

GILT Producer Guidelines

Duties and Responsibilities Checklist

The **Producer** is the director's "right hand." He/She works directly with the director to ensure a top-quality production. The producer should take care not to infringe on the director's responsibilities; i.e. blocking of scenes, countering directions given to the cast and crew, etc. The producer is the "trouble-shooter" between cast, crew, and directors. It is important that the producer and director(s) maintain a relationship of courtesy and professionalism. All disagreements should be kept from the cast and crew. A good relationship between the producer and director(s) is essential to ensuring a quality production.

RESPONSIBILITIES

- The producer shall order perusals, scripts, orchestrations, and gather information on royalties.
- Arrange and/or oversee **free** advertising and PR opportunities:
 1. Newspaper, TV, radio and press releases (a sample Press Release is available at githeatre.org)
 2. Media interviews
 3. Activity/Community calendars
 4. Electronic signage
 5. Encourage cast and crew to contribute to GILT Facebook page
- Any disclaimers or specific wording for the show's marketing materials should be communicated to the Marketing Committee as soon as possible.

*(Note) – The **Marketing Committee** provides newspaper ad formats, printed flyers (can be used as posters) main graphics for the playbill (cover and show insert), and show tickets that are designed to coordinate with the annual theme.*

- Assists the director(s) in procuring staff and crew.
- Assists the director(s) with auditions, scheduling, and other miscellaneous tasks.
- Attends some rehearsals prior to tech week and should be present at all tech rehearsals and performances.

Auditions

- The producer works with the director(s) to set audition dates, determine additions and changes to the mailing list, and sends out audition notices to potential cast members and the media three weeks prior to auditions. The mailing list is available from the Executive Director. The Executive Director of GILT should be notified of the audition times as soon as they are set.
- Audition forms are available to download at githeatre.org. Completed forms (or copies) should be turned into the Executive Director for updates to the “volunteer” mailing list.
- The “director” shall schedule and oversee auditions on at least two different occasions. If conflicts occur with potential cast members, special audition times may be scheduled. GILT audition forms are available for download on the GILT website. The “director” should inform potential cast members at the time of auditions when and how they will be notified. Notification may be made by phone, letter, e-mail, or in person.
- The “director” may consult the producer or anyone of their choosing for casting suggestions. The final decision rests with the “director”.
- At the conclusion of auditions and casting decisions, the “director” will notify everyone who auditioned in a timely fashion – preferably within a week. All who auditioned should be contacted and if not cast, encouraged to audition again and participate in other areas of the show. It is recommended that those not cast not be called until all parts have been filled in the event that a part is turned down and a second choice is required. Many times you will be asked who was cast, and it is not received well if you don’t know, but have told them they are not being considered. Once the show is cast, the “director” should contact the Executive Director with the cast list so that it may be posted in the Box Office window, or the adjacent bulletin board and on the GILT Facebook page (facebook.com/githeatre).

Show Sponsors

- Assists the director(s) in identifying and soliciting possible show sponsors.

(Note) The Executive Director must approve possible show sponsors.

Budget Information

- Work with the director in compiling a budget to present to the Board prior to the show.
- A revenue report from the Executive Director or financial officer shall be given to the Producer as soon as possible. You may have to request this.
- Present a final financial report to the Board after the show closes and all bills have been submitted.
- Track income and expenses and handles “seed money.”
- Inform director(s), cast and crew that pre-approval for purchases and expenses are mandatory before cast and crew make expenditures.
- If special requirements necessitate a budget revision, the line item must be submitted to the Board of Directors for approval

T-shirts and DVD/VHS

- Coordinate T-shirts and DVD/VHS orders and provide order forms. Checks should be made out to the businesses providing the service.

Scripts

- Keep track of assigned scripts and librettos given to cast members. Collect deposits for scripts.
- Provide orchestrations to the Music Director for distribution. The

music director will collect orchestrations at the close of the show and return them to the producer.

- Check-in all scripts and orchestrations and return them to the company.

Program Information

- Assist the director(s) with program and bio content. (The checklist is on the GILT website).
- First draft is due to the printer at least two weeks prior to the show to ensure ample time for layout, proofing by directors cast and crew, and printing.
- Programs must include items on the Playbill Content Checklist (on the GILT website).

Coordinating with Marketing Committee

- Coordinate a photo shoot with the Marketing Committee and determine number of cast members needing photos.
- Producer and Director(s) meet with the Marketing Committee during their normal meeting time at least 8 weeks prior to the opening of the show to communicate ideas and brainstorm additional ideas.

Strike

- The producer and director(s) coordinate strike.
 - Work assignments for cast and crew are helpful in organizing the strike.