

The Producer is responsible for all the business and administrative issues of a production. While the Director is responsible for the artistic aspects of the show, there are areas of overlap and the Producer and Director must work closely together: they have to be on the same page and in constant communication. There will undoubtedly be conflicts; for example, the director expresses a need for which the producer does not have the resources (money, materials, or human) to fulfill. There are some things that will be "artistic business" and some that will be the other way around. For example, the rehearsal schedule: The Director must establish the schedule, but the Producer must find the space at the needed time(s). If there is just no time slot available when the director needs it, then there exists a problem to be solved by both.

Following is an outline of the Producer's responsibilities. See Appendix A for recommended timelines for task implementation.

1. ROYALTIES & LICENSES

1.1. Secure License

The Director of Production Services will order the license contract for the dates and number of performances for the show from the holder of the production rights. If it is early in the calendar year, the Director of Production Services may have already accomplished this...if later, you may be required to complete the contract. Let the Director of Production Services know how many scripts you will need (also, a good idea to have the scripts and music (if necessary) delivered to the residence of the Producer.

1.2. Order Scripts and Music (if necessary)

You may order scripts directly from the publisher on your own account and request reimbursement from the Treasurer or ask the Director of Production Services to order using a central SCCT account (preferred). Scripts (Libretto for musicals) are tightly controlled by the publisher and are often costly, so order only as many as you really need. Many publishers want the scripts returned (musicals), so you should be sure to advise cast and crew to mark them only in pencil. For musicals, consult with the music director to be sure that you order the proper orchestration materials.

2. AUDITIONS

2.1. Create Audition Materials (This is now usually handled by the Asst. to the Director)

Determine what the Director wants to use as audition materials, "sides", sheet music, lyrics, other, and provide sufficient copies to use in the audition process. Provide a sign-in sheet for the people who are auditioning. Coordinate with the Director to see if head-shots, resumes, or

other special materials or services are desired. Your job is to see that the Asst. to the Director knows it's his/her responsibility. The Producer will receive a "standard" format request from the person in charge of preparing the Program which is a very useful guide to what info must be gathered and submitted as well as a time-line for this submission.

2.2. Schedule Auditions

Establish an audition schedule with the Director approximately four months before the production date. Reserve an appropriate room with Lifestyle Services. For a musical, coordinate the schedule with the Music Director. Straight shows normally require an audition date and a call back date. Musicals may require three separate dates.

2.3. Audition Notices

Establish the audition team with the Director. Advise the Director of Publicity and the Asst. to the Director of the schedule so the information can be disseminated throughout the community. Determine whether membership in SCCT will be required for auditions and whether a release from the Executive Board is needed for "outside" casting.

3. ASSEMBLE PRODUCTION CREW

During or immediately after auditions, in coordination with the Director, contact committee chairs and determine the individuals who will participate in the production crew.

3.1. Stage Manager

The Stage Manager coordinates the overall organization of the production.

3.2. Set Design and Construction and Set Decorating

The Construction Lead will be responsible for organizing the set carpenters. The Decorating Lead will be responsible for arranging the set artists and painters as well as procuring static set pieces (not deemed props)

3.3. Booth (Audio ((incl. sound effects and Mic's)), Lighting, Video, pre-show slides)

Contact Technical Support and the Sound and Lighting committees to determine who will be the primary persons assigned for any particular show. If this is a musical, coordinate with the Audio Lead who will contact the professional audio person (if any) to set up the sound board. Give strict instructions that no one is to use the sound or light board unless they are qualified or under the direction of a qualified person!

3.4. Props

Contact the Properties committee chair to assign personnel to the show.

3.5. Costumes

Contact the Costumes committee chair to assign personnel to the show.

3.6 Dressers

Contact the Dresser committee chair to assign personnel to the show

3.7 Makeup

Contact the Makeup committee chair to assign personnel to the show

3.8 Publicity and Marketing

Contact the Publicity chair to coordinate marketing plans. A meeting with the Publicity Chair, the Director and Producer, and other selected people should be held as early in the process as possible, to determine the nature and trajectory of the advertising. Contact the advertising sales representative to coordinate plans.

3.8.1 Program

Coordinate with the Publicity Chair and the Graphics Coordinator who will be responsible for creating the programs. Provide necessary bio information on cast, Director, Producer, Choreographer and crews (see 2.1 above. This is usually handled by the Asst. to the Director).

3.8.2 Videography/Photography

Coordinate with the Publicity Chair, the SCCT Photographer (currently Steven Peters or Susan McGreal) and the SCCT Videographer with a schedule for publicity shoots. Still photos will be necessary for newspaper articles and small videos are now being used on e-mail blasts sent out to our residents.

3.9 Box Office

The Producer is not responsible for ticket sales, but should coordinate activities with the Box Office and receive periodic updates. You should keep the box office informed of the show calendar.

4. PRODUCTION MANAGEMENT

4.1 Production Meetings

The Producer is responsible for managing the process and putting together the pieces of the puzzle. Well before the first rehearsal, you and the Director should meet with the production team to discuss the Director's vision and concept. Make sure everyone is clear about their responsibilities, duties and needs. Everyone should understand that while they may have very good ideas, the Director makes the decisions (though there are some technical limitations). Establish deliverables for each area and create a timeline for them. The Producer should keep in constant contact with the Director and all crews during the process, and it is a good idea to hold additional production meetings with the entire crew. The Producer or the Director should distribute a complete list of cast and crew, with phone numbers and email addresses

4.2. Rehearsals

When the Director has proposed a rehearsal schedule, the Producer should determine which rooms are needed and whether the dates coincide with standing reservations, and make adjustments accordingly. If (and , this always happens, you need additional rehearsal times, you are responsible for contacting the Room Reservation Specialist at Lidestyles to make this happen

4.2.1 Standing Dates at CA Facilities

Lifestyle Services has given SCCT standing reservations for Magnolia Hall **Main Stage** (MHMS) – and main stage only (This means that if you expect to need the Green Room (back stage) or the booth, you must make separate arrangements for these...sometime, if you are lucky, the Director of Productions has been proactive and secured these rooms in advance) - as follows:

Wednesdays 6:00PM – 10:00PM

Thursday, Friday, Saturday and Sunday afternoons 12:30 – 4:00 PM

(Band has a standing reservation for most Saturdays 10-12:30 in the pit)

Also, regarding MUSICALS it is important to remember that since Chorus rehearses most Wednesdays from 1-3:30 PM in the Green Room and that many of those people are in our musicals, you should avoid Wednesday afternoon rehearsals.

On occasion, Lifestyle Services will schedule an event that overrides these standing reservations. We should receive plenty of advance notice.

If the desired rehearsal dates coincide with the standing dates for Magnolia Hall Main Stage, notify the Director of Production Services, who will assign those dates to your show and resolve any conflicts. *If you are assigned a Magnolia time slot and do not plan to use it, notify the DPS or Lifestyles directly as soon as possible so as to avoid any room charges.*

4.2.2 Non-standing dates at CA Facilities

If you need any other Community Association space, including Magnolia back stage, additional dates or times for Magnolia main stage, or Pinckney Hall, first check potential SCCT conflicts with the Director of Production Services. The Producer (and **only** the Producer), should then reserve space directly with the designated room reservation specialist at Lifestyle Services and inform the Director of Production Services so he/she can update the calendar. One recurring supplemental set of dates is for any dress rehearsal during the last week before a show...We have the main stage, BUT you will need to order the Green Room (MHBS) for costume storage and changing. Use the Room Reservation form in Appendix B.

4.2.3 Argent Facility

Rehearsal time at Argent should be scheduled with the Director of Production Services

4.3 Set Installation Date

An organized installation of the set is crucial. Coordinate with the committee chair (Stage Manager) for sets to be sure the time is scheduled at Magnolia Hall MS. It is the Stage Manager's responsibility to determine that there are enough volunteers and transportation to move the set. Also, the Stage Manager must try to make use of everyone's time efficiently so no one is idle and the set constructors get the help they need. Have a detailed task list prepared, so that there is a job for everyone.

4.4 Tech Week

Some shows will require more technical time than others. Be sure you have properly scheduled time to test run lighting, sound and effects. For musicals, you will have the services of an audio professional to do the setup, and our volunteers will run the board. SCCT is paying an hourly rate for that professional, so you must use his time effectively. It is important that tech week be closely coordinated and scheduled with the technical crews, and that a detailed work plan is established for each day so that everyone's time is use efficiently.

Be sure that ancillary tech, such as showing of credits, advertisers and needed announcements are prepared in time to be included in tech rehearsals.

4.5 Production Dates

The Director of Production Services will schedule show and dress rehearsal dates at MHMS/MHBS for all shows prior to the start of each production season and will advise the Producer of the dates allotted to his/her show. The Producer is responsible for reserving space for any additional dress or tech rehearsals, after securing clearance from the Director of Production Services.

4.6 Preparation of Gate Passes

It falls on the Producer to prepare special event gate passes to allow for non-residents to enter SCHH in order to attend a show. Please use the template shown in the appendices. Once prepared, have sufficient copies made for each date and deliver these passes to Securitas at the front gate a few days before opening night.

4.7 Striking the set

Normally the set is struck on the Monday following a Sunday Matinee, but the MHMS time is not always reserved. The Producer must verify that the time is available; in some cases, the set may have to be struck immediately after the Sunday matinee.

Make sure to remind the Stage Manager and the Set Decorator that they must be at Argent Facility when the show materials are returned. It is their job to make sure that set décor (including chairs and tables etc) are returned to the front of Argent and put away as neatly as possible and that nothing blocks access to our Secretary's files or inhibits the use of Argent for rehearsals for monthlies or summer dramas. All constructed set pieces must be returned to the rear of Argent and a decision made to keep or disassemble each piece.

4.8 Post Production Party

The Producer should determine when and where the Post Production party is to be held, and reserve appropriate space with Lifestyle Services (usually handled by our social events chairperson), using the room reservation form for events and parties. Lifestyle Services gives SCCT a free room for two events annually; these are usually reserved for the musicals because normally the cast is larger. For other productions, SCCT is charged 50% of the published rates, so please use the smallest room appropriate. To schedule the cast party, use the room reservation form in Appendix C.

In addition to scheduling the room, the Producer should also make appropriate arrangements with the Director of Member Services and the Event Management chair to ensure that the room is properly equipped and that the food and drink are managed. Note that there may be costs in addition to the room rental rate.

4.9 Post Production Meeting

The purpose of this meeting is to determine if any serious "production" problems arose during the particular show and to address these issues so that future productions will have an easier time dealing with these types of issues. If no serious production issues were noted, no meeting is necessary. If a meeting is deemed necessary, The Producer should inform the Director of Production Services, and the Producer should schedule a meeting with those crew heads affected to evaluate the production process. This meeting should involve the fewest number of people necessary and be held as soon as possible after the close of production. There is no requirement to make this a formal process, so if the issues can be handled by a phone conversation, that is fine. Regardless, issues discussed should be codified in a memo and sent

to the Director of Production Services who will apprise the Board of the issues and resolution. The purpose of the meeting is not to critique the performance, but to determine "lessons learned" that will improve the efficiency of the process in the future.

5 FINANCES

5.2 Budget

The Director of Production Services will work with you to prepare a budget for the production, and may have already prepared a preliminary budget for planning purposes. As soon as feasible, and based on meetings with the production crews, review the budget and determine if it is appropriate for the show. If changes are necessary, submit them to the Director of Production Services, who will review them and present them to the full Executive Board. The Producer is not responsible for ticket sales (revenues), but the Producer is responsible for keeping expenses within budget. You should advise each of the crew heads how much of the budget is allocated for their activity, and work with them to keep them within budget. You do have the flexibility to transfer funds among individual line items, so long as you do not exceed the total expense budget. If, during the course of the production, you determine that additional funds are needed, you should work with the Director of Production Services to submit a request and justification to the Executive Board.

5.3 Expense Management

You must follow SCCT financial policies as they are established from time to time. You should sign all Requests for Reimbursement (Appendix D) that are submitted by you or any of the crew on behalf of your show. You can request an advance or pay for needed items and request reimbursement. Under present policy, any single expense over \$500 also requires the signature of the Producer as well as the Director of Production Services, or another member of the Executive Board in his/her absence.

6 SCHEDULING CONSIDERATIONS

When scheduling rehearsal time, you should be aware of the following regular meetings at MHMS, which will override any standing dates reserved for SCCT:

- Community Association board meets on the second Wednesday of each month from 8:00Am to 12:00 noon.
- SCCT monthly meetings are held on the third Thursday of each month and use the hall from 5:00PM – 10:00PM.
- The Wednesday time slot the day before the monthly is reserved for tech rehearsal for the monthly entertainment unless other arrangements have been made.
- The Music Director holds band practice on Saturdays from 10:00AM – 12:30PM. Generally, the last two such practice sessions are used in conjunction with our regular stage rehearsals for our musicals.

- Lifestyle Services events will pre-empt standing reservations for SCCT.
- The Director of Production Services maintains a central calendar of SCCT shows and rehearsals, as well as known Lifestyle events, which you can view on-line at www.localendar.com/public/scctcal.

7 APPENDIX A – RECOMMENDED TIMELINES

<i>Item</i>	Recommended # of Weeks before performance							
<i>Scripts</i>	18							
<i>Auditions</i>		16						
<i>First Production Meeting</i>			14					
<i>Begin Rehearsals</i>				12				
<i>Begin set construction</i>					12			
<i>Install set</i>						2		
<i>Tech rehearsal</i>							1	
<i>Dress rehearsal</i>								0

THIS IS ONLY A GUIDELINE, AND WILL VARY WITH THE SHOW, THE PRODUCER AND THE DIRECTOR. IF YOU WISH TO START EARLIER, YOU SHOULD PAY PARTICULAR ATTENTION TO POTENTIAL CONFLICTS WITH OTHER ONGOING PRODUCTIONS AS WELL AS LIFESTYLE SERVICES ACTIVITIES. IF YOU WISH TO START LATER, THAT COULD MEAN INSUFFICIENT REHEARSAL TIME AND SPACE.

APPENDIX B – ROOM RESERVATION FORM

**CHARTERED CLUB/NEIGHBORHOOD/COMMITTEE/DEPARTMENT
MEETING ROOM REQUEST**

Date Submitted _____

Club/Neighborhood/Committee/Department Name SCCT

Purpose of Meeting _____

Requestor's Name _____ CAM ID# _____

Phone # _____ Email Address _____

Date(s) Requested: 1st Choice _____ 2nd Choice _____

Time Requested: From _____ Actual Time of Meeting: From _____

Number of People Expected _____

Will food be served? ___No_____ Will alcohol be served? ___No_____

Type of Setup Required:
Existing Setup Theater Style (chairs only) Classroom Style (2 tables & 15 chairs) Diagram Attached

Space Requested: 1st Choice Riverbend 2nd Choice _____

Pinckney Hall Hidden Cypress Riverbend Lodge

Yemassee Craft Center Magnolia Hall Outdoor Space

Somerset Room Box Office

Tables Needed: Banquets _____ Skinny Banquets _____ Oval _____ Card Tables _____ Other _____

Equipment Needed:

<input type="checkbox"/> Portable Sound System	<input type="checkbox"/> Microphone	<input type="checkbox"/> Video Projector	<input type="checkbox"/> Ice
<input type="checkbox"/> Portable Screen	<input type="checkbox"/> TV/VCR	<input type="checkbox"/> Flipchart/Easel/ Marker	
<input type="checkbox"/> Pull Down Screen	<input type="checkbox"/> TV/DVD	with Paper	
<input type="checkbox"/> Lapel Microphone	<input type="checkbox"/> Table Podium	<input type="checkbox"/> Easel Tripod	
<input type="checkbox"/> Cordless Microphone	<input type="checkbox"/> Podium		

Signature _____ Date _____ Lifestyle Services Department Approval _____ Date _____

Please allow 3-5 working days for the Lifestyle Services Dept. to respond to your request. Please direct questions to the Lifestyle Room Specialist at (843)705-4015.


* All room reservations are governed by Sun City Hilton Head Community Association Room Rental Guidelines version June, 2010.

For Office Use Only:
Date of Event _____ Time _____

Room _____ Starting Time _____

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8 APPENDIX D – REIMBURSEMENT REQUEST FORM



SUN CITY COMMUNITY THEATRE

Reimbursement and Advance Payment Request

Date: _____

I request reimbursement or advance payment in the amount of
\$ _____ for the purchase of the following item(s).

Requestors: please be advised that:

- Receipt(s) must be attached for reimbursement. Receipts for advance payments must be submitted within three days of the purchase.
- A requests for payment must be appropriately signed. A request for a payment in excess of \$500 must also be signed by a member of the Executive Board.

Make check payable to: _____ if other than Payee (Recipient), below left.

<u>Description</u>	<u>Event</u> or "General"	<u>Category</u> [†]	<u>Cost</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Printed Name, Address &
Telephone # of Payee (Recipient)**

Requestor's Signature

Signature of Board Member if over \$500.00

Paid (For Treasurer's Use)

Date _____ Check # _____

Producer's Approval

Submit this form and all materials to SCCT Treasurer, Nick Colavito, 123 Stratford Village Way, nicksc@sc.rr.com.

[†] Category could be: set materials, costumes, makeup, props, shop tools, office supplies, printing, professional services, etc.

