



# North Grenville Community Theatre

## **How we approve plays and other activities– The Production Plan, The Director’s Concept & The Budget**

The process starts with Exec developing and approving a long-term program plan for the coming few years. That includes all of the NGCT performances, workshops, training sessions. The long-term plan can be updated often, as ideas move from conceptual stages to actually happening.

Any specific activity, whether it is a play, a workshop, a training course, a murder mystery, or a historical enactment, should start with a conceptual plan, such as a play’s Director’s Concept.

### **Director’s Concept**

The director should provide a document – about one page or not much more – with what NGCT needs to approve the project conceptually, including timeframe.

- Overview
- Why this is a good idea for NGCT? What is the artistic vision?
- If a play, why was it chosen?
- Who can participate? If it is a play, what are the casting requirements?
- What is the proposed schedule? If it is a play that could include ideas on audition dates, rehearsal times, set construction times, production dates.
- Are there copyright concerns?
- Construction needs. If a play is it a box set?
- Technical needs. Sound, light? Sound effects? Music?
- Artistic design requirements.
- Costume and makeup requirements.
- Audience sensitivities – for example, should we know there is swearing?
- Are there proposals for key members of the Production Team (Directors, Producers)?
- Any other things the Exec needs to know – for example, is there a need to work with underage performers? Do we need accents?

The Exec will use the Director's Concept to decide on whether work on the idea may proceed, which amounts to a conditional approval to put the event on the NGCT calendar and continue discussions within NGCT about making a formal commitment. The next step is ...

### **The Budget**

The show, workshop, etc. can't go ahead until it has an approved budget. The budget has to be developed in consultation with the Treasurer, so the Exec will have a second decision point after the conceptual approval. The budget covers income and expenses. Budgets are only estimates, and we should expect some variance in the actual spending. Large variance means the budget should be resubmitted.

The budget must include both revenues and expenses.

### **What if the project is not a play, or if is small in scope?**

If the proposed activity is not a significant play but something like a workshop, a training course, a murder mystery, or a historical enactment, it may be possible to simplify the "Director's Concept" but the key aspects should be covered, and the process to follow is similar. For example:

- The Director and Producer of a smaller undertaking may be one person – Producer-Director
- The 2 – stage approval process at the Exec could be compressed into one step by including a budget proposal with the original proposal.