



*The Walpole*  
*Footlighters*  
Membership Handbook

# The Walpole Footlighters

Welcome to the Walpole Footlighters and thank you for your commitment to community theater. To better acquaint you with the theater and the organization, we have compiled this Handbook. We hope that it answers many of the questions that you may have regarding your responsibilities as a member as well as the organizational structure of the theater. If you do have other questions, please contact the Member-At-Large or any Board member.

Special thanks to the many individuals that provided content and reviewed this edition and previous editions of this Handbook.

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## Table of Contents

About The Theater .....	2
Theater Philosophy .....	2
Membership Privileges.....	2
Ticket Policies .....	3
Waiver of Injury .....	4
Governance.....	4
Production Tasks .....	6
House Rules.....	7
Expenditures and Reimbursement .....	7
Theater/Box Office Telephone Use .....	7
Job Responsibilities .....	8
<i>Board of Directors</i> .....	8
<i>Ongoing Positions</i> .....	12
<i>Production Positions</i> .....	13

## **About The Theater**

Did you know that the Walpole Footlighters is one of the oldest community theaters in the country?

The theater was organized in 1924 by a group fondly called “The Original Thirteen” with a production of *The Dover Road* in the Walpole Town Hall. In 1939, the Footlighters secured permission to use the Lewis Barn, which was located on East Street, as a theater. “The Barn” was our home for the next twenty years until 1959. With the efforts of John Goss, whose portrait hangs in the lobby of the theater, the generosity of Mr. Charles Sumner Bird, and the great support of many patrons, members, and friends, the warehouse on Scout Road was transformed into our present Footlighter Playhouse. We are one of the few non-professional theater groups in the country that can say, “We own our own theater!”

We have continued to make improvements to our playhouse. In the last five years, we have replaced the roof, added additional insulation and air-conditioning, rewired the electrical system, added a computerized lighting board and sound equipment, and upgraded the computer systems.

## **Theater Philosophy**

The goal of the Walpole Footlighters is to produce quality theater on a continuing basis as an all-volunteer organization and to encourage participation from theater enthusiasts from the surrounding communities.

## **Membership Privileges**

Members enjoy many privileges, the most important of which is the right to vote for officers and on issues that affect the organization. Paid members receive newsletters and frequent mailings detailing upcoming auditions, workshops, general meetings and social gatherings. Members are also eligible for discounted admission.

### ***Membership Responsibilities and Participation***

Anyone who wishes to be involved in the Footlighters and is over 18 or out of high school is welcome. Younger community members may participate with the permission of their parent(s) or guardian(s). Newcomers are encouraged to participate on stage and backstage. We welcome thespians of all kinds—young and old, experienced and novice.

Community theater involves a great deal of work in a variety of areas. Sets, props, costumes, sound, lighting, box office, publicity, posters, programs, and front of house staff are all essential to a production. The Footlighters also have to maintain the playhouse.

Of course, every show requires actors. However, we often have many more people who wish to act than we have roles. The organization works because many of these people are dedicated to the theater and they participate in other areas when they are not performing. All members will be called when help is needed and members are expected to help out where they can.

Everyone who participates in Footlighter activities is expected to treat the theater and all who enter with respect.

### ***Membership Dues***

The Footlighter season begins in August and ends in May. Dues for renewing members are payable any time after June and must be paid by October 15.

If you are participating in a production for the first time, you are eligible for membership and your membership is required for the season. Dues are collected by the Membership Secretary or the Member-At-Large during the production.

Dues are used to offset the cost of membership mailings. They are currently set at \$10 per person for the season. All family members residing at the same address can join for \$15.

### ***Life Members***

Many generous people have assisted the Footlighters over the years. In our early days on Scout Road, several patrons and members contributed monetarily to the theater to ensure its success. In 1958, one could become a Life Member or a Life Patron. There is a plaque in the lobby at the theater that lists the names of these generous people. Many of the original contributors are now gone, but we are still honored to have several Life Members and Life Patrons with us. Life Members receive all the privileges of regular membership and are not required to pay annual membership dues. Life Patrons receive a season subscription each year.

## **Ticket Policies**

### ***Reserved Seating Tickets***

Reserved seating tickets are currently \$15. Groups of 10 or more are \$12 each. There are no refunds or exchanges on reserved seating tickets. All tickets must be paid in advance. The Box Office will not hold tickets without payment. Payment may be made by credit card (Master/Visa), check, or cash.

Tickets are sold through the Box Office line (508-668-8446), through the mail, or online at our web site at <http://www.footlighters.com>.

### ***Season Tickets***

Season tickets prices are determined by the Board of Directors. Current prices are available on our web site. These include reserved seats to all selected productions. We also offer a FlexTicket, which gives three admissions to be used for any performance or combination of performances.

Season tickets for a particular performance may be exchanged for another performance date by returning the ticket(s) to the Box Office up to one week before the production's opening night. Tickets may be returned by mail or in person. The new tickets will be held at the Box Office for pickup on the night of the exchange.

### ***Complimentary Ticket Policies***

Anyone who works on a production backstage or in performance is entitled to one (1) complimentary ticket. This ticket may be used by the person who works on the show or may be designated for someone else's use. The ticket must be reserved through the Box Office and seating is subject to availability. Ushers, ticket takers, and parking lot attendants are not eligible for a complimentary ticket.

### ***Member Discounts***

Paid members in good standing are eligible to purchase two (2) tickets for each production at the group rate of \$12. Member discount tickets must be purchased through the Box Office and seating is subject to availability.

The Footlighters is also a member of Stage Source. A limited number of Stage Source Circle of Friends cards are available from the Member-At-Large every year. The Circle of Friends card enables the bearer to purchase two-for-one tickets at other member theaters.

## **Waiver of Injury**

All participants in a Footlighter event other than a social event are required to sign a liability waiver. Waivers are available from the Member-At-Large and are required of all those auditioning for productions. Anyone who does not sign a release form will not be allowed to participate in any activity on theater property.

## **Governance**

### ***Board of Directors***

The Walpole Footlighters is incorporated with the State of Massachusetts and is governed by a Board of Directors. The members of the Board are nominated and elected by the general membership, with the exception of the Play Committee Chair, who is elected by the members of the Play Committee. The Board is currently comprised of the following members:

President	Vice President
Secretary	Treasurer
Public Relations Manager	Activities Manager
Business Manager	House Manager
Subscriptions Manager	Box Office Manager
Play Committee Chair	Member-At-Large
Newsletter Editor	

Members of the Board of Directors must:

- Submit a budget at the August meeting
- Submit a final report at the June meeting
- Attend all General and Board meetings

### **Board of Director Meetings**

The Board of Directors meets once a month from September to June, usually at the theater. Meetings are announced in the newsletter and on the Footlighters web site. At each meeting, Board members are required to submit a report of the progress of activities in their respective job assignments. The Board also approves or disapproves expenditures for the improvement of the theater's physical plant and to conduct general business activities. Board meetings are open to the public. Any member is welcome to observe a Board meeting.

### ***Membership Activities***

#### **General Meetings**

The general membership meets to conduct business regularly. The By-Laws require an annual meeting (see below). Any activity that requires a vote by the membership is scheduled at these times. The membership meeting is a time for all members to discuss the business of the theater, share information, and socialize. All members are encouraged to attend. According to our bylaws, a quorum of twenty percent of the membership must be present to conduct official business. Each membership meeting begins with Board of Director reports to the membership, followed by any business that the general membership wishes to conduct. The agenda for the meeting is posted in the newsletter or mailed to the membership before the meeting.

#### **Annual Meeting**

The Annual Meeting is held each June. The purpose of the meeting is for the general membership to vote on the proposed slate of officers and committee members submitted by the nominating committee. At the Annual Meeting, the membership also concludes business of the Footlighters for the season. The Annual Meeting is usually an outdoor social event as well.

## Spring Cleanup

Each spring, after the final show closes, a thorough cleanup of the theater is scheduled. The Vice President is responsible for planning the cleanup. All members are encouraged to help sometime during this event.

## Activities and Workshops

Social events are scheduled throughout the season to give members an opportunity to get together without the pressures of working on a production. Typically, the Footlighters host a party in January and one at the Annual Meeting in June. The Activities Chair is responsible for scheduling and organizing social events.

Workshops provide members the opportunity to participate in a production or reading or for teaching theater skills outside the regularly scheduled season. The Activities Chair is responsible for scheduling workshops. Members who are interested in conducting a workshop or directing a workshop production should see the Activities Chair.

## **Committees**

The Walpole Footlighters has two standing committees, the Play Selection Committee and the Nominating Committee.

### Play Committee

The Play Committee is made up of five members who are elected for rotating terms of two years. The candidates for committee members are selected by the Nominating Committee and elected by the general membership at the Annual Meeting. The committee members elect the Play Committee chair from their ranks; traditionally, it is one of the continuing members of the committee.

The Play Committee is responsible for reading scripts submitted by the membership and selecting the next season. The Committee must announce the next season, with alternates, by March 15 of each year.

The Play Committee is also responsible for selecting directors for the upcoming season. The Play Committee notifies all potential directors of the season selection and the deadline for indicating interest in directing. If needed, the Play Committee may ask for a written proposal or request an interview with potential directors to help them make their decision.

*Note: The Play Committee is no longer required to attend auditions nor do its members participate in casting decisions. Play Committee members may audition without conflict of interest.*

### Nominating Committee

The Nominating Committee convenes to select a slate of potential officers. The slate is presented to the membership for election at the Annual Meeting. The Nominating Committee may also be convened if a board member resigns and must be replaced. The chair of the Nominating Committee is the Member-At-Large.

### Other Committees

Other ad hoc committees may be established by the Board of Directors as needed.

## ***Membership Representation***

The general membership is represented on the board by the Member-At-Large. If you have any question or comment that you would like to bring to the Board's attention, please notify the Member-At-Large.

## **Production Tasks**

The regular season productions are the Footlighters' product and are what keeps us in business. To do this, help in many areas is essential.

## ***Performance***

All auditions are open to members and non-members. Everyone is encouraged to audition. Pre-casting is strongly discouraged. If a director has decided to pre-cast a role, it will be announced in all audition notices.

Casting is the prerogative of the director and his or her staff. Casting should reflect the best choice of acting talent appropriate to the show and the ensemble. If there are two actors of equal qualifications, the director may give preference to candidates who have made previous non-acting contributions to the organization.

Everyone in the cast is required to join the Footlighters for the current season by paying membership dues.

## ***Design***

There are multiple opportunities for set and lighting design during the season. If a designer has not worked with the Footlighters previously, her or she may be asked to work with one of our established designers to become familiar with the theater and the facilities that are available.

## ***Directing***

Directors are selected by the Play Committee after the season has been announced. A director may be asked to submit a brief written proposal or have an interview with the committee. If a director has not worked with the Footlighters before, the Play Committee may recommend that he or she act as Assistant Director with one of our established directors to become familiar with the theater and the facilities that are available.

## ***Backstage***

Before the production opens, the Production Manager is responsible for recruiting backstage staff and seeing that all production activities occur on schedule. During performances, the Stage Manager is in charge of the backstage area. There are many opportunities during each show to participate backstage. Check with the current production manager.

## ***Set Strike***

Set strike occurs on the Sunday or Monday following the final performance of a show. Everyone involved in a production, on and off stage, is expected to participate in set strike. Many hands make light work! Strike is called by the Production Manager. At the end of the strike, the theater should be ready for work on the next production to begin.

## ***Front of House***

Front of House staff includes ushers, ticket takers, parking attendants, and box office staff. Ushers and ticket takers also act as concessionaires during the intermission and are responsible for picking up the theater after the show is over. Ushers and ticket takers are recruited and managed by the Head Usher.

## **House Rules**

For your health and safety, it is important to keep the house in good order at all times. Tools must be returned to their assigned locations when not in use. Do not handle any equipment unless you are familiar with it.

The Footlighters does not have a janitor on staff, so everyone needs to pitch in to keep the premises clean. Trash baskets and other waste containers must be kept in order and emptied when they are full. Because the theater is on the edge of the woods, food left out will attract vermin. Food should not be left in the open; seal it and put it in the refrigerator or throw it away in the dumpster outside the stage left door.

The Footlighters is a non-smoking facility. Smoking is only allowed outside the building. There are sand buckets outside each door for cigarette disposal.

The sinks in the dressing rooms are old and the drains do not work well. Do not wash anything down the drain that is thicker than coffee. Food or paint will clog the drains. Painting tools should be cleaned in the sink by the oil tanks.

If you are involved in construction for a show, please see the Master Carpenter or the Production Manager before purchasing new construction materials. We have a good stock of lumber and other materials backstage and under the stage. It is often possible to build much of a set from stock.

If you notice a particular area of the theater in need of special care, please contact the House Manager.

## **Expenditures and Reimbursement**

During the course of a production, it is sometimes necessary for individuals to purchase materials out of pocket. All purchases should be authorized by the director or production manager prior to purchase.

The Walpole Footlighters is a non-profit corporation and has a State Tax Exempt certificate. This certificate is usually required to make a purchase without paying state sales tax. We also have charge accounts with several vendors in the community. If you are required to purchase materials and you are not familiar with the vendor list or you need a copy of the State Tax Exempt certificate, please contact the Treasurer before making a purchase.

To obtain reimbursement for production expenses, submit a complete receipt for the purchase to the production manager, who will sign the receipt and submit it to the treasurer. Business expenses may be submitted directly to the Treasurer. The Treasurer will not reimburse sales tax because a State Tax Exempt certificate was not used. All materials reimbursed become property of the Walpole Footlighters.

## **Theater/Box Office Telephone Use**

Theater: 508-668-7918 to reach someone on theater property  
Box Office: 508-668-8446 to reserve tickets

The telephones in the theater are for incoming calls and local area dialing. If you need to make a long distance call from the lobby or backstage phone, you must call the party collect or use a personal calling card.

Outgoing calls are not permitted from the box office phone.

Any long distance calls made from the theater that are not related to theater business must be reimbursed to Walpole Footlighters, Inc., within thirty (30) days, pursuant to Article VII, Section 1 of the Bylaws.

## **Job Responsibilities**

The following is a synopsis of various job descriptions. Complete job descriptions are available from the Vice President.

### ***Board of Directors***

All terms on the Board of Directors are for one year.

#### **President**

The duties of the President are:

- To preside over all General and Board Meetings
- To serve the Board and General Membership in the best interests of the Footlighters

The President is responsible for scheduling all meetings and presiding over all general and board meetings. The President prepares, with the Board, the calendar of events. The President also serves in a non-voting capacity on the Play Committee and the Nominating Committee.

#### **Vice President**

The duties of the Vice President are:

- To preside over all General and Board Meetings if the President is absent
- To act on behalf of the President when necessary
- To carry out special duties as delegated by the President
- To serve as the Archivist for the Footlighters
- To serve as Chairperson of the annual cleanup

The Vice President is responsible for maintaining and filing all photos, articles, etc., pertinent to the Footlighters, especially the photos, programs, articles, and other relevant materials for each production. The Vice President organizes the annual cleanup of the theater and the surrounding grounds in the spring.

The Vice President distributes job descriptions and by-laws to all new board members and committee chairpersons. The Vice President is responsible for updating job descriptions as necessary and maintaining legal waiver of injury forms on file.

#### **Secretary**

The duties of the Secretary are

- To keep the mailing list up to date, including status of dues-paying members
- To mail notices to members and the mailing list during the year
- To take minutes at Board of Directors meetings and distribute them to Board members
- To take minutes at general meetings and distribute them to members and the newsletter editor
- To conduct general correspondence

The Secretary is responsible for tracking payment of membership dues and updating membership status on the mailing list. The Secretary is responsible for delivering an up-to-date membership list to the membership, the Board, and the Newsletter Editor after dues are paid on October 15.

The Secretary is also responsible for mailing meeting notices to the Board and to the general membership as well as audition notices.

**The position of Secretary requires computer skills (basic word processing and database updates).**

## Treasurer

The duties of the Treasurer are:

- To submit a master budget after Board members have submitted their department budgets
- To keep all Footlighters financial records
- To pay all bills as authorized, including member reimbursements
- To file all tax forms at the appropriate deadlines
- To prepare a financial report for each production
- To report a current balance sheet to the Board at each meeting
- To make all deposits, including dues
- To prepare the end-of-year statements for audit

The Treasurer is responsible for keeping all financial records, making appropriate deposits and payments, and tracking expenses for each production. The Treasurer is the point of contact with the banks and the accountant. The Treasurer is responsible for tax preparation and payment. The Treasurer is also responsible for collecting the mail from the post office box in Walpole and routing it to the appropriate people without undue delay. The Treasurer works with the Subscriptions Manager and the Box Office Manager to audit receivables for subscription sales and ticket sales.

**The position of Treasurer requires computer skills (spreadsheet) and basic accounting skills.**

## Business Manager

The duties of the Business Manager are:

- To ensure proper insurance coverage for the theater
- To work with the Treasurer to prepare tax forms
- To review all aspects of business procedures, policies, financial reports
- To make recommendations to the Board as needed on above
- To file grant applications and grant-related filings
- To obtain all permits and certifications necessary for business operations

The Business Manager is responsible for obtaining and paying for permits, certifications, licenses, and taxes as necessary to ensure that the corporation continues to function. The Business Manager handles all affairs and relationships pertinent to local, state, and federal government. The Business Manager also oversees projects as designated by the Board and oversees the preparation of grant applications and grant-related documents.

## House Manager

The duties of the House Manager are:

- To ensure that all building maintenance, repairs, and grounds work are done
- To order all general supplies (paper products, office supplies, stock refreshments) for the theater

The House Manager is responsible for building maintenance and repair, including heating, fire extinguishers, emergency lights, electrical and plumbing repair, trash removal, grounds-keeping, snow removal, and floor maintenance. The House Manager orders all stock supplies and makes

sure that the stocks do not run out. Other responsibilities include arranging for house cleaning before each production, instructing the directors on housekeeping procedures, receive non-costume related donations, and making sure that the premises are presentable for all public functions. The House Manager is also responsible for hiring a parking attendant for each performance.

## Public Relations Manager

The duties of the Public Relations Manager are:

- To provide all media (newspapers, cable TV, radio, web sites, etc.) with notices of upcoming theater productions, auditions, newsworthy events, and advertising
- To write press releases
- To contract a photographer for head and lobby shots as needed
- To coordinate photo shoots and photo display in the lobby
- To arrange for reviewers' tickets for each production

The Publicity Manager is responsible for developing and distributing all publicity for every production and for general theater activities. Audition notices, calendar events, pre-show publicity with photographs, and general news articles are part of the regular publicity events. The Publicity Manager is also responsible for ordering all advertising, including posters, flyers, or mailers, for all productions and for arranging media interviews. The Publicity Manager is also the spokesperson for the Walpole Footlighters, Inc., with the approval of the President and the Board of Directors.

## Subscriptions Manager

The duties of the Subscriptions Manager are:

- To supervise the development and printing of the season brochure
- To order ticket stock for the upcoming season
- To mail the season brochure to the complete mailing list
- To process all subscription orders and seating assignments
- To mail subscription tickets to subscribers
- To update the subscriber list as required
- To report to the treasurer current subscription sales

The Subscriptions Manager supervises the development and printing of the season brochure and mails it to all patrons. The Subscription Manager is also responsible for revising and printing the information letter and exchange information for subscribers. At the start of the season, the Subscriptions Manager sets up the season in the box office software. All sales are tracked through the software. Regular reports to the Board and the Treasurer are required.

**The position of Subscriptions Manager requires computer skills (word processing, database updates), basic accounting skills, and customer relations.**

## Box Office Manager

The duties of the Box Office Manager are:

- To process all orders for reserved seating tickets for each production
- To keep the outgoing message on the box office line up-to-date
- To process all credit card transactions for reserved ticket orders
- To process all exchange requests from season subscribers
- To respond to all box office inquiries
- To report to the Board on ticket sales regularly
- To report to the treasurer current ticket sales

The Box Office Manager is responsible for processing all non-subscription ticket orders throughout the season. All ticket sales are processed through the box office software. The Box

Office Manager is responsible for ensuring that new patrons are added to the mailing list, that all sales records in the computer are up-to-date, and that all orders are processed correctly. The Box Office Manager is also responsible for making sure that all ticket orders are delivered to the Box Office on performance nights and that the Box Office is staffed. The Box Office Manager processes all credit card orders and provides regular reports on credit card transactions to the Treasurer.

**The position of Box Office Manager requires computer skills (word processing, database updates), basic accounting skills, and customer relations.**

## Activities Manager

The duties of the Activities Manager are:

- To plan the social activities (e.g., parties, annual picnic)
- To arrange workshops if the membership requests them
- To provide the secretary, public relations manager, newsletter editor, and webmaster with notices for social activities and workshops
- To provide to the secretary the names and addresses of all newcomers that have worked on a workshop

The Activities Manager organizes the social activities with Board approval. Responsibilities may include setting a budget, scheduling the event, arranging for a venue, and determining the fee for members, if any. For the annual picnic and general meeting, the Activities Manager is responsible for setting a date, arranging for the location, enlisting the help of the membership to provide part or all of the menu, and arranging a cleanup committee. Typically, there is a holiday party in January and the annual picnic in June.

The Activities Manager is also responsible for scheduling any workshops or classes approved by the Board or requested by the membership. Responsibilities may include arranging the date, arranging the opening and closing of the theater, coordinating workshops with the current director and production manager, providing notices to the secretary, the publicity manager, the newsletter editor, and the webmaster, and arranging for refreshments if needed.

## Play Committee Chair

The duties of the Play Committee Chair are:

- To chair the play committee: call meetings, manage the play reviews, manage the season selection process
- To order play scripts for consideration by the play committee
- To obtain performance rights for all plays selected for the season
- To select directors for the upcoming season in conjunction with the play committee

The Play Committee Chair is responsible for chairing the Play Committee, which reviews plays submitted by directors and members and selects the upcoming season. The Play Committee consists of four members who serve for two-year terms. The Play Committee Chair orders all scripts, organizes the review process, tracks review results, and chairs the meetings of the committee. The Play Committee Chair also contacts directors for submissions and solicits director applications once the season has been selected.

During the season, the Play Committee Chair is responsible for obtaining all performance rights and ordering scripts for cast and production heads. The Play Committee Chair also attends auditions, ensures that sufficient audition forms and waivers are available, and provides assistance to the director if necessary.

## Member-At-Large

The duties of the Member-At-Large are:

- To be the primary liaison between the general membership and the Board of Directors

- To arrange for collection of all information for the show programs, flyers, and posters
- To arrange for design and printing of show programs, flyers, and posters
- To serve as the delegate to other theater associations and groups

The Member-at-Large is responsible for collecting all advertising, updated backers lists, cast and crew biographies, and production lists for the production programs. This shall be given to the program designer for layout if the Member-at-Large is not doing the design and layout. The Member-at-Large should also be actively seeking out good printing services at reasonable cost and may put all the program-related printing out to bid. The Member-at-Large may work with the Publicity Manager to print and distribute flyers and posters.

The Member-at-Large is the primary liaison between the general membership and the Board of Directors. The Member-at-Large is responsible for contacting any new members who join with each production, collecting dues and personal contact information, and distributing the membership handbook. The dues are remitted to the Treasurer; the contact information is given to the Secretary and the Newsletter Editor. The Member-at-Large is responsible for convening and chairing a Nominating Committee each spring to nominate candidates for open board positions.

## Newsletter Editor

The duties of the Newsletter Editor are:

- To write and design the newsletters for the general membership and the subscribers
- To solicit contributions for the newsletters from members of the Board of Directors, production staff, and other members
- To obtain price quotes from printers and to select the best printer and price for the newsletters
- To set the schedule for newsletter deadlines and mailings
- To mail the newsletters to the appropriate groups

The Newsletter Editor is responsible for producing the membership newsletter, *Footnotes*, and the subscriber newsletter, *Curtain Up!*. Both newsletters are currently published on a quarterly basis. The Newsletter Editor is responsible for soliciting content from members of the Board of Directors and other members, editing it for standard English usage, and producing electronic or camera-ready copy for printing. The Newsletter Editor is also responsible for mailing the newsletters on a regular schedule.

**Note: The position of Newsletter Editor requires computer skills (word processing, Quark), design and layout experience, and desktop publishing skills. The Editor must also become familiar with bulk mail regulations.**

## ***Ongoing Positions***

The following lists the descriptions of some of the other positions that are available on an annual basis.

### Webmaster

The webmaster shall

- Administer and update the Footlighters web site on a timely basis
- Evaluate hosting services and third-party tools
- Be responsible for testing the site on a regular basis
- Provide site and log reports to the Board when requested
- Maintain the online store
- Issue and administer user accounts and email accounts
- Be responsible for the overall design and site map

## Costume Caretaker

The costume caretaker shall

- Maintain the costume loft in good order
- Oversee the return of all costumes to their proper places and tag production costumes
- Receive all costume donations and determine usefulness

## ***Production Positions***

The following positions are filled for each production from the membership.

### Director

The director shall

- Cast the show from those who audition
- Schedule rehearsals for the entire production
- Provide a complete cast list to the membership secretary, the publicity manager, and the box office manager
- Work with the production manager to fill all production positions
- Develop a production budget with the production manager
- Be responsible for the artistic vision of the production
- Work with the publicity manager to provide information or schedule media appearances and photography
- Be responsible for securing the theater after rehearsals

### Production Manager

The production manager shall

- Be responsible for the production budget
- Process all production expenses and submit receipts to the Treasurer
- Fill all necessary production positions with the approval of the director
- Secure waiver of injury forms from all people involved with the production
- Provide the membership secretary with the names of all newcomers
- Coordinate the cast party

### Set Designer

The set designer shall

- Work with the director and the lighting designer to produce an appropriate set design
- Work with the master carpenter to achieve the design

### Lighting Designer

The lighting designer shall

- Work with the set designer and the director to achieve an appropriate lighting design
- Supervise hanging and setting of lights
- Attend all technical rehearsals
- Train lighting technicians in the lighting plot for the production
- Work out a schedule with lighting technicians for rehearsals and performances
- Familiarize the light crew with emergency lighting
- Notify house manager of any questionable wiring/plugs for replacement

### Master Carpenter

The master carpenter shall

- Supervise the construction of the set in accordance with the plan provided by the set designer and director
- Set up a schedule for construction of the set

- Set up a crew schedule with the production manager for set construction
- Procure necessary materials for construction according to budget
- Supervise strike to ensure all materials are recycled if possible

## Props Chair

The props chair shall

- Work with the director and production manager to achieve the desired set dressing for the production
- Work with a props committee to acquire the appropriate props
- Work with the props committee to identify props from stock that are appropriate
- Be responsible for the props table
- Establish a props plot
- Schedule props crew and/or stagehands to work all technical rehearsals, dress rehearsals, and performances
- Return all props to their proper locations or owners at the close of the production and tag stock props

## Stage Manager

The stage manager shall

- Be responsible for all aspects of performance during dress rehearsals and performances
- Instruct all cast and crew in the location and use of fire extinguishers and the location of all emergency exits
- Attend all dress and technical rehearsals and any other rehearsals the director considers necessary
- Be responsible for securing the theater after performances

## Head Usher

The head usher shall

- Ensure that the lobby runs smoothly during the production
- See that all patrons are satisfactorily seated
- Schedule ushers and a ticket taker to cover each night of a production
- Arrange for and prepare refreshments for intermission
- With the ushers, pick up trash from the house and lobby after the performance
- Know where all the fire extinguishers and emergency exits are

## Actor

An actor shall

- Attend all rehearsals punctually
- Be off book by the date specified by the director or sooner
- Participate in set strike
- Police the theater for trash and keep dressing rooms in order during rehearsals
- Be responsible for personal costuming (washing, ironing, minor repairs)
- Provide costume basics (clothing not supplied by the costumer)
- Provide and apply personal makeup unless otherwise specified
- Be responsible for all personal hand props during rehearsals and production