

# **THEATRE OFF THE SQUARE**

## **DIRECTOR'S PACKET**

### **GENERAL INFORMATION**

1. Directors must have an assistant director (or two) and a stage manager. As a community theatre, this is considered an educational opportunity for those interested.
2. Directors who need people to fill their production staff positions can contact their Production Coordinator. Each production is entitled to 6 weeks of rehearsals in the theatre. Musicals are entitled to 10 weeks in the theatre. If another production is on the stage, the musical can rehearse in the Green Room or seek a different venue. The schedule should be determined by the director and a written copy provided to the cast/crew on the first night of rehearsals.
3. If a rehearsal for the next show is scheduled during final Production Week, the rehearsal must be off-site.
4. The PCFAA Board of Directors conducts its regular monthly meetings on the 3<sup>rd</sup> Wednesday of each month (unless the 3<sup>rd</sup> Wednesday falls on the week preceding the opening weekend of your production). If you schedule a rehearsal on these days, any members of your cast or crew who are members of the Board are expected to attend the meeting.
5. If the stage is needed for any reason during a production, the production's director must approve.
6. Directors will always be cognizant of the actors' time. Do not have an actor there on a night he/she is not needed. Allow actors to leave early if they are no longer needed.
7. \*Cast/production staff contact list must be provided to Publicity/Social Media, Membership Coordinator, and Website Coordinator. It is the director's responsibility to keep the chairpersons or coordinators updated of any cast/crew changes.
8. There is to be no consumption of alcohol during pre-production or production of any show with children under the age of 18 as cast/crew.
9. No bare feet or open-toe shoes are to be allowed during construction or strike.
10. Two comp tickets will be given to each cast/crew member for each show run. Reservations will be needed.
11. All publicity will go through Publicity committee chairperson and Social Media chairperson.
12. Green Room rehearsal cast is expected to respect the rights of the production cast on stage. Be sensitive to noise levels in the Green Room during on stage rehearsals and during each production.
13. Activity not directly related to a production should be kept to a minimum during rehearsals. Conversations should be in quiet tones and cell phones must be on silent or off.
14. Cast/crew are expected to arrive prior to rehearsal time in order to be ready to start on time. Call time for dress rehearsals will be determined by the director and the stage manager.
15. House doors will be open no later than 30 minutes before curtain on performance days. The stage manager has the discretion to open the house when the cast/crew is ready.

## **BUDGET**

1. Each director must work within the \$500.00 budgeted for straight play production costs, \$700 for the youth production, and \$1000.00 budgeted for musical production costs. Production costs are to be defined as expenditures for costumes, set dressings, props, special effects, sound effects, music purchased, and construction materials (such as paint) or lighting items that are specific to that production. Props belonging to the theatre which are broken or destroyed will be charged to the production budget. Publicity, posters, programs, royalties, and general construction materials (such as 2x4's, screws, foam wall boards) are not included in the allotted budget. Any production expenditures that exceed the \$500.00 (\$700 or \$1000) can be brought before the Board of Directors, but may not be guaranteed reimbursement.
2. Purchase orders for reimbursements should be turned in to the treasurer within 30 days of post- production.
3. When making purchases, please note that we are tax exempt. Contact our Board Treasurer with any questions.

## **ASSISTANT DIRECTOR'S RESPONSIBILITIES**

1. Attend auditions: help organize, hand out, and collect bio sheets/contact sheets.
2. Assist in creating the rehearsal schedule. The director or the assistant director will need to contact Claire Varnon, Theatre Off The Square's exclusive photographer, to schedule a time for her to come to shoot head shots and rehearsal photos or cast photos (need to be on the same night). Rehearsal photos may not be shot on an unfinished stage. Then, **again**, Claire will return for photos of the show to be shot during Production Week or after the show opens. Her number is 817-992-9877, and her email is [varnonphoto@gmail.com](mailto:varnonphoto@gmail.com). She does text as well.
3. Help with the opening and closing of the theatre. Coordinate with a present Board member (lights, coffee pot off, make sure all commodes are not running, lock up double checked, etc.).
4. Be a part of a phone tree, texting, or email for rehearsal cancellations, changes, emergencies.
5. Report any problems to the director, the stage manager, or the production coordinator.
6. Enforce noise discipline.
7. Do not allow outsiders to disturb rehearsals or disturb the actors. Act as a go-between so no one interrupts the director.

## **STAGE MANAGER'S RESPONSIBILITIES**

1. The stage manager must be present at every rehearsal and performance UNLESS prior arrangements have been made with the director.
2. The stage manager should be present at auditions and should assist in the running of auditions.
3. Create cast/production staff contact list.
4. Maintain communication between the cast, the director, the assistant director, the crew, and the designers (if applicable).
5. **Take blocking notes.**
6. **Watch book. DO NOT ALLOW THE ACTORS TO LEARN LINES INCORRECTLY.**

7. Take prop, costume, and technical notes.
8. **\*Coordinate strike after the last show. There will be a strike list to ensure the theatre's readiness for the next production.**

### SCRIPT CHANGES

On rare occasions, changes in the script may need to be made. The director must request the changes to the chairperson of the Play Selection committee, who will then contact the publisher. Only the chairperson of the Play Selection committee is to contact the publisher to make the changes. The director will then accept the changes allowed or not allowed.

### AUDITION RULES

1. Theatre Off The Square casts from open auditions. First consideration for roles will be given to those who choose to audition for the production. Scripts may be read prior to auditions if prior arrangements are made.
2. Pre-casting is strongly discouraged.
3. Although pre-casting is discouraged, if any role has been pre-cast, notice must be given in all audition information.
4. Theatre Off The Square will always present a prepared audition process. Time will always be a consideration to all involved.
5. Timely notification will be given throughout the casting process.

### TECHNICAL AREAS

1. It is a good idea to schedule a production meeting prior to the start of rehearsals. The director can provide the lights/sound designer, construction/set designer, stage manager, costume designer, and props master script and/or plot copies at the meeting. Special needs for sound and light effects can be discussed at this time.
2. Construction may begin when the prior set has been struck. Have a prepared stage plot available prior to that time. Set dressing will not take place until all construction and painting is completed. Please be mindful of the camp dates and/or other events happening at the theatre.
3. Rehearsals should not be scheduled on the stage during a construction weekend. There may be a rehearsal off site or in the Green Room.
4. During the construction process and strike, there must be a member of the Set Construction committee or a Board member present. They should supervise the movement of building materials to and from the storage units.
5. Plan to schedule one rehearsal to be devoted to lights/sound. Complicated light plot/shows may require a "dry tech."
6. No one is allowed in the sound room without prior consent (no exceptions). The stage work lights may be used when a tech person is unavailable.
7. Under no circumstances should any adjustments be made to the light/sound boards by unauthorized personnel.
8. The director may only use public domain music as part of the show. (underscoring and scene change music)

## PUBLICITY

The bios of those people who have been in productions at this theatre have been saved via computer and will be updated for each production. **New** people to the theatre will need to provide a bio or bio information. Bios need to be sent to the Program chairperson 3 weeks prior to the production.

All prior head shots have been saved via computer. Only new people to the theatre need head shots (unless someone just wants a new one). The rehearsal photos should be creative (no scripts in hand) and **not** taken on the stage if it is not ready. They can even be taken off site. The rehearsal photos are for the Publicity chairperson and Social Media chairperson to begin marketing the production.

Please encourage your cast members to place ads in the program. The prices are inside the front cover. Ads need to be sent to the Program chairperson at 2 to 3 weeks prior to the production.

## PROPS AND COSTUMES

1. Actors are to provide their own costumes and make-up/toiletries except as needed for unusual/exceptional character roles. This includes wigs, curlers, irons, razors, etc. Make-up **MAY NOT** be charged to the show budget unless approved by the director. Any costumes constructed will be charged to the show budget. The Costume/Props chair person can assist anyone with costumes that we may have upstairs.
2. No official uniform of a public servant shall be used as a costume in a production.
3. If the effect of a gunshot is required in the script, only primer loads may be used. This is for the safety of our actors and property. Under no circumstances may blanks be used in this theatre. No one under 18 may handle a firearm. Only the stage manager, the actor firing the “weapon,” the actor being “shot at,” and the owner may handle or inspect the weapon, and each must check the firearm prior to each show. The audience must be notified of any gun or gunshot sound effects by posted notice. The director must also schedule a rehearsal regarding the handling of weapons.
4. Cast is expected to treat costumes and props for any production with respect. Do not handle the costumes or props of others. Props may not leave the theatre during a production except as arranged by the stage manager.
5. Props should be placed in their assigned spot on the prop table.
6. Dressing rooms will be assigned by the stage manager with consideration for the best use of space for each cast.
7. No food of any type is allowed in the stage/backstage area unless scripted. During rehearsals, eating and drinking should be restricted to the Green Room or the house benches. All cast should clean up after themselves, including dishes. The refrigerator is to be cleaned out post-production.
8. If the director borrows items such as furniture or props, it is his/her responsibility to return them in a timely fashion.
9. \*If any props or costumes not belonging to the theatre have not been picked up within 30 days of post-production, the items become property of Theatre Off The Square.

10. During strike, the costumes/props are to be placed on the back pew for the chairperson of the Props/Costume committee to have the costumes cleaned and to return all items upstairs.