

PRODUCER

The Producer has overall responsibility for the organizational and business end of the production. This frees the Director to concentrate on the artistic side of the show. The Producer must ensure that the production is reasonably on budget and being responsibly managed overall.

PRODUCER'S BINDER:

It is advisable to keep a file (digital or printed) which includes the following:

- The script
- Contact information of cast and crew (name & role, e-mail address and phone number)
- A list of the props (from the script, Director or Stage Manager)
- Budget information which includes a breakdown of what amount was spent and for what purpose – this will include items such as the performance rights (needs to be applied for well in advance (9-12 weeks) of first rehearsal), scripts/copying, purchase of costumes, props, supplies for set design, rental of facilities and food and beverages for cast party.

BUDGET:

The Producer is responsible for overseeing the budget and ensuring all crew members keep within the budget and that all expenses are handed in at a time determined. Receipts must be handed in to receive re-imbursement.

PRE-AUDITIONS:

Read the script thoroughly.

Meet with the Director to discuss any special requirements.

Start the process of selecting the production crew (see Crew below).

AUDITIONS:

Make sure you have enough scripts on hand

That you have a supply of audition sheets. These should be handed in to the Director prior to actors getting on stage to audition. Have a supply of pens or pencils ready.

Take a photo of each auditioner if Director desires.

Ensure that all actors know the dates and times for which they must be committed.

See that all scripts are gathered up at the end of auditions.

Have ready tea, coffee, juice or water available.

PRODUCTION CREW:

The Producer is responsible for selecting the production crew which may include the following: stage manager; set designer; set construction team; set décor; set painters; property master; costume designer; sound and lighting designers and operators; stage crew (backstage); choreographer. You may also need to engage a photographer for promotion and program photos (co-ordinate with the Public Relations and Marketing committee). Other crew you may require includes hair and make-up, set up and take down (striking) crew, and security.

MEETINGS:

Generally the Director and the Stage Manager set the schedule for meetings, rehearsals and performance dates. After preliminary talks with the Director, the Producer will call the first Production Meeting within the first two weeks of rehearsals with all crew members and a member of the PRMC Committee. The Producer will hold at least two production meetings before the show begins so that reports can be given to make sure everything is on track. Technical meetings will be called as and when necessary. Scripts will be given out to those who need them. Distribute Job Descriptions to everyone, including experienced people.

MEMBERSHIP FORMS AND FEES:

Ensure that all cast and crew are members of the Mercury Players. The Producer is responsible for collecting membership forms and fees for cast and crew who are new (or renewing) members of Mercury Players and ensure these are submitted to the membership chair. Generally this can be simply done by e-transfer and e-mail.

COMPLIMENTARY TICKETS:

It is customary to offer cast and crew free tickets for a performance, preferably during the first half of the run. The Producer can decide the number of tickets to offer (generally one or two).

PROGRAMS:

The Producer will work with the Public Relations and Marketing Committee in the creating of the program. Information to be included in the program may include: cast names and characters, production team and their responsibilities, a synopsis of the play, a message from the Director of the show, a message from the president of the board of directors, explanation of acts and scenes, cast photographs and bios, photographs and bios from the Director, Producer and the Stage Manager.

Information to be included in the program by the PRMC may be: a list of past Mercury Players productions; upcoming shows; advertisements; a list of the Mercury Players board of directors; and membership information.

LEGAL MINORS:

The Producer is responsible for the legal minors in the cast and crew. Parties, obviously, are your main concern.

SET STRIKE:

Once the production's run is over, the Producer and Stage Manager are responsible for ensuring that all the sets, props and costumes are removed, stored and returned or disposed of as appropriate. It may be necessary to completely strike the set and clean the venue before the cast party. Submit final expenses to the treasurer. Prepare a brief report for the Board about how the production went, what the theatre might learn from the experience and any recommendations for future productions. Deliver the report to the first Board meeting following the end of the show.

CAST PARTY:

Generally the Producer organizes a Cast Party after the last performance. Depending on the budget and the size of the cast and crew, that will govern the elegance of the party.