

POLICY NUMBER: 300.0	DATE ADOPTED: 1/15/2019
POLICY TYPE: Production Committee	DATE AMENDED:

Accountability

The Chair of the Production Committee must be a board member in good standing and is appointed by and accountable to the Board. It is preferred that he/she has accomplished a Producer position within Ionia Community Theatre (ICT) in a past season. To maintain consistency and wellbeing for the good of ICT, he/she must not fulfil any other role within ICT during the term of the chair. It is recommended that the roles listed below be members of the committee.

The Chair will attend each regular Board meeting for reporting and consultation. By default the Board recognizes this chair as the Producer for all shows during the chair term. The chair must present an alternate Producer for any production if he/she is unable to fulfil the role for any reason.

The Board should seek to appoint members who, collectively:

- Are knowledgeable about theatre and the elements of production,
- Are sensitive to the needs of the cast and crew,
- Are able to work together in a way that generates creativity and energy,

Areas of Responsibility

- Season Producer for all shows and over sees the following
 - o Production budget
 - o Stage Manager – Ninjas
 - o Set Manager – Design, Construction, and Décor
 - o Properties Manager – Hand Props, Set Props, and Furniture Props
 - o Technology Manager – Lighting Design, Sound Design, Special Effects
 - o Costumes Manager – Warehouse coordination, Costume Design, Hair/Makeup

Pre-Auditions

1. Read the script thoroughly.
2. Obtain a copy of the contract (license to perform) from the Treasurer. Ensure royalties have been paid. Give a copy of the relevant sections to those in charge of publicity and program design.
3. Meet with the Director to discuss any special requirements including the desired format of the Audition Sheet. (Sample [Audition Sheet](#) on our website.) Ensure that the audition sheet includes a place to give permission for the use of photographs for publicity.

4. Insure the Promotion Committee Chair has given the press release to the media, webmaster.
5. In cooperation with Director begin to establish a budget. Download the **Production Budget Worksheet** on our website under 'Member Resources' – in three formats.
6. Download the [Production Expense Form](#) template on our website. Enter the play title at the top before printing.
7. Start the process of selecting heads of the departments listed above and **distribute job descriptions** found on the website.
8. Contact the Volunteer Coordinator to obtain list of members who have indicated preferred areas they would be willing to work on.
9. Meet with the House Committee Chair to discuss whether you or the HC Chair will be opening the venue for rehearsals and shows.
10. With the Director determine your role during auditions (e.g. greeting people, making coffee, giving out audition sheets).

Auditions

1. Make sure you have:
 - enough scripts on hand for auditions.
 - a good supply of audition sheets.
 - pens and pencils.
 - coffee, tea, juice or perhaps just water.
2. Distribute audition sheets to those who did not print from website. See that they are completed and given to the director prior to actor getting on stage to audition.
3. Take photo of each auditioner if director desires.
4. Ensure that all actors know the dates and times for which they must be committed, including festival dates if applicable.
5. See that scripts are all gathered up at the end of auditions.

After Auditions

1. Note those who were not cast but indicated willingness to work on crew.
2. Arrange with the webmaster for whoever will maintain the rehearsal schedule to have access to the Google Members' Calendar. (Usually the SM or Technical Producer) Cast and crew are told to refer to the calendar often on our website. The schedule should be updated there regularly.
3. Complete budget and present to Theatre Board as soon as possible.
4. Make cast and crew contact list and distribute.

5. Create a secret FaceBook group that must include all Board Members cast and crew. This makes contact quick and easy. Discuss with the director who will take lead on FaceBook communication. For those not on FaceBook, discuss with director who will communicate with them.
6. With Director, develop a schedule of deadlines for each manager role listed above. Ensure each item is entered into the Google Calendar on the website. Ensure that subsequent changes are also entered in the calendar as soon as possible.

Production Meetings

1. Call production meetings (other than committee meeting) as necessary or as desired by the Director. (Not all department heads will need to attend all meetings.) For instance a technical meeting, or costume discussion or fitting with cast.

Rehearsal Period

1. Attend some rehearsals and become familiar with the play.
2. Provide adequate help to all managers.
3. Update cast and crew contact lists as required and send a copy of each revision to everyone involved.
4. Keep track of and control all production expenditures with the cooperation of all managers and ensure costs remain within budget.
5. Pass all bills and Production Expense forms to the Treasurer as you sign them, at least once a week.
6. Ensure all deadlines as set out in the production schedule are being met.
7. Arrange with the House Manager for the play title and dates to be posted at the venue.
8. Distribute blank [Bio Worksheets](#) to the cast about half way through the rehearsal period. These can be found in on our website.
9. Proofread the poster carefully before it goes to the printer. Check that all information required by the contract is included in the required form and font sizes.
10. Arrange for publicity photos to take place during Tech Week. Insure action photos are taken of rehearsal of all cast and crew as well as a group photo of the entire group. Arrange with House Committee to insure photos are ready for Foyer display. Arrange with Webmaster that photos be added to website.
11. Check for the correct spelling of names as well as the list of people who helped in each department, for program and publicity purposes. Insure these lists are given to the House Committee.

12. During Tech Week, prepare and distribute cast and crew ONE complimentary tickets to cast and crew.
13. Arrange for the Artistic Committee to make small cards for use as handouts to cast and crew and retail counters.

Run

1. In discussion with the Director and Stage Manager, arrange for an audience for dress rehearsal or sooner if required.
2. Ensure that tickets sales are going well. More publicity might be needed if things are slow,
3. Check with crew for all outstanding bills.
4. By the close of the show, ensure a program and a poster from the show has been given to the Warehouse Manager for historical preservation.
5. Start planning cast party at least two weeks prior to start of tech week and inform cast and crew of party detail during Tech Week.
6. Set a date and time for striking the set with the Director and Stage Manager. Decide who is going to communicate this to the cast and tech crew.

Strike

1. Be present for the strike. Collect any available scripts.
2. Using the [Post-production Checklist](#) ensure that all your managers have restored the theatre to its proper state. Do a walkabout with all managers, House Committee Chair and Venue Manager to ensure that all is as it should be.
3. Submit final report to the secretary.