

El Reno Community Theatre's DIRECTOR'S HANDBOOK

PRODUCTION GUIDELINES

FOR DIRECTORS OF

ERCT PRODUCTIONS

ERCT Mission Statement:

Mission Statement of the El Reno Community Theatre: The El Reno Community Theatre is a non-profit organization, whose purpose of which is to enrich, educate, and entertain our community, by providing a quality theatre experience at affordable prices. By providing this performance vehicle, members of the community, of all ages, may learn and/or strengthen their theatre skills which include dancing, acting, singing, choreographing, lighting, and stage managing.

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Congratulations on your selection as a director with the El Reno Community Theatre (ERCT). The El Reno Community Theatre Board and Director Selection Committee are eager for this to be a rewarding experience for you.

These pages contain information about ERCT, its resources and facilities, and about expectations of you as a director.

ERCT Officers and other individuals listed below may be of assistance to you as you mount your production:

Kristin Richardson, Chairman
Macy Conley, Vice Chairman
Roger Johnson, Secretary
Keri Peavler, Treasurer

You may recruit an assistant director, stage manager, technical director, and/or costume and set designers.

Please note, in staffing your production, that ERCT is a volunteer organization and policy prohibits payment to personnel.

AUDIENCE SAFETY/SEATING

Maximum theatre capacity is 600, however, only the lower level will be used for productions unless high ticket sales requires that the balcony is also opened. Tickets are sold and royalties paid on the basis of the lower level seating capacity. Under no circumstances are additional chairs to be added in aisles or exits or in areas reserved for handicapped seating.

Properties, furniture and/or set pieces may not block any fire exits at any time during a performance.

AUDITION INFORMATION

Publicity.

ERCT will publicize your auditions with a notice in the agreed upon manner, typically on social media, flyers, word of mouth, and occasionally, The El Reno Tribune. You can provide the ERCT board with additional names of potential actors.

Location.

Auditions may be scheduled at the El Reno High School (subject to availability) or, an alternate location, if necessary. ERCT will be responsible for reserving the location.

Audition Forms.

ERCT will provide the audition form and media release (see attached) or create your own. If you use your own Media Release, it must be approved by ERCT. After auditions, give ERCT the names and addresses of your cast members and of any actors who auditioned but were not cast. Their names may be added to the list of those who receive information about future auditions. The cast list will be announced on ERCT's Facebook page and website.

Audition Expectations

The director will be fair and impartial when casting the play. Every person who auditions must be given an equal opportunity to perform during the audition. The director will not promise roles to anyone prior to the auditions. If a role is pre-cast the director **MUST** make this known prior to and at auditions. However, pre-casting is highly discouraged.

CANCELLATION OF SCHEDULED PERFORMANCE

Under certain conditions, you may recommend, or the Chairman or Vice-Chairman of ERCT, may decide that a performance should be cancelled. For example, extremely inclement weather, unforeseen illness or injury, a catastrophic event either to the venue or the community, or other circumstance might suggest the wisdom of canceling a performance. Final responsibility for a cancellation shall lie with the Chairman or Vice-Chairman. Once it has been determined that a performance will be cancelled, it will be your responsibility to contact all cast and crew members. It will be the responsibility of the Chairman or Vice-Chairman to notify all other volunteers scheduled to work the performance and to get the word out to the public

CODE OF CONDUCT FOR DIRECTOR, CREW, TECH, AND CAST

Disrespect will not be tolerated under any circumstance. Communication needs to be respectful and polite. Foul language is unacceptable if the production includes children and if anyone requests that foul language is not used. It is very important to remember that the facility does not belong to ERCT and that everyone must be respectful of the property and its contents. The director is not to speak negatively about the production, cast/crew/tech, or the Board around others.

COMPLIMENTARY SHOW TICKETS

Complimentary tickets and/or program credits and/or advertising recognition may be offered in return for loan of furnishings, costumes or other special favors. Those tickets should be offered sparingly and only with the specific approval and knowledge of the show director and the ERCT Board. Confirmation of promised complimentary tickets must be made to the Theatre Office and/or Box Office as soon as practical.

The cast and crew can each invite two guests to the Friends and Family Performance if one has been scheduled.

For performances with a large cast of children, the ERCT Board may decide to offer a set price to the parents to see an unlimited number of shows. The price will be determined by the ERCT Board and should not be offered by the director until the board has approved it.

DIRECTOR PAY

The Director's pay is dependent on cast size and type of production. A small cast consists of ten actors or less. A large cast consists of eleven actors or more. A "musical" production is one that is listed as a musical by the company that owns that rights. The Director's pay is as follows:

Small Cast, non-musical	\$500
Large Cast, non-musical	\$600
Small Cast, musical	\$600
Large Cast, musical	\$700

"Production" refers to the entire performance. Ex: If there are two plays performed in one evening, the director will get paid according to the entire number of cast members and type of play.

DURING PERFORMANCES

No one shall be allowed backstage just before or during the performance of a production except the cast, production staff and crew for that performance. The House Manager and Assistant Director/Stage Manager shall handle delivery of flowers or refreshments and requests to visit actors.

Access to the light/sound area shall be restricted to those having business there, e.g., the Director, crew, Stage Manager, and the Technical Director of the current production.

Since ERCT has restroom facilities only in the public hallways, a final bathroom call should be given to the cast about 45 minutes before curtain. The house is open half an hour before curtain time and audiences begin arriving about an hour before curtain. Once the performance begins, cast members can quietly use the restrooms while the audience is in the theatre.

ERCT BOARD INTERVENES

The El Reno Community Board reserves the right to intervene in the event that a cast member's behavior becomes disruptive or if illegal activity occurs. Depending on the situation the Board may choose to reprimand the cast member or, in extreme circumstances, may choose to dismiss the cast member from the show. In the case of illegal activity, the Board has the right to immediately dismiss the cast member from the show. The expectation is that the director will address the situation first.

HAIR & MAKEUP

Actors will furnish their own makeup, except for special effects (ghost makeup, special colors, etc.) required for a specific production. Any special makeup or wigs used specifically for a production that cannot be stored and saved will need to be included in the production budget.

KEYS / BUILDING SECURITY

Security for the ERCT building and its equipment therein is of vital importance to the livelihood and safety of the theatre.

People needing access to the building are encouraged to try to coordinate with people who have keys and are already in the building, or to make special arrangements.

At the conclusion of rehearsals and/or performances, it is the responsibility of the director or assistant director to see that all lights are turned off and all doors are locked and secure. A walk-through should be conducted to check the doors and the settings on the thermostats.

MEMBERSHIPS

As a volunteer organization, ERCT survives on the active participation of its members. Of course, membership is entirely voluntary, but as a director, we hope you are or will request to become a member and that you will encourage your cast and crew to request to become members as well. Dues are \$15 per year and entitle members to participate in bi-monthly meetings and to become involved in all theatre activities including voting and holding office.

MONEY MATTERS

Budget Adherence / Reimbursement

The budget for your production is meant to cover the technical expenses to mount the production. Since ERCT is an all-volunteer organization, no money is allocated to pay for services of performers, musicians, technicians, or designers. Royalties, scripts, publicity, etc. are not covered by the production budget; however, any fines for late or non-return of rented scripts, music, etc. will be assessed against the production budget.

It will be the responsibility of the director (or designee) to keep a close watch on the budget for the show and to plan expenditures to ensure that the approved and assigned budget figure will not be exceeded. If it becomes likely that the production may go over budget, it is your responsibility to contact the Chairman in a timely manner. A special meeting shall be called to discuss the budget and any appeal for authorization to exceed the original budget. The appeal does not automatically guarantee that the request will be granted, but perhaps that other sources be sought (borrowing, etc.) Adherence to your approved budget may be a factor considered by the Director Selection Committee and the Board in your selection as a director for future productions.

The cost of cleaning/dry-cleaning of costumes shall be included in the show's technical budget and paid from that figure. "Costumes" shall include all clothing pieces used in the show, either owned by ERCT, by the actors, or borrowed or rented. Costumes shall not be stored, or returned, without having first been cleaned.

Any materials or equipment (properties, costumes, etc.) purchased for a specific production or previously owned by ERCT, shall remain the property of ERCT and no arrangements shall be made with any cast or crew member to give, sell, take, or otherwise dispose of, destroy, alter, or reduce to salvage such items, without first obtaining the permission of the appropriate tech consultant.

In order to receive reimbursement for show-related expenses, a Reimbursement Request form must be obtained from the Chairman. The form must include all requested information, including which technical area of the show the expenses were incurred for, broken into subtotals, if necessary, with all receipts attached to the form, and returned to the assistant director to be given to the show's director or financial coordinator for review and approval. Approved forms are given to the office manager who will submit them to the Treasurer for payment processing. Any items purchased from a business which bills ERCT directly should also be noted on a form with the invoice copy and clear notation of what was purchased. To be considered for payment, all requests for reimbursement must be submitted to the office within two weeks after the strike of the show.

Any expenditure of \$200 to \$499 for a single item must be approved by the Production Coordinator or the Executive Committee before the expenditure is made, even if the total expense falls within the approved budget for your production. Any expenditure of \$500 or more for a single item must be approved by the Executive Committee before the expenditure is made.

PARENTS AGREEMENT

All parents of cast/crew members who are 15 years and under **MUST** read and sign the Parents Agreement Form. If the parents do not follow through with the terms of the agreement the Board has the right to step in and determine how to proceed.

PARKING

Parking is available in the main parking lot. During the run of the show, cast and crew should be encouraged to park near the south end of the lot, leaving the parking spaces nearer the theatre free for the audience.

PERFORMANCE SCHEDULING

When the season is announced, you will know the dates of your production. In addition to the regularly scheduled dates, ERCT may also have a Friends and Family performance which also doubles as the final dress rehearsal.

Adding Performances. If the demand for tickets exceeds the number of available seats, ERCT may wish to add a performance or performances. This will be done only if there is time for adequate publicity and on condition that the venue is available and you and your cast and crew are able to facilitate the additional performance(s).

PRODUCTION MEETINGS

The director, producer, musical director (if applicable), assistant director, stage manager, and the ERCT Board must have a production meeting every Monday prior to the start of rehearsal. This will be the appropriate time to discuss any issues that the director is having with the show so that the Board can help if needed.

PRODUCTION PUBLICITY

Media. The Advertising Committee may contact you for a preliminary meeting to design the flyer and get pertinent information for a press release. The El Reno Tribune may be contacted for a director interview and photos during a rehearsal. It is important that you cooperate fully with these publicity efforts.

Program/Playbill You will need to collect bio material for the program and to proofread the program carefully. Bio forms are usually distributed and collected by the assistant director or stage manager. (See Sample Bio form at the end of the Handbook.) Cast/crew lists, biographies, acknowledgments, etc., must be given to the program editor at least two weeks prior to the first dress rehearsal. The program editor will submit program copy to the director of the production at least 24 hours before the copy must be submitted to the printer upon the director's request. Any changes in instructions to the printer must be authorized by the program editor. Printed programs are delivered to ERCT or to the program editor. Posters for the entire season may be prepared by the Advertising Committee. If not, you or someone you designate can prepare poster art work. The poster must be approved by the Advertising Committee before they are printed. The ERCT logo must appear on all posters and programs.

PROPS AND COSTUMES

Properties and costume collections are located in the storage area for the theatre at a separate location from the auditorium. Contact a board member to schedule time in the storage area to survey what may be available for your production. Access to storage building is limited to the ERCT board members.

Many local business and surrounding theatres have been generous in lending furniture, properties and costumes for use in our productions. In order to maintain good relationships, it is your responsibility to see that all borrowed or rented items are returned promptly upon the conclusion of your production. If items are not returned within two weeks, the production council may arrange to return the items and costs will be charged to your production budget.

PUBLICLITY SCHEDULING

Publicity Photos. The ERCT photographer will contact you to schedule a time for taking publicity photos. Cast members may be photographed as themselves or they may be photographed as the characters they portray. This will depend entirely on the play and will be ERCT's decision. Publicity photos, to be used for advertising purposes, will consist of action or posed shots of scenes selected by the director. They will be used on social media, flyers, newspapers, etc.

Production Photos. A photographer will take photos of your production at a dress rehearsal. These photos will be the permanent record of the production and the photographer will make them available to you so that your cast and crew can order copies if they choose. Photos are taken during a regular run-through of the show, with the photographer coming close to the actors at times. Generally, if actors are made aware of this ahead of time, they will be able to forget about the camera.

REHEARSAL SCHEDULING

You may use the ERCT auditorium for rehearsals during the scheduled evenings. You will need to submit a rehearsal schedule to the Producer so it can be approved and added to the school calendar. If possible, all set work should be done before the start of rehearsal or on weekends as to not interrupt the rehearsal schedule.

All spaces in the building will be scheduled by the ERCT Board. Requests for use of these facilities should be made prior to the start of the rehearsal schedule. If days need to be added, they need to be requested at least two days prior to the first additional day.

The El Reno School District has priority in the use of the EHS auditorium. However, typically this will be on the calendar and the director will be made aware of these dates prior to the start of the rehearsal schedule. If the hallways, classrooms, etc. are used for any activity, they must be returned to its usual arrangement upon completion of the activity. During the run of a show, the set area will not be used for any other purpose unless it is already scheduled on the calendar.

SAFETY & HEALTH

Safety for our audiences, volunteers and cast/crew is a top priority. Only individuals trained in the proper use of power equipment shall be allowed to operate such equipment; safety glasses and ear protectors are required as appropriate. No one will work on high ladders or scaffolding without someone else present. Alcohol and/or

illegal substances are not permitted on El Reno School District property, and ERCT has been designated as a smoke-free environment.

The director, assistant director, and stage manager should make sure that they and all crew members know the locations and operation of fire extinguishers. First-Aid kits are available in the concession and backstage area.

SCRIPTS AND ROYALTIES

Scripts are ordered, and royalties are paid, by the ERCT chairman after the beginning of ERCT's fiscal year, July 1. You will need to let the treasurer know how many scripts will be needed to accommodate the number of cast members and production staff, including designers and crew members who will need copies of the script. Be sure to include a copy of the script for the ERCT board as a reference for publicity, etc. The chairman will obtain the rights for performance of the play and pay royalties which will be billed El Reno Community Theatre. For a production requiring rental scripts or orchestra parts, you will be responsible for their prompt return to the treasurer in good condition (with marks erased). ERCT will be billed for any missing parts and they are very costly. Any charges not recovered from the individual responsible for lost or damaged scripts or music will be charged to your production expenses.

SOCIAL MEDIA

El Reno Community Theatre uses Facebook, Instagram, and Twitter. Auditions and performances will be announced and shared on Facebook and updated on Instagram and Twitter by a board member. If the director or anyone appointed by the director creates a cast and crew page on Facebook or Messenger at least one ERCT board member must be added as an administrator, no exceptions. If content in one of these groups becomes inappropriate, the ERCT board member has the right to delete the content or delete the person who continues to make inappropriate posts after being warned.

STRIKE

Complete strike of the set, clean-up of the theatre and costume/makeup areas, and return of ERCT costumes and properties to their proper places are the responsibilities of each production at its closing performance. The departing cast and crew are responsible for having the dressing rooms and costume/properties cleared and clean. ERCT will not issue payment to the director until the strike is complete.

TECH RULES

The director is not to physically move any of the lights from the stage without prior consent from the Board. Any crew member, who is not on the ERCT Board, is not to work with the light and/or sound board without being properly shown by an experienced ERCT Technician. The sound and light crew are to leave the balcony in the same condition in which it was found after every rehearsal.

UNFORESEEN CIRCUMSTANCES

ERCT expects that directors chosen at the time the season is approved and announced by the Board will complete their assignments; however, illness, unexpected moves, or other circumstances can interfere. If you find yourself unable to perform or complete a directing assignment, you should notify the Chairman of the ERCT Board as soon as possible. If the play is scheduled at a relatively distant time, this notice should be in writing. You may suggest a replacement director for the Board's consideration.

For a production in progress, notice should be as timely as possible so that the President or other Board members can promptly negotiate responsibilities with your replacement.

El Reno Community Theatre
Audition Form

**Are you auditioning for a particular
role?**

(Please circle)

Yes

No

If yes, which role?

Will you accept any role?

(Please circle)

Yes

No

If No, please

explain: _____

Name of Show

Name _____ Audition Date _____

Age _____ Birth Date _____ Male/Female _____

Address _____ Home Phone _____

Email _____ Cell Phone _____

Theatrical Experience (if any) _____

Please list all weekly conflicts?
(Days/times) _____

List any other date(s) which you will not be available for
rehearsal _____

Would you be interested in performing during scene changes (playing an instrument or singing)? If yes
and you are cast in the production, we will make arrangements for you to do both. Yes No

If you are cast, can we distribute your name/email/phone to the cast and crew? Yes No

Height _____ Hair color _____

By signing this form I agree to be on time and prepared for every rehearsal, unless previously notified or in the event of an emergency. I understand that the props, costumes, etc. belong to the El Reno Community Theatre and are to be turned in at the conclusion of the production.

**Auditioner's
Signature** _____

**El Reno Community Theatre
Director Contract**

Director: _____

Name of Play(s): _____

Number of performances: _____ Size of cast _____ Type of play _____

Dates of performances: _____

Location of performances: _____

I have received the El Reno Community Theatre's Directors' Handbook. I have read it and agree with its contents.

I have read the following sections:

Please initial each.

- | | |
|-------------------------------|------------------------------------|
| _____ Memberships | _____ Keys/Building Security |
| _____ Scripts and Royalties | _____ Audience Safety/Seating |
| _____ Audition Information | _____ During Performance |
| _____ Production Publicity | _____ Money Matters |
| _____ Safety & Health | _____ Complimentary Season Tickets |
| _____ Rehearsal Scheduling | _____ Complimentary Show Tickets |
| _____ Performance Scheduling | _____ Unforeseen Circumstances |
| _____ Other Scheduling | _____ Cancellation of Scheduled |
| _____ Parking | Performance |
| _____ Properties and Costumes | _____ Strike |
| _____ Hair & Makeup | _____ Director's Pay |

I understand that I am directing (choose two): Small Cast Large Cast
 Musical Non-musical

Amount to be paid \$ _____.

Director Date Exec. Comm. Board Member Date

Media Release Form
(Must be completed and signed)

Show: _____

Location: El Reno High School Auditorium, El Reno, OK

I grant El Reno Community Theatre, its representatives the right to take photographs and/or video of me and my property in connection with the above-identified subject. I authorize El Reno Community Theater, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that El Reno Community Theatre may use such photographs and/or videos of me with or without my name and for any lawful purpose, including, for example, such purposed and publicity, illustration, advertising, and web content.

I have read and signed the above:

Signature _____

Printed Name _____ **Date** _____

Signature of parent or guardian (If under age 18) _____

Parents Agreement

Must be completed by parents of kids who are 15 and under.

Rehearsal time is VERY valuable, so it's important that all parents have a clear understanding of what is expected of children and their parent(s).

It is very important that parents and children are flexible and understanding. Please remind your son or daughter that proper theatre behavior is an absolute must. This includes: Keeping their hands to themselves on stage, backstage, in the dressing rooms, in the audience, etc.; they are to NEVER touch another person's props, script, costume, etc.; no talking backstage (it's a good habit to make from the first day of rehearsal); walk quietly in the halls; they are not allowed to have gum on stage; no cell phones on stage; and water only at rehearsals.

Please be sure that your child has a *script, pencil, water bottle with their name on it, and a sweater* for every rehearsal. The auditorium can get very cool so a sweater is necessary.

Children 12 and under must have a parent or guardian at every rehearsal with them. If another parent will be at the rehearsal and agrees to be responsible for your child, please let the director or stage manager know.

Children 13 and up may be dropped off with the understanding that:

- A) They must be picked up on time after every rehearsal.
- B) If behavior becomes an issue a parent must start staying with them at every rehearsal.

It is imperative that your child attends every rehearsal unless we have previously been made aware of a conflict. They must arrive on time and stay until they are dismissed by the director. If he or she is excessively tardy or absent (not including prior arrangements) we may have no choice but to remove him or her from the cast. A No Call/No Show is unacceptable.

While the director makes every attempt to create a schedule that keeps everyone busy at rehearsals, there are times when changes must be made and it's possible that some people don't have the opportunity to go on stage to rehearse. This doesn't happen often and it's important that parents are understanding if it should happen.

Depending on everyone's conflicts and the progress that is being made with the show, it may be necessary to rehearse on some Saturdays. Unless this is noted on the conflict sheet, everyone is expected to there. Saturday rehearsals are often longer, so be prepared to send a snack and something to keep your child busy.

Every person in the cast and crew must be at rehearsal every night, including Wednesday, during Tech Week. No Exceptions!

Children will be dismissed at a reasonable time, which will be at the discretion of the director. The exception to this will be during Tech Week.

All parents of cast members who are 12 and under will be helping with the children. There will be absolutely no exceptions to this. Everyone who is a crew member or in the cast has a job to do and they are not available to watch the kids. Additionally, parents are expected to keep their language and behavior G rated when they are with or near children. If this becomes an issue, the child may be removed from the show.

Parent's name printed

Parent's Signature

Date

I understand what is expected of me and will do my very best to achieve this.

Cast member's name

**El Reno Community Theatre
Post Production
Checklist**

To be completed by El Reno Theatre Executive Committee Member

Director: _____

Name of Play(s): _____

Number of performances: _____ Size of cast _____ Type of play _____

Dates of performances: _____

Location of performances: _____

- _____ Stage cleaned and swept
- _____ Backstage cleaned and swept
- _____ Props returned to storage or proper owner
- _____ Costumes returned to storage or proper owner
- _____ All rental materials returned to ERCT Chairman in good condition

Director's Pay \$ _____

Check No. _____

Date of payment _____

Director

Date

Exec. Comm. Board Member

Date

Youth Rehearsal Permission Form (Age 15 and under)

(To be completed, signed by parent or guardian, and returned to Stage Manager within one week of the start of rehearsals)

Parent's Name _____

Home Phone _____ **Work Ph.** _____ **Cell Ph.** _____

_____ (*child's name*) has my permission to participate in the El Reno Community Theatre's production

of _____ (*name of play*). This permission includes all rehearsals and performances. I will be responsible for organizing transportation for him or her for all rehearsals and performances. I will make sure that he or she has a ride within 15 minutes of the end of each rehearsal or performance. I will call or email at least **one** hour on advance if my child cannot attend a scheduled rehearsal for reasons other than scheduled conflicts.

Parent's Signature _____