

Sugar Creek Players
Producer

I. Requirements**A. Selection**

1. Board Member
2. Recommendation from Theatrical
3. Board Approval

II. Responsibilities**A. Finance****1. Budget**

- a. Monitor expenditures by all production participants
- b. Work with vendors for maximum donations
- c. Give vendor information to Publicity Co. for programs

B. Communications

1. Discuss Budget with director and assistant
2. Discuss Production Needs with Director and Assistant
 - a. Contact sheets
 - b. Costume Coordinator
 - c. Light/Sound Personnel
 - d. Musicians
 - e. Performer/Crew Bios
 - f. Props Personnel
 - g. Scripts - Distribute/Collect
 - h. Set Construction Crew
 - i. Stage Manager
 - j. Stage Mother/Father for Children' Productions
3. Communiqués from Board/Committees
4. Organize Production Meetings
5. Distribute/Collect Production Comment Sheets

C. Contact Publicity Committee**D. Contact Board**

1. Budget Items
 - a. Receive Pre-Approval for Over-Budget Items
2. Communiqué's from Director
3. Periodic Updates
4. Curtain Speeches
 - a. Information/Participants
5. Submit Comment Sheets

Special Notes

Consider comps for excellent vendors