



# Handbook of Policies, Procedures and Protocol

Major Responsibilities of Production & Technical Staff for any Given Production

**(Please note: not every show requires all the positions listed below)**

**Board of Directors:**

1. Selects production
2. Selects director
3. Resolves any problems/conflicts
4. Handles ticket sales and sponsorships
5. Oversees refreshments during intermission

**Show Director:**

1. Develops proposed show budget for Board approval
2. Responsible for decisions concerning all aspects of the current production
3. Accountable to Board of Directors
4. Recognizes all participants (on or off stage) following the production

**Assistant Director:**

1. Selected by Show Director
2. In charge of production in the absence of Show Director
3. Responsible for such other activities as assigned by Show Director

**Music Director:**

1. Assists Show Director in cast selection
2. Co-ordinates choral parts and solos, including transposition if necessary
3. Co-ordinates with Show Director in scheduling music rehearsals
4. Selects/obtains pre-show, intermission and post-show music
5. Performs any other duties as assigned by Show Director

**Choreographer:**

1. Assists the Show Director and Music Director in cast selection
2. Designs and rehearses dance numbers

### **Publicity Chairperson:**

1. Responsible for all pre-show publicity through available media and websites
2. Co-ordinates with Show Director as to timing of press releases
3. Arranges for cast pictures to accompany news releases
4. Co-ordinates with Program Chairperson to ensure a cohesive look between program and publicity
5. Obtains and displays banner(s) if available

### **Program/Poster Designer:**

1. Prepares the show program to include: cover design, selection of content, cast and crew bios/pictures
2. Co-ordinates with Publicity Chairperson to ensure cohesive look of program cover and poster design
3. Co-ordinates with Show Director for final approval of programs/posters
4. Copies programs/posters/flyers for distribution
5. Designs and completes bulletin board, if available

### **Stage Manager:**

1. Responsible for all set changes and obtaining crew, if necessary, for same
2. Obtains props , sets up and maintains prop tables throughout rehearsals and shows
3. Can appoint an assistant Stage Manager, if needed
4. Handles backstage emergencies, as they occur
5. Sees that stage and backstage areas are swept and cleaned prior to and following performances
6. Communicates with light/sound personnel for cues
7. Holds book during performances, if requested by Show Director
8. Has authority to say “no” to cast/crew or refer them to Show Director
9. Such other responsibilities as may be assigned by Show Director

### **Lighting/Sound Director:**

1. Responsible for setting the lights, obtaining sound effects and operation of same

2. Recording of musical interludes may be required unless provided by the Musical Director
3. Conducts sound and lighting checks prior to each performance
4. Attends rehearsals as designated by the Show Director

**Construction Director:**

1. Responsible for designing set in conjunction with the Show Director
2. Oversees the building/creation of the set
3. Supervises the set strike and storage of set pieces after the show closes

**Make-Up Chairperson:**

1. Responsible for designing any character make-up
2. Responsible for assisting individual cast members with their make-up
3. Confers with Show Director to determine specific needs for the show
4. At least two weeks prior to opening night, checks inventory of existing make-up and supplies and obtains necessary replacements

**Costume Chairperson:**

1. Responsible for conferring with Show Director for specific needs for the show
2. Consults with actors to determine what they can provide in the way of costumes and accessories
3. Ensures that costumes and accessories are returned following a show as described in the costume policy

**Ticket Sales Chairman:**

**One Month Prior to Show**

1. Obtain tickets and a copy of the house format (one copy for each show) from the treasurer.
2. Work with the Publicity director to get information out about the show.
3. Begin making phone calls to interested people on the “Call List.”
4. Begin selling tickets, following procedure listed below.

### **Actual Sale of Tickets**

1. Tickets will be colored coded according to the individual performance.
2. Each ticket must be labeled with a row and seat number (you’ll write this on the ticket when you sell it.)
3. When you sell a ticket, mark the seat as sold by placing an X across the actual seat on the specific date.
4. DO NOT GIVE **ANYONE** ANY TICKETS UNLESS THEY GIVE YOU THE MONEY FOR THE TICKET(S).
5. We accept cash and personal checks made out to New Kent High School, with StageHands on the notation line. Turn money in to the treasurer on a regular basis.

### **NIGHT of the Performance**

1. Place a table and two chairs under the bulletin board at the door to the auditorium.
2. The treasurer will give you change for the evening.
3. Know where things are located:
  - a. Restrooms—up the stairs and to the left.
  - b. Handicapped entrance—down the hallway to your right (if you are sitting at the table). This should be unlocked prior to opening the doors.
  - c. Waiting area—up the stairs and to the right there are benches where patrons can wait.
4. The theatre door is opened when the director comes to you and says the door is open—do not allow anyone into the auditorium.
5. Everyone who enters the auditorium must have a ticket—even children. There is **not** a reduced ticket price for them.
6. Hold onto the money box and extra tickets until the treasurer asks for them. Do **not** give them to someone to hold.

### **Costumes, Props and Accessories Protocol:**

StageHands will furnish costumes for individual shows whenever possible. Since storage is limited, cast members may have to furnish/obtain all or part of their own costumes and accessories. If this presents a financial hardship, the actor should please speak to a Board member.

All costumes and accessories must be approved by the Show Director prior to opening night. Once approved, no changes should be made without the Show Director's permission.

At the end of a given show, costumes and accessories that belong to StageHands must be returned cleaned and in good repair, within two weeks of closing.

Donations of costumes, accessories and props can only be accepted by Board approval due to our limited storage.

Cast and crew members may be asked to help procure or furnish props for any given show.

## **Theatre Etiquette**

### **Attendance:**

Actors and crew members should arrive on time for every assigned rehearsal and performance. Each should carry contact numbers to alert the Show Director or other participant of late arrival or emergency absence.

Actors and Crew members are expected to participate in set building and set strikes.

Guests or family members of cast or crew should not attend rehearsals without the express permission of the Show Director. If granted, the guest or family member should refrain from interacting with actors or crew or causing any type of distraction.

**Conduct:**

Cast and crew members are expected to treat each other with respect. They should especially refrain from talking backstage or when directions are being given by anyone in charge.

Negative feelings or remarks should be channeled to the Show Director or a Board of Directors' member.

Cast is sequestered prior to performance and should not appear before the public in costume/make-up until after the show.

Drinking alcohol or taking any medication that can impact performance is strictly prohibited.

Only water is permitted in the dressing rooms or backstage areas.

Everyone is expected to put away costumes, props, make-up, personal belongings etc. and clean all areas before leaving.

Actors don't change, add or delete words in the script without the Show Director's express permission.

Actors don't alter or change their props, costumes, make-up or hairstyles.

Neither actors nor crew members should “fool” with props, sets, set pieces, light or sound equipment.

Actors are expected to learn lines quickly and follow the schedule as to when scripts are no longer allowed on stage.