

BOX OFFICE CHAIR

The box office committee sets ticket prices, runs the cookie/concession booth and sees that the marquee and inside message board have current information on it, keeps the answering machine current and gets messages off the answering machine. (We currently have a paid box office manager who takes care of answering machine, marquee, etc. If the board chooses to go to volunteers in the box office the box office chair would have to assign these duties to someone.)

The box office chair sees that ushers and cookie booth workers are provided for each show and procures cookies for each live performance (usually 6 dozen for a full house). The chair should keep a list of volunteers to pass on to the next box office chair to help make this job easier. Try not to utilize the same volunteers all the time unless they have requested to work every show.

The box office chair is responsible for keeping the money box filled with change. Whether charging or accepting donations, money for change should be available for each show.

The chair should make sure all supplies are stocked, including but not limited to: 7 ounce cups for the drinks, soda, water, paper napkins (McDonald's has been supplying), rubber gloves, popcorn, popcorn bags, oil, candy, etc. Although the rules for running the booth asks the workers to restock the fridge, it is the responsibility of the chair to see that it is done.

The box office committee should decide how many, if any free tickets they would like to give away as a promotion for our shows. Currently, they are giving each performer a free ticket to the next show (good on the slowest selling night only).

THEATRICAL COMMITTEE CHAIR

The theatrical committee decides the new season, picks directors, musical directors, show dates, etc.

The chair organizes the meetings, orders the perusal scripts, assigns scripts to be read, orders the scripts for the upcoming productions and oversees the contracts and royalty payments for each production.

The committee should start with show ideas as soon as possible. Ask the former chair if there are any shows that did not make the current season that were being considered. This will give the new committee a place to start. Research conducted by former boards tells us the Crawfordsville and surrounding communities prefer seasons with well known shows at their core. A season will sell better if it only has one or two unknown titles. It is advantageous to separate the unknown shows in a season with a well known show. Though the season may be changed through the current boards' voting, the summer season has been a youth musical in June and a big adult musical in August. Also, shows at Christmas utilizing children are usually sell outs, just something to keep in mind.

The chair needs to see if the rights to a play will be available for the chosen dates BEFORE the season is announced. The theatrical committee recommends the shows to the entire board of directors. The board is allowed discussion and can vote for or against a show. As per our by-laws, majority rules. The season should be decided by April 1st if possible. The Journal Review puts out it's Montgomery County Directory in May every year and we usually buy an ad in the directory announcing our season.

The chair orders the scripts for each show at least 3 weeks before auditions. Since we generally audition for a new show at the close of the previous show, it is wise to order the scripts in the middle of the previous shows rehearsal schedule. This allows the director time to study the script and let the producer/publicity committee know his needs for the play (how many men, women, extras, dancers, etc) so the ads can be placed and press releases written. When scripts arrive, give them to the producer who is responsible for seeing that scripts/librettos are distributed and collected at the end of a show. It is the producer's job to see the rented material is returned to the place of rental in a timely manner.

PUBLICITY CHAIR

These jobs need to be done by the publicity committee. The chair does not have to do all the jobs, but needs to make sure all jobs are assigned and get done.

In the summer start calling all the advertisers in the program to decide if they want to renew their ads. Also, try to sell new program ads. Everyone on publicity should do this.

Call the Journal Review in August to set up the dates for the TV and more section articles for the entire season. We want to be sure to get our story and pictures in the Saturday before the tickets go on sale for each show.

Assign someone to write the above publicity articles. Get someone (may be same person) to take pictures to accompany article. The Weekly and The Paper will print your press release anytime, so please be aware to utilize them also. The Weekly, is as it's name implies, so you have to plan ahead in order to get it in the week BEFORE ticket sales start.

Put audition ads in the paper for each show. Speak with the director or producer to see what needs to be in each ad. Some contracts are specific as to what needs to be in advertising such as: produced by special arrangement with Samuel French, written, music and lyrics by... etc. You absolutely must go to proof the ad before it appears in the paper. I gave a typewritten ad to the Journal and did not get down to proof it (I was selling tickets for Hobbit) and they used the Hobbit sponsor on the GREASE ad!

Put show date ads in the paper. Usually we want them in Monday's Journal Review because it is an expanded coverage day. (Goes out to other counties) and again on opening day and Saturday's Journal Review (because some people only buy Saturday's paper to get the TV guide in it). Look at your budget, you can usually get a smaller ad with all correct information at a cheaper price than the "package" deal they want to sell you. Also, don't forget we have 2 other papers in town. The Weekly has a circulation of 10,000.

I always send audition "press releases" to the papers in surrounding towns. Greencastle, Lafayette, Lebanon and the Indianapolis Star. The Star has not yet printed our audition notices, but they will put our show dates in their Sunday arts calendar section. Be sure to send it in 3 weeks before opening, including ticket prices, show dates and times, phone number and web address.

Publicity committee also has the posters printed for each show. Talk to the director and/or producer to see what pertinent information needs to be on the poster. Usually we include the director, choreographer, musical director and producers along with the show name, dates, times, ticket prices, address, phone number etc. **DON'T FORGET YOUR SHOW SPONSORS LOGOS**

You will then need to organize the passing out of the posters. It is best to assign a few people to pass them out as it is very time consuming. Please do not forget our advertisers. Unless they are a funeral home or someplace like that our advertisers want a poster for their business too. Yes, it takes driving around and time, but well worth it. We want their advertising \$ and their employees and customers to come to our show.

Something new added this year is the County Market fundraiser. You should contact the manager at County Market to have a grocery bagging fundraiser the weekend before we open if possible. This way costumes or cast t-shirts can be worn to generate publicity. Have \$1.00 opening night flyers to pass out to customers. Put donation cans on the ends of the lanes to collect donations. The **LEAST** amount we made last year was \$50 an hour.

SECRETARY

The secretary attends each meeting of the board of directors. The secretary takes attendance and minutes of each meeting. The secretary sends the minutes to each board member, either electronically or otherwise. Currently the minutes are being edited and entered on our website (but not by the secretary).

According to the bylaws, the secretary is to maintain the mailing list. The membership list is kept current by the secretary also. Be sure to pass this list on to the person doing the program.

The secretary should send thank you notes to those who contribute to the Vanity in ways other than membership dues, such as: clothing donations, carpet donations, paint donations, etc.

The secretary is a member of the executive committee and should attend all meetings of the executive committee.

*Outdoor test
proposals*

STRIKE

Procedures for Lights/Sound Booth

Collect and turn off walkie talkies. Remove batteries for storage. Place all in the marked box. Leave one flashlight by the mixer; return others to the marked box.

If applicable, remove all X-10 from outlets near the stage; store all X-10 equipment in marked box. Remove and gather other lighting effects.

Put away any equipment used in the show. Tidy up!!!!

Unplug the extension cord for the video monitor.
Turn off all power strips.

Turn off all other equipment. Take cd's and tapes out of the players. If borrowed, return to owner.

Cover the board, the mixer, and such with the flannel for dust protection.

Turn off the circuit breaker for the marquee racing lights.

Empty wastebaskets, put in new liner.

Vacuum carpets.

Smile. Thank you.

Sugar Creek Players Board of Directors

Executive Committee

President, Vice-President, Secretary, Treasurer

Theatrical Committee

selects shows
hires directors
secures producers

House Committee

physical plant
integrity of stage
lighting system
sound system
seating
cleaning
fire code/sprinkler system

Publicity Committee

marquee
season brochure
newsletters
posters
programs
selling ads for programs
newspaper, radio, cable tv ads
news releases

Box Office Committee

cookie booth
ushers
ticket sales
lobby
checking/relaying/answering phone messages

Proposed subcommittees:
youth workshops
adult workshops

membership drive
corporate sponsors
grant development

Notice to Producers and Directors: Tuesday, September 11, 2001

In order to keep costs under control a policy of strict compliance with this new funding protocol has been initiated.

Forthwith all receipts for any material purchases must include:

- Name of play,
- Date of purchase-clearly printed on receipt,
- What was purchased,
- By whom it was purchased.

Any items purchased for personal use in a play are not reimbursable. Items such as stocking, make-up, hairnets, and the like, are not reimbursable. If you feel that an individual in a particular play may incur a particular hardship then you need to notify the director and producer, and if over \$20.00, the treasurer.

No one is allowed to purchase items without the consent of the director and/or the producer. This applies to any account the theater may have with any business entity.

No one is permitted to purchase T-shirts or other such items for a play and place the name of The Vanity Theater as being responsible for payment. These items are purchased usually as mementos of a particular production and are not the responsibility of the Theater or of the Sugar Creek Players, or of the Board. It is the responsibility of the party taking the collection to ensure that all bills are paid in a timely manner so that the theater does not appear in any distasteful light.

The director and producer of a play have a responsibility to the board to keep set construction and other production costs to a minimum and to adhere to the budget for that show. When the potential for cost overrun is first known, it is the responsibility of the director and producer to notify the treasurer immediately.

It is everyone's responsibility to return borrowed items from local businesses or we will not be allowed to borrow items again. Arrangement to return any borrowed costumes, props and furnishings should be made prior to the end of the run of the play so that anyone who is responsible for returning these items will know what their responsibilities are. Items should be catalogued when borrowed and checked off as they are returned.

Usher Schedule

Name of Show _____

Performances: Usher names & phone numbers:

Thursday evening _____

Date _____

Friday evening _____

Date _____

Saturday matinee _____

Date _____

Saturday evening _____

Date _____

Sunday matinee _____

Date _____

Sunday evening _____

Date _____

Thursday evening _____

Date _____

Friday evening _____

Date _____

Saturday matinee _____

Date _____

Saturday evening _____

Date _____

Sunday matinee _____

Date _____

Sunday evening _____

Date _____

Ushers are to empty **trash** into the alley dumpster from the cookie booth, lobby, and restrooms. The **ice cooler** should be emptied and the lid left ajar for drying purposes. Litter should be picked up from the house. If **supplies** are low in the cookie booth, the ushers for the following show should be notified. Trash removal should not be undertaken while there are still patrons in the theater.

Committee Preference Sheet

Name _____

Choices:

HOUSE – BOX OFFICE – THEATRICAL – PUBLICITY – FINANCIAL

1st choice - _____

2nd choice - _____

3rd choice - _____

You may be asked to serve on more than one committee.

Which, if any, Sugar Creek Players committees have you served on in the past?

Is there a project that you would like to be in charge of, outside of regular committee work? (i.e. childrens theatre workshop, roof repair project, etc.)
