215-1255			FULL DRESS REHEARSAL					With costumes on
8	1255-1340			DRESS OUT OF COSTUMES			REHEARSAL CHANGE COVER		*refer to helpers list for tasks
9	1340-1400			LUNCH			LUNCH / HELP-OUT		
10	1400-1510			WAKE UP + HAIR		STAGE MARK OUT	FOH BRIEFING & MEETINGS	ESPO/D	*bring and vehicle to help out for make up *mark out space at classroom. No set line to be used unless otherwise do not remove any set from current showcase table at TRCC
11	1510-1700			REHEARSALS			WELFARE CHECK & DOCUMENTATION		
12	1700-1750			TOUCH UP MAKE-UP / COSTUME			DINNER		FOH Team to meet Jennie at TRCC, 12.50pm
13	1751-1815			DINNER BREAK					
14	1815			REPORT FOR EL FRANCO'S SHOWCASE					
15	1815-1900			EL FRANCO'S SHOWCASE				TRCC LAB	*Hotelling Counter opens at 7.15pm *Angie and Denice to help out with booth
16	1901-1945			TOUCH UP MAKE-UP / COSTUME	BUMP IN		FOH		
17	1945-2000			HOUSE SWEEP / STANDBY					
				HOUSE OPEN					

18	2001-2005			SHOW Scene 1 (5 MIN) Showcase (3 MIN) Scene 2 (5 MIN) Scene 3 (5 MIN) Scene 4 (5 MIN) Scene 5 (5 MIN) Scene 6 (5 MIN) Scene 7 (5 MIN) Curtain Call (2 MIN)	FOH	VIDEO RECORDING	
19	2006-2050			END OF SHOW / HOUSE CLOSE			Get the audiences out ASAP before 2005 (before 20)
20	2051-2105			PACK UP & DEBRIEF			Get to go to INNOSPACE, refer to helpers list
21	2107			END			

\*refer to Annex C for full, original copy

# Production Attendance

Fishbone Productions  
Production Team Attendance

S/N	Name	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
1	Vernice	O	O	O	O	O	O	O	O	O	O	O	O	X
2	Jean	O	O	O	O	O	O	O	O	O	O	L (Sick)	O	O
3	Anisah	O	O	O	O	X	O	O	O	O	O	O	O	O
4	Hilda	O	O	O	O	O	O	O	O	MC	O	O	O	O
5	Claudia	MC	MC	O	O	O	MC	O	O	O	O	O	O	X
6	Kryshan	L (09??)	L (0921)	L (1005)	O	L (0919)	L (0923)	O	O	O	O	O	L (1020)	O
7	Vimitra	O	O	O	O	O	O	O	O	O	O	O	O	O
8	Sabrina	O	O	O	O	O	O	O	L (0917)	O	O	O	L	O
9	Ameerul	O	O	O	O	MC	O	O	L (0916)	O	O	O	L (1005)	O
10	Jeff	O	O	L (1021)	L (1054)	MC	O	O	L (0927)	O	L (0938)	O	L (1059)	O
11	Intan	O	O	O	O	O	O	O	O	O	O	O	O	O
12	Seri	O	O	O	O	O	O	O	O	O	O	O	O	X
13	Afrina	O	MC	O	O	O	O	O	O	O	X	O	L (1024)	O
14	Firdayanti	O	O	O	O	O	L (0919)	O	O	MC	O	O	O	O
15	Nicole	O	O	O	O	O	MC	O	O	O	O	O	MC	O
16	Yining	O	O	O	O	O	MC	O	O	O	O	L	O	O
17	Fatehah	O	O	O	O	L (0924)	L (09??)	L (0923)	O	O	O	O	L (1004)	O
18	Alwyn	O	O	O	O	O	O	O	O	O	O	O	O	O
19	Xingna	MC	O	MC	MC	MC	L (0920)	L (0918)	L (0917)	O	L (0927)	O	O	X
20	Danish	O	MC	L (1045)	X	MC	O	O	L (0920)	O	MC	L	L (1024)	O
21	Carissa	O	O	O	O	O	O	O	O	O	O	O	O	O
22	Amalina	O	O	O	O	O	O	O	O	O	O	O	O	X

- Legend:**
- O Present
  - X Absent
  - L Late (Time)
  - P Partial
  - MC Sick leaves
  - LOA Absence with reason
- Penalty \$2 (late), \$10 (X)**
- Late & unpaid
  - Late & paid
  - Late with valid reason & PM's approval
  - Late but don't need to pay
  - MC
  - Absent for unknown reasons

\*refer to Annex D for full, original copy

## Contact list of all key members

No.	Name	Title	Student ID	Contact No.	School email	Personal email
1	Corrine Chua	Artistic Director	-	93873770	corinne_chua@rp.edu.sg	corinne_chua@rp.edu.sg
2	Claudia Jintana	Director, Asst Costume Designer	14005945	96174704	14005945@myrp.edu.sg	claudiajintana@gmail.com
3	Kryshan Hilbero Sahagun	Asst. Director, Cast	14006225	90305953	14006225@myrp.edu.sg	ohohkrysh@gmail.com
4	R Vimitra	Set Designer	14005860	91709391	14005860@myrp.edu.sg	rvimitra@gmail.com
5	Khamis Ameerul	Lighting Designer	14006378	90733729	14006378@myrp.edu.sg	aforameerul@gmail.com
6	Sabrina Woon	Costume Designer	14006403	98660985	14006403@myrp.edu.sg	woon.sabrina@gmail.com
7	Muhammad Ja'afar Siddiq	Sound Designer	14006435	82282757	14006435@myrp.edu.sg	jeffsniffy@gmail.com
8	Vernice Ong	Production Manager, Asst.Makeup	14002178	90692409	14002178@myrp.edu.sg	verniceong@gmail.com
9	NurHilda Bte Aminuddin	Asst.Production Manager	14006051	90257362	14006051@myrp.edu.sg	hillyda96@gmail.com
10	Nur Anisah Bte Hashim	Asst.Production Manager	14006047	90174704	14006047@myrp.edu.sg	anisahswifty@gmail.com
11	Ong Jing Xin Jean	Asst.Production Manager	14000730	90661996	14000730@myrp.edu.sg	jeanongjingxin@gmail.com
12	Intan Hannani	Stage Manager	14005927	91126529	14005927@myrp.edu.sg	intankodomo@gmail.com
13	Nur Afrina Bte Muhammad Fairus	Asst.Stage Manager	14006172	92286061	14006172@myrp.edu.sg	afrina380@gmail.com
14	Nur Firdayanti Bte Mohd Sulaiman	Asst.Stage Manager	14006471	94604439	14006471@myrp.edu.sg	yanszla@gmail.com
15	Seri Munirah	Asst.Stage Manager	14005977	82439345	14005977@myrp.edu.sg	serimunirah14@gmail.com
16	Nicole Tan	Marketing, Collateral Lead	14005963	97527709	14005963@myrp.edu.sg	nicotinie2@gmail.com
17	Alwyn Lim	Ticketing Lead	14006314	93237013	14006314@myrp.edu.sg	vrede15@gmail.com
18	Foo Yining	Publicity Lead	14006211	86113448	14006211@myrp.edu.sg	fooyining@gmail.com
19	Danish Said	Usher	14006033	92738170	14006033@myrp.edu.sg	daaanishsaid@gmail.com
20	Xingna Low Hui En	Usher	14002188	84595625	14002188@myrp.edu.sg	xingnalowhuien@gmail.com
21	Carissa Jamie Francis	Cast	14005874	92354904	14005874@myrp.edu.sg	actOfLove75@gmail.com
22	Nuramalina Bte Muhammad Arrifin	Cast	14006556	96742852	14006556@myrp.edu.sg	amalinaina2911@gmail.com
23	Nur Fatehah	Publicity, Cast	14006538	92326834	14006538@myrp.edu.sg	fatehahnatella@gmail.com

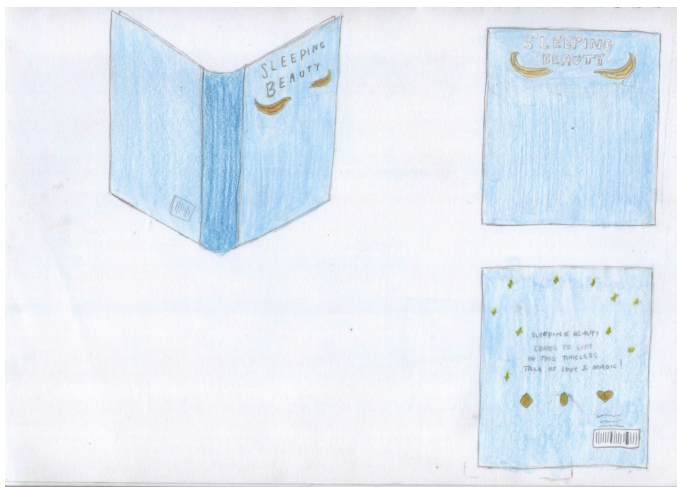
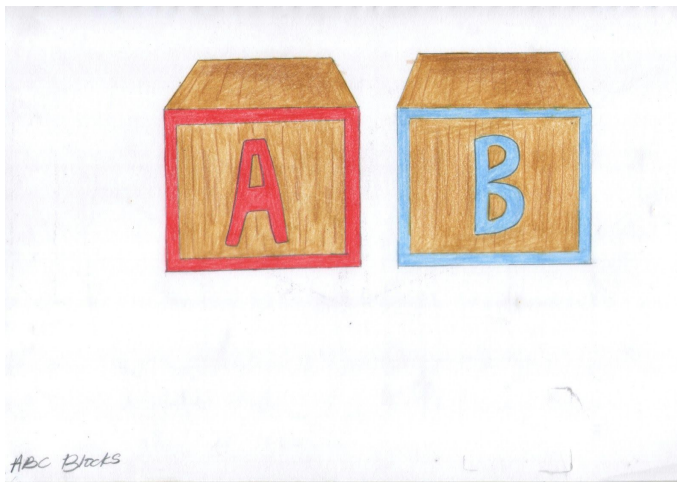
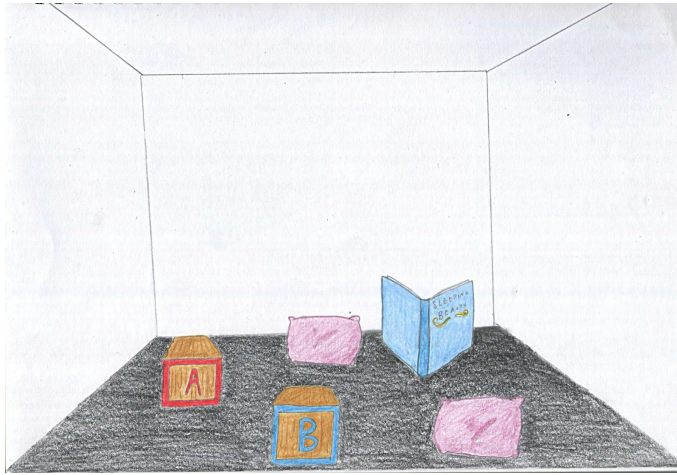
\*refer to Annex E for the full, original copy



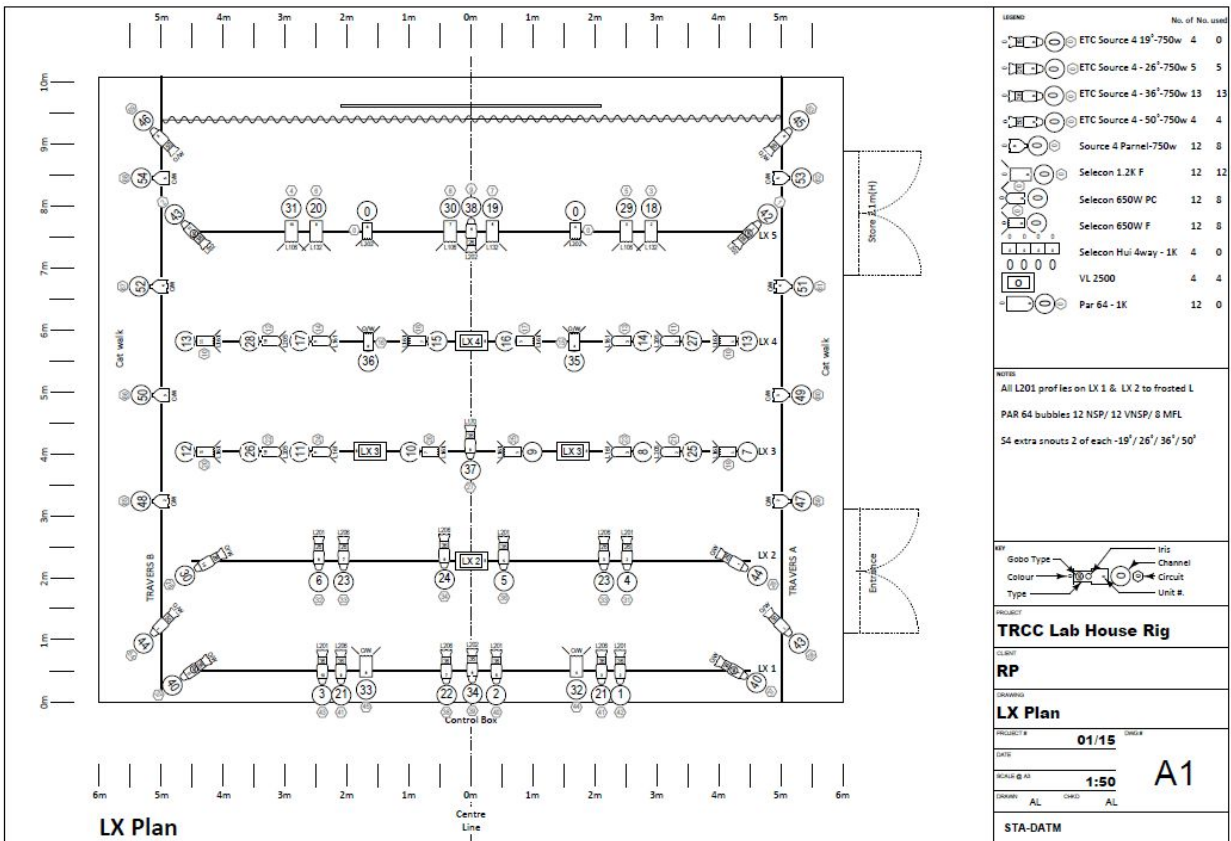
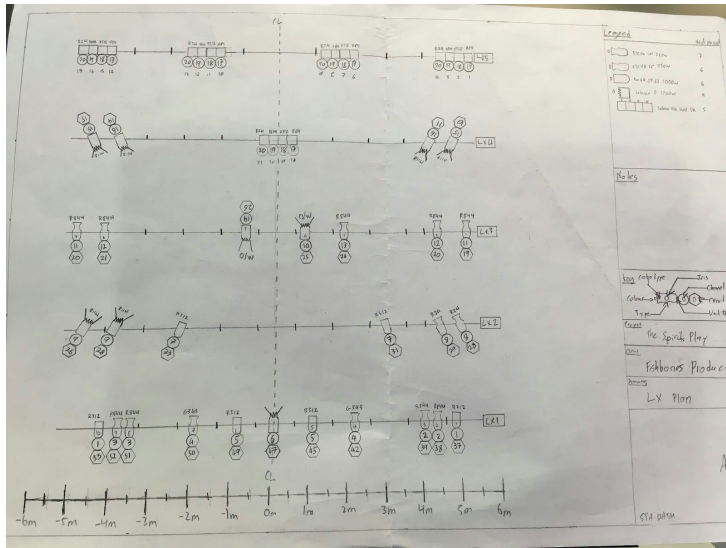
## Documentation of all works done

Creative Team - finalised designs of set, light and costumes

### Set



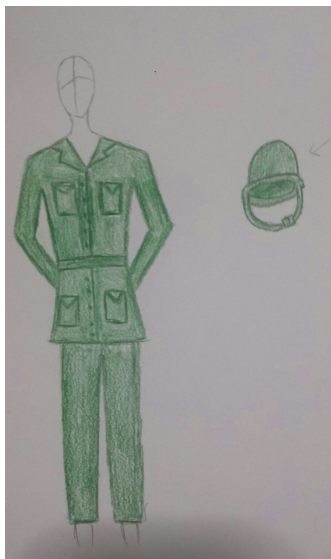
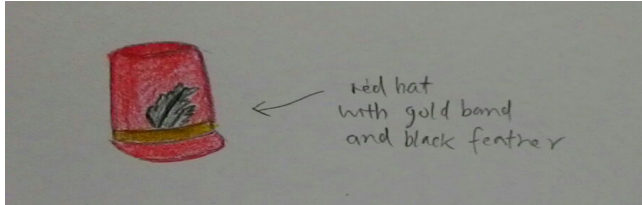
# Light



\*refer to Annex F for the full, original copy

## Costume

Order: General, Girl, Poet, Soldier



## Marketing: Programme booklet design

Order: Row 1 L-R, Row 2 L-R



FISHBONE PRODUCTIONS  
PRESENTS

# THE AWAKENING

INSPIRED BY KUD RAO KAM'S "THE SPIRITS PLAY"

WE ARE ALL PRISONERS OF OUR OWN MIND...

A DATM YEAR 2 THEATRE PRODUCTION

f FISHBONE PRODUCTION    📷 FISHBONE\_PRODUCTIONS

**Synopsis**  
A different take on Kud Rao Kam's Classic "The Spirits Play", this script follows four spirits who passed on during the Second World War.

Now as they live their afterlives in a huge still house, conflicted with past, love and regret...

They must learn how to move on (from the honours that they suffered during the war and understand that you are only a prisoner as much as you allow yourself) to be.

**Director's concept & Vision**  
"Have you ever wondered what happens (if you pass on) to these heaven? Or is there hell?"

Do you lose all your memories and start a new chapter or are you stuck with the same body and mind for eternity?"

When I first read the script, I loved the versatility of it. It explores countless areas and there are no limitations to how one can stage it.

I however wanted to focus on the state of the minds of the characters and how often people with no power gets manipulated, hence the decision to portray these spirits as dolls.

With direction and childcare elements incorporated into this adaptation, I hope that the audience will not only enjoy this piece and take certain issues with a pinch of salt, but to also remember that no matter what the situation is, you are and always will be the master of your own mind.

Concept by Carissa Jamie Franco



Claudia Jintana  
Director

Casts

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**General Nur Anshaha**  
He is a Year 2 student specialising in the technical track of SPM. He is also active in the theatre industry, she is currently studying the technical track in her spare and enjoy both stage and backstage work.

In the play, she plays a more of a jester who end up to be the ally, left to believe that his archer troops had won the war after being ambushed by an army. She plays an open-minded character who strongly believes in what she stands for.



**Krishnan Hilbert Sahagan (Soldier)**  
Krishnan is a Year 2 student specialising in the management track of SPM. She has been active in the acting & performing scene ever since she entered Republik. He is also a student ambassador.

In the play, she plays a more of a jester who end up to be the ally, left to believe that his archer troops had won the war after being ambushed by an army. She plays an open-minded character who strongly believes in what she stands for.



**Nur Anshaha**  
Anshaha is a Year 2 student specialising in the management track of SPM. She is passionate about theatre and even dreams of managing it one day.

In the play, she is a part of a comedy character who is a strong believer in both writing and telling the truth. As a reporter, he is passionate for the truth and reports about wrongs that are without them acknowledging. In this play, he will reveal the truth and share his story about what really happened during the war.



**Carissa Jamie Franco (Girl)**  
Carissa is a Year 2 student specialising in the management track of SPM. Active in the English theatre scene since secondary school, Carissa has performed at SPM, Epitaph Theatre by the Bay and Durian Centre as part of her back-to-theater Secondary School's various performances. She dreams of working in the film & theatre industry as a director or a casting manager in the future.

In the play, she is an innocent and naive teenage girl who has a passion for writing the truth. She would do ANYTHING for her country, and really, we mean ANYTHING.

Thanks to

Artistic Director	Corinne Chong Chua
Director	Claudia Jintana
Asst. Director	Krishnan Sahagan
Production Manager	Vernice Ong
Asst. Production Managers	Jean Ong Nur Anshah Nurhilda
Stage Manager	Intan Hannani
Asst. Stage Managers	Nur Afniah Seni Munirah Nur Fadzyanti
Set Designer	R. Vimira
Costume Designer	Sabrina Woon
Make-up Designer	Claudia Jintana
Lighting Designer	Khamis Ameenul
Sound Designer	Muhammad Ja'far Siddiq
Marketing & Collateral Head	Nicole Tan
Publicity Head	Nur Fatehah
Front-of-House Manager	Foo Yining
Ticketing Manager	Alwyn Lim
Front-of-House staff	Danish Said Xingra Low

\*refer to Annex G for the full, original copy

## Rehearsal Reports

\*refer to Annex H for the full, original copy



## Budget and Statement of accounts

FISHBONE PRODUCTIONS  
23 October 2015 to 11 February 2016  
Statement of Accounts

Operating Revenue		
Class Contribution		\$ 290.00
Late Coming Penalty		\$ 18.00
Lines Penalty		\$ 2.30
Games		\$ 5.00
Module Fundings		\$ 100.00
<b>Total Operating Revenue</b>		<b>\$ 415.30</b>
Operating Expenses		
Creative Team		
<u>Set</u>		
Pillow	\$ 40.00	
Construction	\$ 97.38	
Transportation (Set)	\$ 90.00	
Transportation (Wheelchair)	\$ 30.45	
	\$ 257.83	
<u>Costume</u>		
Materials	\$ 32.50	
Make Up	\$ 38.66	
	\$ 71.16	
<b>Creative Team Total</b>		<b>\$ 329</b>
Marketing Team		
Printings	\$ 77.10	
Tickets	\$ 6.00	
Miscellaneous	\$ 9.40	
<b>Marketing Team Total</b>		<b>\$ 92.50</b>
SM Team		
Flashlight	\$ 5.00	
<b>SM Team Total</b>		<b>\$ 5.00</b>
PM Team		
Photographer allowance	\$ 9.75	
Lanyard	\$ 19.50	
<b>PM Team Total</b>		<b>\$ 29.25</b>
<b>Total Expenses</b>		<b>\$ 456</b>
Other Income		
<u>Sponsorships</u>		
Pillow	\$ 40.00	
	\$ 40.00	
<b>Net Profit</b>		<b>\$ (0.44)</b>

*\*refer to Annex I for the full, original copy*

# **ANNEX**