

The Strollers

Community Theatre Since 1932

Producer 2014 - 2015

GUIDELINES

1. Provide copies of script to production crew who require them (costumes, props, lights, etc.)
2. Appoint production crew: tech, costumes, props, lighting, make-up, sound, house. Yearly chairpersons may have already contacted people to head committees for a particular show, so contact them first.
3. Coordinate with Director to set production meeting to include Director, Set Designer, all production crew. Budgets, job descriptions, and a rehearsal schedule should be handed out at this meeting as well as tax exempt forms and expense vouchers. (Our tax exempt number is 237321623). Explanation of reimbursement procedures should be given.
4. Assist Stage Manager in setting up and coordinating auditions. Organize BCC keys for Director/Stage Manager.
5. Contact membership chair to coordinate applications and dues from all new cast members.
6. Check with all production crew to make sure running crews are in place. Coordinate with Box Office and Publicity as needed. Coordinate with Producer House Chairperson for headshots to be taken and arrange in lobby display.
7. Coordinate and arrange for cleaning service to enter building the Friday morning of opening night.
8. Arrange for Set-up Saturday luncheon. Have e-blast and phone chain remind membership to come. Coordinate Tryout Editor and Social Media to include dates of set-up, party, and strike in newsletter and on FB, Twitter and Website.

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9. Sign off and forward production expense vouchers to treasurer. Keep your own running tab of expenses for show. Attend as many dress rehearsals and performances as possible, being prepared to be helpful in any way needed.
10. Coordinate Strike with Production Director. Again have phone chain and/or e-mail blast remind membership.
11. Give committee head copies of guidelines at production meeting. Oversee all committee budgets.
12. Attend all dress rehearsals and performances, or, if need be, appoint a responsible substitute. Be prepared to assist in any way.