



Kemptville Players Inc.

Production Guidelines

(revised April 2019)

The following are suggestions only:

As KPI is a small group, all cast & crew are expected to help with all aspects of production including clean up at rehearsals, during and post production. Should more than one production be ongoing, the full-length production will have priority.

THE EXECUTIVE:

- approves the play
- approves the budget
- appoints the Director and Stage Manager and Producer
- determines commensurate measures re: borrowed or loaned materials (By-Law, Article 9)
- establishes free ticket policy: maintains numbered and signed Gift Certificates to each performance (By-Law 11)
- co-ordinates all activities with the Municipal Centre through the Municipal Liaison Committee Chair (By-Law 17)

THE PRODUCER:

The Producer's role is that of overall organizer who brings all aspects together for opening night. Producer has the ultimate responsibility of ensuring the show is ready to open.

- reports to the Executive
- obtains a budget from the Treasurer and keeps a check on all expenses
- accumulates all receipts completes and signs Expense Forms and forwards to the Treasurer
- checks over runs with the treasurer and if unable to resolve approach the Executive
- sets first production meeting as soon as auditions are over
- holds subsequent meetings monthly or as necessary prior to performance
- ensures all scripts are available to actors and photocopies are made available to the following: construction, set design, wardrobe chair, artistic designer, publicity, 2 large print scripts in binders to lay flat for lighting and sound.
- determines number of tickets to be printed based on venue and type of production.
- advises artistic programme designer of the number of tickets to be printed based on type of venue and production. See addendum

- provides all pertinent content to artistic designer ensuring cast, crew, sponsors and local merchants are recognized. (Content also includes location, dates and times, ticket prices, doors open time etc.).
- approves final design of flyers / programme / bookmarks and tickets. Provides quantity of each to be printed.
- assigns videographer and ensures confirmation electronically
- ensures the original copy of the DVD goes to the Director
- ensures DVD is stored at the costume hut
- establishes numbers for any promotional material to be printed and advises artistic designer:
- assigns a person to take photos of cast and cast and crew
- frames cast photo for director's gift
- fills the following positions as listed below as soon as possible or at first production meeting

THE DIRECTOR:

The Director is responsible for everything that happens on the stage. It is important that the Director works closely with the Producer.

- reports to Producer
- sets the initial audition(s), advises Producer and Secretary to send audition date(s)
- hands out audition sheet at audition(s)
- conflicts between cast and Director during rehearsal(s) is to be dealt with by the Producer who consults with the Director
- advises actors the results of the auditions
- ensures all scripts are available to actors and photocopies to the following: construction, set design, costume chair, artistic designer, publicity, 2 large prints in binders to lay flat for lighting and sound.
- draws up and hands out a rehearsal schedule electronically
- confers vision of production with Stage Manager, choreographer, musical director, wardrobe person, set designer, sound & lighting operators, props as appropriate
- liaises with artist designer and approves any artwork to be used pertaining to programme or flyer design
- hands over responsibility to Stage Manager on opening night

DIRECTOR'S ASSISTANT/STAGE MANAGER: *(MAY BE THE SAME PERSON)*

- reports to the Director
- attends all rehearsals and records cast blocking
- ensures rehearsal schedule is in place, starts on time and follows up on absences
- ensure issues regarding furniture, costumes, props are reported to the producer
- ensures large pieces of furniture/props/signs, etc. are photographed at time of pick and before return as per the Borrowing and Lending Policy available on the Members Only page of the

Website

- schedules photographer for needed head shots and informs cast of date, time and location
- ensures notification of cast and crew party to all participants, actors, cast, crew and front of house electronically and hard copy when date, time and place is decided.
- ensures backstage snacks are arranged by asking cast and crew via email or sign-up sheet
- obtains theatre key from staff in arena and returns at end of rehearsal or performance
- opens doors prior to performances and locks all doors after the performances: i.e. dressing rooms, wardrobe, make up, back entrance
- coordinates props and people from front of stage to everything backstage
- takes over operation of the production upon opening night and subsequent performances

PROMPTER:

- reports to the Producer
- works with Director and Stage Manager
- attends rehearsals when asked by Director

PUBLICITY AGENT:

- reports to Producer
- maintains a media contact list
- builds excitement by keeping the forthcoming production in the minds of the public
- attends rehearsals to take pictures to accompany written articles
- delegates an alternate to take pictures and verifies pictures have been taken if unable to attend a rehearsal
- prepares a publicity blast to all contacts one month prior to production including PSA's (Public Service Announcements) and radio
- contacts NG Times to advertise on their website and/or attend a performance to do a critique of the show
- sends thank you notes after show
- finalizes articles written with publicity photos two week prior to production- send to Manotick, Kemptville Advance and NG Times
- contacts local radio & TV station to schedule a possible interview
- works with the Director to consider using colourful street theatre, shopping centre parades (in costume) or other gimmicks to promote interest in the production
- distributes a few complimentary tickets as approved by the Producer
- seeks possible sponsors for programs
- updates Website and social media regularly through the (E)Publicity Chair with photos and articles about the production
- advises Producer of all advertising done
- provides drafts of written material to be proof read by Producer/Director

PROMOTION:

- reports to Producer
- finds sponsors for ticket sales and programmes

ARTIST: (may be the same individual as Artistic Designer)

- reports to Director
- prepares artwork for flyers and programmes and presents to Director for approval
- sends artwork to artistic designer if not the same individual

ARTISTIC DESIGNER:

- reports to Producer
- obtains artwork from artist
- obtains from Producer the numbers of promotional materials; programmes and tickets to be printed
- obtains programme content from Producer ensuring cast, crew, sponsors and local merchants are recognized. (Content also includes location, dates and times, ticket prices, doors open time e.g. “doors open one half hour prior to show” etc.)
- prepares graphic designs and layout of promotional material, programmes and tickets and presents to the Producer for approval
- coordinates printing of above material
- ensures next production date and play is listed, if provided

Distribution of Promotional Material:

- reports to Producer
- distributes flyers and bookmarks 4 weeks prior to performance and removes flyers afterwards
- master copy of distribution list kept at hut
- and on the Members Only Page of the Website

SIGNAGE:

- reports to Producer
- places 5 large signs 2 weeks prior to production in accordance with North Grenville regulations
- signs are currently with Paul Rochon
- picks up and delivers 5 signs, including a sandwich board to Classic Graphics
- emails Classic Graphics type of printing, name of play, author, dates, place and times according to Classic Graphic timelines
- picks the signage up from Classic Graphics and distributes as follows:

- o sandwich board on the grass east of the Post Office
- o signs erected at the intersection of Ryan and CR 19
- o signs erected on the south side of CR 43 but north of the Giant Tiger parking lot.
- o signs erected on the north side of CR 43 across from the old liquor store
- o signs erected at the intersection of Van Buren and Prescott St. on the southeast corner
- o ensures sandwich board and 5 signs are returned to Paul Rochon

SET DESIGNER:

- reports to Producer & consults with Director
- confers with Director and makes a Marquette/model or sketch of set
- attends set construction to oversee plan and make changes if needed

SET DRESSER:

- reports to Producer
- provides Producer with receipts for any purchases or acquisitions
- confers with Set Designer and Director to ensure set is dressed according to plan
- ensures all materials are obtained as necessary to dress the set and are in place by Technical rehearsal
- arranges timelines so that the set is ready for actors at Municipality
- advises Producer when set items are completed or if having difficulty locating any items
- ensures large pieces of furniture/props/signs, etc. are photographed at time of pick and before return as per Borrowing and Lending Policy which is available on the Members Only page of the Website

- **Set Painting:** should be done if at all possible before set is erected. Painting separate panels in the work area is suitable for priming however it is better to paint details in situ.

SET CONSTRUCTION:

- reports to Producer
- confers with Director
- oversees construction of set
- arranges construction space and time with the Executive representative
- arranges additional workers as required
- orders and acquires materials needed and submits invoices to Producer
- ensures materials are on site in time for set construction
- supervises striking of set and storage of same

HAND PROPS:

- reports to Producer
- reads the script to itemize all props needed in the script and makes a list and where they are to be placed
- consults with Director to determine what special props might be needed
- starts collecting/making the props and use mock ups for practice
- ensures the name of the person donating the prop is attached to the prop
- provides Producer with receipts for any purchases or acquisitions
- ensure props are ready and available when Director requests them for rehearsals and ultimately for Tech Rehearsal
- makes a props list for stage right and stage left, broken down by scenes and acts
- verifies at each performance with actors that their props are in place
- ensures props are handed to actors; actors should not have to go get them
- puts props away carefully after rehearsals, performance and ready for use
- places a large sheet of paper on tables in the wings (for plays with numerous props) and draws the place for each item so that none will be missed
- ensures that tape, string, etc. are readily available for any emergency repairs
- arranges scripted foods for rehearsals and performances
- returns all props to respective donors
- returns all props to the costume hut and returned to the appropriate shelf or rack after the last performance or respective donors

WARDROBE:

- reports to Producer
- confers with Director on types of wardrobe required
- obtains required clothing
- finds seamstresses if required
- provides repairs when necessary
- returns all costumes after the last performance to the costume hut or respective donors
- oversees rental costs for costumes from outside troupes
- ensures that actors return wardrobe items clean and in good condition
- replaces wardrobe items to the appropriate shelf or rack
- provides Producer with receipts for any purchases or acquisitions

MAKEUP:

- reports to Producer
- confers with Director for required makeup
- obtains from costume hut makeup kit and required plastic containers, sponges, q-tips, paper

towels, tissues etc. to dress and performances

- all actors are to maintain a personal make up kit
- provides necessary instruction prior to tech rehearsal for specialty makeup
- sorts and purchases required makeup prior to dress
- arranges additional help if needed
- attends dress rehearsals and performance nights
- keeps dressing area clean
- ensures make up is cleaned, put away after use and ready for the next performance

PHOTOGRAPHER:

- reports to Producer
- takes headshots of cast and crew as requested
- submits cast and crew photos to Publicity Chair

VIDEOGRAPHER:

- reports to Producer
- records at least one performance of the production
- provides original copy of the DVD to the Director

FRONT-OF-HOUSE MANAGER:

Front-of-House Workers need to be as well organized as everyone else connected with the show.

This should not be a last-minute appointment.

- reports to Producer
- finds 7 helpers for each performance; 2 for ticket table, 2 for 50/50 sales, 1 to hand out programs, 2 for refreshments (if needed)
- picks up from the hut: black tablecloths, 50/50 tickets & draw box (ticket stub & 50/50 tickets are all-in-one box)
- picks up recycle box, 2 cash boxes, old cast photos,
- ensures bios and photographs are received early on for photo boards
- obtains from the hut 2 photo boards and returns to the original place at the hut after striking
- prepares 2 photo boards for foyer at Municipal Centre with pertinent cast profiles with input from Director
- prepares and sends electronically a front of house schedule, at least 1 week in advance, to Producer and Volunteers. Leaves a hard copy at ticket table
- advises front-of-house volunteers to wear black and white: can wear a KPI T-shirt
- arrives at the theatre at least 1 hour before doors open
- ensures a ticket table is dressed and set up in the entrance. This table should be manned at all times after the audience starts to come in.

- contacts Treasurer 1 – 2 weeks in advance for 2 floats prior to opening night (tickets/50/50)
Refreshment person gets own float
- takes home cash boxes nightly and tallies money before handing same to the Ticket Manager
- checks with Stage Manager with walkie-talkie when house is in
- ensures that front of house is left clean and tidy after the show
- welcomes special guests
- ensures all unused programs are collected and stored after each performance
- provides Producer with receipts for any purchases or acquisitions

Refreshment Booth:

- reports to House Manager
- purchases supplies and stores/packs away after each performance
- sells refreshments during intermission
- obtains float prior to play
- returns cash box and float to House Manager each evening

TICKET MANAGER:

- reports to House Manager
- organizes tickets to be sold – see envelopes below
- verifies that the 3 regular outlets are agreeable to sell tickets: i.e. Business Strategies, Municipality and contact Judy Beveridge at B&H
- proofreads that numbers and all information on tickets are correct
- separates tickets into performances
- arrives at box office 90 minutes prior to performance to set up tables with tablecloths, metal cash boxes and stub box
- monitors tables at all times during performance until intermission is over
- asks the President for 1 numbered and signed gift certificate for each performance
- sorts, controls, maintains and keeps an accurate record of tickets sold
- checks with Producer for any complimentary tickets based on Ticket and Gift Certificate Policy which is available on the Members Only page on the Website
- prepares a recap sheet showing attendance, funds received and total sales to be given to treasurer
- counts money after each performance: signs & dates amount
- ticket manager takes money home each night

Envelopes:

- makes up envelopes for each performance, showing that the ticket numbers allocated are on front of envelope.
- ensures that KPI's name, logo, name of play & author, date and time is printed on envelope

- readies envelopes for distribution at least 6-8 weeks in advance
- monitors ticket outlets to keep them supplied with tickets
- collects envelopes from Business Strategies and Municipality, with money and unused tickets the afternoon of each play. Tickets should not be picked up in advance of the day of a performance
- Collects tickets only from B&H on the afternoon of each play. B&H will issue a cheque at the conclusion of the production
- reminds outlets that tickets are available at the door
- tallies tickets sold in each envelope with money received except for B&H
- has extra tickets available to sell at door

PERFORMERS:

Performers should be prepared to assist, when required, with other tasks which are necessary to mount a production. A performer should:

- ensures that his/her dues are paid
- ascertains at the audition that the rehearsal times, dress rehearsals and scheduled performance dates are suitable and can be 100% committed to
- commits to attending all rehearsals. Very few excuses justify a missed rehearsal but if it is unavoidable, let the Director know early so that the schedule may be adjusted
- makes every effort to learn all lines by the appointed time set by the Director
- works with the Director and others in the cast as part of a team
- arrives punctually for all rehearsals and performances
- sits quietly when others are rehearsing
- maintains personal make up kit.
- accepts responsibility for the presentation (washing, ironing or airing) of own costumes during run of play.
- notifies the wardrobe person if any repairs are necessary
- ensures that all wardrobe items are returned at end of play
- cleans wardrobe items at the end of the production if required
- ensures that all props are returned at end of production
- makes every effort to be quiet backstage during performance
- avoids being seen in costume by audience before a show unless specifically directed
- helps clear stage & clean up after each rehearsal and performance.
- helps to strike set and load vehicles

SOUND AND LIGHTING TECHNICIANS:

The sound and light people are a very important unit of any production and need to work closely with the Producer and Director of a show. Ensure 2 large print scripts to lay flat are available in binders.

Prior to performance:

- reports to Director/Stage Manager
- unlocks control room doors and organize the space.
- powers up lighting console
- locks out theatre lighting keypads
- fades up house lights, backstage lights and work lights and turn off fluorescent lights
- installs and connects mic's
- powers up sound mixer
- verifies mic power is on
- powers up monitor amp
- verifies mic operation
- checks follow spot operation
- connects keyboards or other instruments
- verifies keyboard and other instrument operation
- tests and distributes walkie-talkies to stage manager and front of house
- tests and distributes intercom headsets to crew
- sets up SFX components
- verifies SFX operation
- verifies lighting console and LFX operation
- cross checks SFX, LFX and Script Cues
- changes batteries, if using wireless mic and distributes to performers, assists in fitting and verify operation

During the performance:

- confirms readiness with stage manager
- delivers the opening announcement
- runs all SFX cues
- runs all LFX cues
- opens and closes curtain as required
- monitors sound and light system operation and adjust as required

Following the performances:

- turns on the fluorescent lights
- fades house lights, backstage lights and work lights
- powers down lighting console
- enables theatre lighting keypads
- sets the Mix and Sub faders to minimum on the sound mixer
- turns off mic power
- turns off the monitor amp
- turns off the follow spot
- disconnects mics

- disconnects keyboards or other instruments
- collects walkie-talkies from stage manager and front of house and charge batteries
- collects intercom headsets from crew
- disconnects SFX components
- checks walkie talkies or wireless mic for damage, repair if necessary and charge batteries
- secures and/or remove rental equipment or personal equipment
- tidies the control room and lock doors
- provides Producer with receipts for any purchases or acquisitions

SET UP (Sound & Light):

- ensures S & L has the most up-to-date copy of the script available from the Director.
- attends any pre-production meetings
- arranges the best time to set up the lighting and sound before the production and arranges for any assistance needed for getting the equipment in place.
- Attends several rehearsals prior to the dress rehearsal and technical set-up, so that they are completely familiar with the script entrances, exits, music and effects.
- liaises with the Producer and Director about any particular effects required.
- ensures safety of all sound and lighting equipment.
- packs up all equipment and ensure any rental equipment is ready to back to the renters after final production
- performs sound checks
- reports any breakages, blown bulbs etc. or malfunction of equipment to the Producer.
- provides Producer with receipts for any purchases or acquisitions

STRIKING SET: (All cast and crew)

While everyone is keen to attend the after-show party, we must strike the set before the party begins:

- ensures all scenery, props, costumes are clean and tidy, and sound and lighting equipment, all are to be returned to the group's storage area (if renting another venue or working in another theatre).
- ensures garbage is collected and removed.
- sweeps stage floor
- removes all personal belongings