Production Progress Report to Kelvin Management Committee

**For Management Committee** prior to each committee meeting during the progress of the production, so that it can be circulated to the Management Committee before the meeting)

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| **Play** |  |
| **Dates** |  |
| **Venue** |  |
| **Director** |  |
| **Production Manager** |  |
| **Status Report** |  |
| **Box Office** |  |
| **Casting** |  |
| **Production team** |  |
| **Risk Assessments/**  **Health & Safety** |  |
| **Rehearsals** |  |
| **Budget** |  |
| **Notes**: | |
| **Submitted by** |  |

Marketing:

|  |  |
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| **Leaflets** |  |
| **Publicity** |  |