



PO Box 274, Eagleville, PA 19408-0274

Theater Address: 1700 Christopher Lane, 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 these guidelines helpful. Their 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.

1. 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."

2. 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."

Refer to the Producer's Manual for more detailed information on the duties of the Producer.

3. 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.

4. Music Director:

If necessary to the production, the music director or designee 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.

5. Choreographer:

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

6. Play Production Liaison:

This position will be assigned to you by the Play Production Committee. This person will navigate any issues (facilities, committees, expectations, conflicts, injuries, e.g.) that you, your production team or cast may need help with.

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.

1. 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.

2. Costume Coordinator:

Organizes and maintains costumes for the rehearsals and during the production.

The costumer and costume coordinator may be the same person. Support for these positions is available from our Costume Committee.

3. Lighting Designer:

Designs and sets lights and programs the light board for the production.

4. Lighting Operator:

Runs lights for rehearsals and for all performances.

The designer and operator may be the same person. Support for these positions is available from our Lights and Sound Committee.

5. Set Designer:

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

6. Scenic Artist/Set Decorator:

Paints, dresses and finishes the set beyond construction. Repairs non-structural set items during the run.

7. Master Carpenter:

Executes set designer's plans and coordinates its construction. Makes repairs to major construction components during the run of the production if necessary.

The set designer, artist, decorator and carpenter may be the same person. Support is available for these positions from our Stage Committee.

*** Any purchase at Home Depot should be done using our tax-exempt customer number 9650239973. Give this number to the cashier and sales tax will be removed from the purchase.

8. Props Master:

Designs, acquires or makes props as necessary.

9. Props Coordinator:

Organizes and maintains props for the rehearsals and during the production.

The props master and coordinator may be the same person. Support for these positions is available from our Props Committee

10. Sound Designer

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

11. Sound Operator:

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

The designer and operator may be the same person. Support for these positions is available from our Lights and Sound Committee.

12. Hair/Make-up Master:

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.

13. Hair/Make-up Coordinator:

Organizes and assists make up needs, including specialty needs, for the production is required.

The Hair/Make-up master and coordinator may be the same person. Support for these positions is available from our Props Committee

14. Positions not listed:

Other positions necessary for the success of the production including, but not limited to, Fight Coordinator, Intimacy Coordinator, Stage Crew, etc. should be recruited and instructed by the Director, Producer and appropriate staff member. Reach out to the Play Production Committee if you need additional assistance in these areas.

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.

1. 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 and all outdoor lighting (front and rear) is turned off.

2. 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.* Questions regarding tickets should be directed to the Box Office email at barnplayhousetickets@gmail.com.

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.

3. Business and Finance:

This committee will provide a form for budget preparation. The director or designee 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, ways and means, 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 two (2) weeks of closing night.**

4. 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.

5. 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.

6. House:

The House Committee will clean the lobby, all bathrooms, and house the day before opening night. 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 upstairs or cast bathrooms.

Please have all construction materials, costumes, trash, and personal items cleared from the lobby and house by your final rehearsal 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.**

The vacuum cleaners are for house use only. For cleaning of sawdust and set debris, please use the shop vac located under the prop room stairs.

7. 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.

Any light fixtures you rent, borrow or purchase for your production must be removed during set strike.

8. Hair/Make-up:

The director should contact the Hair/Make-Up Committee chair if there are any specialty items required for a particular production. Most actors provide and do their own makeup, a practice that is both speedy and sanitary. The committee will provide basic items (tissues, wipes, etc.) in both the dressing rooms and green room.

If you have specific or special hair or make-up needs, please make sure you account for those costs in your show's budget.

9. Membership:

Membership = \$35. Dues entitle member to one ticket to each regular season production.

A committee member will stay in touch with the Producer regarding outstanding membership dues. **Please make it very clear to all cast, crew and key production staff (see organization by-laws for a list of "Key" staff) 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, only the ticket for that show is transferable for that production only (See the Box Office section for more information).** Admission to fundraisers or special events (children's production, cabarets, socials, etc.) is not a part of the membership package.

ALL staff members, regardless of when they began working on the production should sign a release form. The producer is responsible for collecting these forms and providing them to the Membership Committee chair.

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.

10. 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. **When necessary, the Producer is responsible to return all rental items including, but not limited to, scripts and music scores to the royalty house within one week of show closing. Contact the Play Production Committee chair if you need help with the mailing.**

11. 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.**

12. Publicity:

The committee will contact the producer 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.

Any and all publicity posted is the responsibility of the committee, who controls the content and timing. Posts include, but are not limited to, videos, social media posts, postcards, and posters.

13. Social:

This 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. The committee is also tasked with other social events connected to the Barn. Please encourage the involvement of all of your cast members whenever possible.

14. 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 Curtains - Please reach out to the committee to hang and remove stage curtains. Curtains will not be hung until all of your major set painting and construction has been complete.

Flats/Platforms/Doors - Please do not alter or cut flats, doors or platforms without contacting the committee.

Stage Furniture - Please contact the committee before making any changes to Barn furniture including, but not limited to, painting, making holes, or altering the piece in any way.

Stage Floor - Do not screw or nail set pieces into the floor without prior approval of the committee. If you need assistance in planning your set bracing, please contact the Stage Committee chair.

Black Paint - The committee will purchase a supply of 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.

15. Ways and Means:

There will probably be very little impact of this committee on the lives of the Director or Producer. Various events may be scheduled during the run of your show. Please encourage all involved with your production to attend. There also may be raffles or other small fundraising activities, including Dine-to-Donate events with local restaurants that happen during your production.

D. Miscellaneous Items of Responsibility for Directors

1. 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.

2. Actors in the Lobby -

Actors are not permitted in the lobby after 6:30 p.m. Remember that, as of the 2026 Season, evening performances begin at 7:30 pm.

3. Alcoholic Beverages -

NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PROPERTY with the exception of those served during the Opening Night party.

4. 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.

5. 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.

6. 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.

7. Opening Night -

A special party is held during intermission on Opening Nights. Therefore, intermission on opening night is a bit longer than usual. **Please inform your cast and crew of this prior to opening night. Contact the Social Committee chair for questions.**

8. 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 Lane prior to every performance. If it is not there please inform the House staff.

9. **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. The show producer is responsible for scheduling headshots and for displaying same in the lobby.

10. **Programs** -

The Publicity Committee is responsible for creating a short (1-page) program. Your production staff is responsible to purchase paper (24lb recommended) to print enough 1-page programs for the duration of the run, using the Barn's duplex color printer. A full digital program, including bios, ads and other information will be available by using a QR code which will be posted in the theater and the short program.

11. **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.

12. **Contractual Obligations** -

The director and producer should read, understand and ensure that all cast/staff comply with the items stipulated in our royalty contracts with the licensing agencies as well as these Guidelines. The director and producer will sign an agreement of understanding of all obligations and expectations described in the contract and these Guidelines.

13. **Rehearsal Space** -

The director and producer are responsible for finding space to rehearse prior to the move into the Barn. 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.

14. **Release Forms** -

All cast and staff members are required to sign an insurance release form as part of their membership application. If minors (individuals under 18) are involved, the cast and/or crew (including orchestra members) will be required to pass background checks. See the Producer's Handbook for details.

15. **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. We recommend that you tightly control distribution of this code to key staff members who run rehearsals. The code is wiped after each production closes.

16. **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.

17. **Videotaping** -

RECORDING OF YOUR PRODUCTION, EITHER THROUGH VIDEO OR AUDIO, IS NOT PERMITTED unless specifically allowed in the licensing contract through a purchased rider.

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. Determine 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 upstairs and in the green room prior to closing night.

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 (See Stage Committee Information above). 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 your Play Production Liaison who will be able to provide additional clarification.

The Barn Playhouse: Set Strike Check List Template

Please use these categories and tasks as a basis to create your own strike list specific to your production.

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 /Downstairs 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
- _____
- _____

2026 - Our 92nd Season

Board of Directors

President - Steve DiNenno (sdinenno92@msn.com)

Vice-President - Tom Lamphere

Treasurer - Marianne DiNenno

Recording Secretary - Amanda Lamphere

Corresponding Secretary - Emily Beck

Two Year Board Members

Steve Arcidiacono (year 2)

Michael Riggs (year 2)

Michelle Kilmer (year 1)

Tony DeCarlo (year 1)

Committee Chairs 2026 Season

Barn (Facilities) - Tim Bean (timmah73@hotmail.com)

Box Office - Eileen Ciccarone and John Henken (barnplayhousetickets@gmail.com)

Business & Finance - Marianne DiNenno (mdinenno@msn.com)

Costumes - Jeanine Brotherston-Braak (jkbrotherston@gmail.com)

Education - Steve Arcidiacono (saunderswpt@yahoo.com)

Hair & Make-Up - Michelle Kilmer and Emily Beck (mkilmer2016@gmail.com/emily.beck@outlook.com)

House - Rose Lamphere (volunteeratthebarn@gmail.com)

Lights & Sound - Steve DiNenno & Tom Lamphere (sdinenno92@msn.com/thomaslamphere@comcast.net)

Membership - Marianne DiNenno (mdinenno@msn.com)

Play Production - Steve DiNenno & Michael Riggs (sdinenno92@msn.com/mnriggs@yahoo.com)

Props - Maureen Scallatino (mescallatino@comcast.net)

Publicity - Marianne DiNenno (mdinenno@msn.com)

Social – Rory Zummo (roryz200@hotmail.com)

Stage - Steve DiNenno and Chris DiMeo (sdinenno92@msn.com)

Ways & Means - Tom Lamphere and Theresa Cinalli
(thomaslamphere@comcast.net/theresacinalli@gmail.com)

Committee Chair Liaison - Amanda Lamphere, Recording Secretary (arlamphere19@gmail.com)

Newsletter - Emily Beck, Corresponding Secretary (emily.beck@outlook.com)

Website Maintenance - Marianne DiNenno (mdinenno@msn.com)



**Barn Playhouse
Director's Guidelines Acknowledgment Form**

I acknowledge that I have received and reviewed the Director's Guidelines provided to me. I have read the document in its entirety and understand the expectations, policies, procedures, and standards outlined within it.

By signing below, I agree to comply with all Director's Guidelines and to conduct myself in accordance with the expectations set forth.

If I have any questions regarding the guidelines, I understand that it is my responsibility to seek clarification before proceeding.

DIRECTOR:

Printed Name: _____

Signature: _____

Date: _____

PRODUCER:

Printed Name: _____

Signature: _____

Date: _____