



PO Box 274, Eagleville, PA 19408-0274
Theater Address: 1700 Christopher Street, Jeffersonville, PA 19403
(610) 539-BARN • www.barnplayhouse.org

PRODUCTION GUIDELINES FOR DIRECTORS AND PRODUCERS

Dear Directors and Producers,

The Board of Directors and the Play Production Committee thank you for volunteering to direct and/or produce a production with The Dramateurs. We wish you much success with your show and hope you have an enjoyable experience working at The Barn.

We think you will find this booklet helpful. Its purpose is to provide some direction with regards to organizing a production at The Barn, as well as building utilization. First, and perhaps most importantly, we want to emphasize that it is imperative you work collaboratively with the Board, Play Production, and all other appropriate standing committees whose responsibility it is to help ensure the success of each production, as well as the success of the organization. While it may not be totally complete, we have attempted to address the many questions and concerns that have surfaced in the past.

If you are not sure of a policy or procedure or if you have any questions or doubts, contact a member of the Play Production Committee or the appropriate standing committee chair. They will be happy to assist you.

Please note that this edition includes a section on building security. We ask that you read it carefully so that you fully understand your responsibilities in making sure the building is secure.

Enjoy your production! We are most grateful for your work.

Sincerely,
The Dramateurs, Inc. Board of Directors
and the Play Production Committee

A. JOB DESCRIPTIONS: The following are listed in our organization's By-Laws. *Please review these descriptions. They differ in some ways from the same jobs at other theaters.*

NOTE: THE FOLLOWING PRODUCTION STAFF MEMBERS ARE REQUIRED TO BECOME MEMBERS OF THE ORGANIZATION BEFORE BEGINNING WORK ON THE PRODUCTION. PLEASE CONTACT THE MEMBERSHIP CHAIR WITH QUESTIONS.

Director:

"The Director shall be responsible for running and organizing auditions, scheduling rehearsals and for the interpretation of the presentation of the production and for the performers therein. The Director shall have final approval of all technical and administrative aspects of the production. The Director shall be appointed by the Play Production Committee for each production, subject to Board approval."

Producer:

"The Producer is directly responsible to the Director and shall be in charge of supervising and coordinating the technical, financial and administrative aspects of the production."

In the case of musicals or other plays where scripts are rented, it is the responsibility of the producer to collect a \$25 script deposit from each cast member. Deposits should be given by check and will be returned on closing night, provided the script is returned in good condition.

Note: If there is no Producer appointed, the Director shall assume these responsibilities.

Stage Manager:

"The Stage Manager shall work under direct authority of the Director in supervising and coordinating all backstage activities until the night of the first performance when he or she shall assume full charge of backstage."

Note: The stage crew is answerable to the Stage Manager during the entire rehearsal and performance schedule.

Music Director:

If necessary to the production, the music director shall work under the direct authority of the director in teaching music related to the production and securing, coordinating and supervising the orchestra and its musicians.

Choreographer:

If necessary to the production, the choreographer shall work under the direct authority of the director in teaching and executing all dance routines related to the productions.

B. ADDITIONAL PRODUCTION STAFF:

It is the responsibility of every director to solicit and organize his/her own production staff. If any director needs help with staff, the Play Production Committee can suggest names of members who have prior experience in most areas.

The following production staff members may have questions concerning their work during your production. They should contact the appropriate committee chair with questions or concerns.

Costumer:

Designs, acquires, or makes costumes as necessary for the production. The costumer is responsible for the care and cleaning of the costumes prior to returning them to the costume room.

Lighting Designer:

Designs and sets lights for the production.

Lighting Technician:

Runs lights for rehearsals and for all performances. The designer and technician may be the same person.

Set Designer:

Designs the ground plan and concept for the setting of the show.

Master Carpenter:

Executes set designer's plans. The designer and carpenter may be the same person.

Props Master:

Designs, acquires or makes props as necessary.

Sound Designer

Designs a master plot of sound cues and mic assignments for the production. The designer and technician may be the same person.

Sound Technician:

Runs microphones, sound cues, music, etc. and is responsible for the care and upkeep of the mics during the run of the show.

Make-up:

At the discretion of the Director, executes all specialized make-up relative to the production and may teach cast members the basics of theater application.

C. The Director's Connection to Standing Committees

Listed below are the standing committees of the organization. Committees will assist staff with specific requirements or problems. Committees are not automatically in charge of their areas for *every* production. **Members of the production team are asked to adhere to the items below when planning a production.** If you have further questions regarding a specific area please contact the committee chair.

Barn:

Do not change any permanent structure of the Barn. If you have a question about what can or cannot be changed, contact the Barn (Facilities) Committee chair.

Building security is your responsibility. Please make sure ALL doors, (downstairs, the pit, the back of the auditorium and both front entrances) are secured when you close up the building.

Box Office:

Cast and crew are encouraged make reservations for tickets. Clarify the following procedure with your cast and crew: *Reservations should be made by calling our voice mail at 610-539-BARN or ordering online at www.barnplayhouse.org. With the exception of membership tickets, reservations must be accompanied by valid credit card information or paid in advance with cash or check.*

Note: Directors who intend to use a center aisle, a stage thrust or change the regular configuration of seats in any way should take into consideration the required access to all exits and should contact the Box Office chair to discuss the seating plan.

Business and Finance:

This committee will provide a form for budget preparation. The director should submit the budget to the committee for review and approval by the date chosen by the treasurer, chair of the committee. The treasurer will notify the director of the show's approved budget. If a director anticipates financial need beyond the approved budget amount, the Board recommends seeking outside funding sources (i.e. private donations, corporate sponsors, etc.) to cover the additional amount. The director/producer should contact the treasurer when ready for funds. **All receipts and/or unspent monies must be returned to the treasurer within 2 weeks of closing night.**

Costumes:

Call the Costume Committee chair to gain access to the Costume Room. Costume guidelines will be posted in the costume room. No permanent alterations may be made without the approval of the Costume Committee. All costumes should be cleaned prior to returning them to the costume room.

Education:

The second Friday of every production run has been designated as the date for the post-show talk-back session with cast and crew. This date is announced in all publicity throughout the season. The Education Committee chair will contact each director to ensure the director, stage manager and a few actors are available for the talk-back session.

House:

The House Committee will clean the lobby, all bathrooms, and auditorium before the show opens. We ask for your help with setting the seats. The cast and crew of each production are responsible for cleaning and removing trash on a regular basis during the rehearsal period and for keeping the downstairs tidy throughout the run of the show. Since we share the property with critters, no food or beverages should be left unprotected overnight.

Note: During set construction, paint brushes or paint supplies should be cleaned up in the paint/utility sink in the basement of the building ONLY! PLEASE DO NOT CLEAN brushes or other paint supplies in the bathrooms.

Please have all construction materials, costumes, trash, and personal items cleared from the lobby and auditorium two (2) full days before opening night to allow for cleaning by the house committee. The committee stocks paper towels and toilet paper for the theater. Paper supplies are stored under the stage and can be accessed from the stage right stairs. Trash bags are located in the concession counters. If you find any supplies are running low, including paper towels, toilet paper, hand soap, water, etc. please notify the House Committee chair.

This committee will also schedule ushers and purchase and serve concessions. If your cast members have relatives or friends who would like to see the show **more than once**, contact the committee chair to arrange for the individual to usher or help with concessions. Any time they work they will receive a free ticket. **Please emphasize this to your cast members.**

Lights and Sound:

Contact the Lights and Sound Committee chair to gain access to the lighting booth. No major or permanent changes may be made without the approval of the Lights and Sound Committee. The use of stage lighting should be limited to tech week and performances. The Stage Manager should return all headsets to the lighting booth after each performance.

Make-up:

The director should contact the Make-Up Committee chair if there are any specialty items required for a particular production. Otherwise, a standard range of make-up will be provided. Most actors provide and do their own makeup, a practice that is both speedy and sanitary.

Membership:

A committee member will stay in touch with the Director or Producer regarding outstanding membership dues. **Please make it very clear to all cast, crew and production staff that everyone working in the Barn is required to pay dues and sign an insurance release. If someone is unable to pay, they should make arrangements with the Membership chair.** Each paid member of the organization receives one comp ticket for each of the regular season productions. If a member is cast or working on the show, the ticket is transferable for that production only. Admission to fundraisers or special events (children's production, cabarets, socials, etc.) is not a part of the membership package.

Adults age 18 and above involved in any production or activity of the organization which includes minors must obtain and submit all necessary state clearances for volunteers working with youth. Our organization's full policy and information regarding how to apply for clearances can be found on our website at www.barnplayhouse.com/membership. If you have questions or need additional information, please contact the Membership Committee chair.

Play Production:

The committee provides standard audition forms. Special requirements may be added to the form. Give any changes to the committee. For all tech areas, this committee will suggest the names of members with prior experience should the Directors need to fill staff positions. The committee will provide directors with scripts and other materials. **The Director/Producer is responsible to ship back all rental scripts/scores to the production house within one week of show closing.**

Properties:

The Properties Committee maintains hand props, set dressing, etc. Please contact the chair for access to the room. If you need an unusual item not in our stock, we will try to help secure what you need. As is the case for other areas, do not make permanent alterations to properties without the approval of the committee. Return all rehearsal props and production props to the baskets provided by the committee chair.

Publicity:

The committee will contact each director to arrange for: 1) audition and production materials; 2) scheduling publicity releases; 3) contacting newspapers for photo opportunities and 4) sending invitations to reviewers.

Note: All information for the website and social networking sites should be forwarded to the Publicity Committee chair, who will then coordinate posting. If you wish to send out personal advertising for your production and/or auditions please contact the Publicity Committee chair for standard requirements (i.e. wording, credits, logos). We strive for consistency in all publicity materials.

Social:

The committee will set up the Opening Night party. Please communicate ideas for food/drink that may be connected to the theme or used in fact in your show. Also, there may be other social events connected to the Barn. Please encourage the involvement of all of your cast members whenever possible.

Stage:

The chair or a committee member will show the director where flats, tools and other set pieces are located. Stage properties such as stairs, platforms, windows, etc. should not be dismantled without the approval of the Stage committee.

- **Stage Floor** - Do not screw or nail set pieces into the floor. If you need assistance in planning your set bracing, please contact the Stage Committee chair.
- **Black Paint** - Do not use mixed black paint for permanent stage walls, floor, or any part of the structure that extends into the audience. **If you are going to paint with black, purchase Sherwin-Williams latex in flat black only.** The Trooper store (Park Ridge shopping center) stocks it for us and has our tax identification on file. If you have any questions regarding the paint, please contact the Stage Committee chair.

Ways and Means:

There will probably be very little impact of this committee on the life of the Director. A Dine-To-Donate event may be schedule during the run of your show. Please encourage all involved with production to attend. There also may be raffles, fish bowls or other small fundraising activities that happen during the intermission of your production.

D. Miscellaneous Items of Responsibility for Directors

Accident/Incident Reporting - An Incident Report form must be completed for any accident/injury occurring to any person while you are in a supervisory position at the Barn. Complete all items to the best of your ability, sign and date the form. Submit the form to the President or other Board Member of The Dramateurs, Inc. immediately. A copy of the form is on our website. Additional forms are available for use under the Concession stand.

Actors in the Lobby - Actors are not permitted in the lobby after 7:00 p.m.

Alcoholic Beverages - **No alcoholic beverages are permitted on the property** with the exception of those served during the Opening Night party.

Heating and Air Conditioning - Moderation is the key. Thermostats are located in the auditorium and backstage left. The director or stage manager only will be responsible for maintaining the air conditioning. Please keep doors closed while the a/c is running. The thermostat should be turned on no longer than two hours before the performance begins. The temperature is set. Please do not adjust it. Please try to keep it comfortable, but not frosty.

Keep it Clean! This is a barn! We have lots of little livestock living in the nooks and crannies of the place. They love leftover food. Please ensure your cast members dispose of all trash on a regular basis. Please have your cast and crew take turns emptying trash into the dumpster during rehearsals. While the House Committee may take care of trash on performance nights, please stress to everyone that the Barn belongs to all of us as members, so we all need to take responsibility for it, every time we are there.

Lobby Decoration - This usually includes some items related to the theme or concept of the show. We also use head shots of the actors. While decoration is optional, it is one of the aspects of our theatre that our audiences enjoy. We'd like you to handle this since you know more about your show than anyone. Bulletin boards are available for all displays. Please DO NOT staple or nail into the walls.

Opening Night - A special party is held during intermission on Opening Nights. Therefore, intermission on opening night is a bit longer than usual.

Parking Policy - Cast and staff may park out front during the rehearsal period, but beginning on the last night of tech, they should be instructed to park out back or on Rittenhouse Blvd. Also, there is a "No Theatre Parking" sign, which should be posted out front on Christopher Street prior to every performance. If it is not there please inform the House staff.

Photographs - We usually display 8 x 10 head shots or group shots of actors and staff as part of the lobby display during the run of a production. This is a budget item. Keep it cheap, but Polaroids are probably not an option.

Programs - The producer or director is responsible for the production and printing of the program, a budget item. The number of programs needed should be ascertained during the budget process when determining the number of seats in the house. If neither you nor a staff member has capability to create print ready material, contact Play Production.

Rehearsal Schedule - While rehearsing at the Barn it is important to remember that you are sharing rehearsal space and time with at least one other show. Each show is allotted time on Sunday (one group in the afternoon from 1:00 – 5:00 and one in the evening from 6:00 – 11:00) and 2 nights during the week (Monday thru Thursday). The first show to open has scheduling priority but is expected to leave these aforementioned times for the next show to rehearse. Any conflicts can be dealt with directly by the Directors or with the assistance of the Play Production Committee.

Rehearsal Space - The director is responsible for finding space to rehearse prior to the move into the Barn, but the Play Production committee will assist due to an agreement in place with Ascension UCC in Norristown. Contact the Board of Directors or PPC if a suitable location cannot be found. If you will be rehearsing offsite on a regular basis, you must obtain a signed agreement

with the owner of the property for insurance purposes. The Play Production Chair can provide a copy of the agreement.

Release Forms - All cast and staff members are required to sign an insurance release form as part of their membership application.

Security - Building security is your responsibility. Please make sure ALL doors, (downstairs, the pit, the back of the auditorium and both front entrances) are secured when you close the building.

Set Strike - Strike list essentials are listed on the following pages of this booklet. Please refer to the list and make sure all items listed are complete, so the theatre is ready for the next show to move in.

Videotaping – VIDEOTAPING IS NOT PERMITTED. Mechanical recording is dictated by the terms of each production agreement. In almost every circumstance, the royalty agreement does NOT grant the right to make, use and/or distribute a mechanical recording (rehearsal, performance or otherwise) of the play or any portion of it by any means whatsoever, including, but not limited to, audiocassette, videotape, film, CD, DVD and other digital sequencing.

On occasion, videotape permission is granted for an additional royalty fee. When that option is available, the producer and director will be so informed by Play Production.

Set Strike Essentials

Responsible Person: Stage Manager/Director. Ultimately the set strike is the director's responsibility. Please use the following framework to develop your strike list. You may need to add details specific to your production.

Timing

Set strike is mandatory immediately following the last show of the run.

Pre-Strike Suggestions

1. Discuss with director/producer of next show, what they want kept and what they want cleared away.
2. Determined in advance what will be dismantled and what can be kept in one piece. Put this information on the set strike list. This should include things like legs or wheels which need to be removed or left attached to platforms, etc.
3. Cast should be told they can keep their lobby photos, but they will be disposed of during the strike if they are not claimed.
4. Post a strike list, with people assigned to each category.

SPECIAL NOTE

It is the responsibility of the outgoing show to repaint the stage, proscenium areas, back wall of the stage, etc. in the color that is appropriate for the new set being constructed, typically the standard Sherwin-Williams latex in flat black. It is not the responsibility of the incoming show to paint everything black.

After you have read all of this document, if you still have questions, please communicate them to the Play Production chair or the organization President who will be able to provide additional clarification.

The Barn Playhouse: Set Strike Check List

- Stage**
 - Barn furniture returned to basement
 - rented / borrowed furniture placed in lobby
 - flats placed in storage space located under stage
 - platforms taken downstairs
 - wood taken downstairs
 - stage floor swept

- Bathrooms & Lobby**
 - paper towels and toilet paper refilled
 - sinks cleaned
 - decorations and cast photos removed
 - lobby floor swept
 - bar wiped clean and straightened
 - left-over food stored or disposed of
 - trash taken to dumpster outside

- Auditorium**
 - programs and trash picked up
 - floor-level chairs stacked and covered at back of the auditorium
 - main auditorium floor swept/vacuumed
 - costume racks from stage returned to make up room
 - backstage trash to dumpster outside
 - _____
 - _____

- Make-up Room / Dressing Areas / Green Room /Bathroom**
 - floor swept
 - make-up counter washed and dried
 - mirrors cleaned
 - refrigerator(s) emptied and cleaned
 - bathroom cleaned and restocked
 - trash taken to dumpster outside
 - _____
 - _____

- Costumes**
 - Costumes collected
 - Barn costumes placed on chairs in back of auditorium
 - Rented/borrowed costumes placed as designated by the Costume Chair
 - _____
 - _____

- Props**
 - all props cleared from the stage

- collect all props
- check for props inside other props or furniture
- remove batteries from battery-powered props, if any
- clean props where necessary (e.g. food from dishes)
- borrowed or rented props placed in the lobby
- Barn props placed on the shelves at the top of the Prop Room stairs – baskets are available for carrying props upstairs
- _____
- _____

Light & Sound Booth

- light/sound equipment cleared from the stage, except monitors
- extension cords wrapped and placed in light booth
- equipment covered
- stage manager collects headsets and return them to the chargers in the light booth
- trash removed
- _____
- _____

Orchestra Pit (where applicable)

- chairs stacked
- music stands placed in areas between ladder and light equipment
- extension cords and pit lights placed in blue plastic container
- floor swept/vacuumed
- piano covered
- orchestra parts placed in lobby on box office ledge
- trash removed
- _____
- _____

2019 - Our 85th Season

Board of Directors

President - John Henken (john.henken1@gmail.com)
Vice-President - Tim Bean (timmah73@hotmail.com)
Recording Secretary - Marianne DiNenno (mdinenno@msn.com)
Corresponding Secretary - Eileen Ciccarone (ciccaronee64@gmail.com)
Treasurer - Doug Smith (dougsmith204@gmail.com)

Two Year Board Members

Steve DiNenno (year 2) (sdinenno92@msn.com)
Dee Henken (year 2) (jhenken@aol.com)
Michael Riggs (year 1) (mnriggs@yahoo.com)
Rory Zummo (year 1) (roryz200@hotmail.com)

Committee Chairs

Barn (Facilities) - Tim Bean (timmah73@hotmail.com)
Box Office - Eileen Ciccarone and Doug Smith (ciccaronee64@gmail.com/dougsmith204@gmail.com)
Business & Finance - Doug Smith (dougsmith204@gmail.com)
Costumes - Jeanine Brotherston-Braak (jkbrotherston@gmail.com)
Education - Diane Henken (jhenken@aol.com)
Hair & Make-Up - Sharon Mauch (Sharshun1@aol.com)
House - Denise Kolodziej (vorpallblonde@gmail.com)
Lights & Sound - Steve DiNenno (sdinenno92@msn.com)
Membership - Marianne DiNenno (mdinenno@msn.com)
Play Production - Eileen Ciccarone (ciccaronee64@gmail.com)
Props - Maureen Scallatino (mescallatino@comcast.net)
Publicity - Marianne DiNenno (mdinenno@msn.com)
Social – Rory Zummo (roryz200@hotmail.com)
Stage - Tim Bean and Rory Zummo (timmah73@hotmail.com/roryz200@hotmail.com)
Ways & Means - John Henken and Rory Zummo (john.henken1@gmail.com/roryz200@hotmail.com)
Committee Chair Liaison - Marianne DiNenno, Recording Secretary (mdinenno@msn.com)
Newsletter - Eileen Ciccarone, Corresponding Secretary (ciccaronee64@gmail.com)
Website Maintenance - Marianne DiNenno (mdinenno@msn.com)