

STEWKLEY PLAYERS – DUTIES OF PRODUCER

Producer

The Producer also assumes the role of Director and is responsible for overseeing the entire production. His/her duties in approximate chronological order are:-

- Choose the play
- Order play copies (sufficient copies should be ordered to enable every cast member, however small the part, to have a copy of the script as well as all backstage crew)
- Confirm dates of meetings with Village Hall representative, any changes or additions to hall bookings to be made via the VH rep
- Allocating rehearsals and deciding on date by which lines are to be learnt
- Ensure prospective cast and appointments know that regular attendance at rehearsals is expected and is essential in the run-up to the production
- Cast play and appointments, giving out job descriptions for appointments (see attached sheet). Liaise with backstage appointments
- Arrange for licence to be obtained
- Supervise and direct rehearsals
- Arrange set building (NB: if social function in hall requires use of stage it must be left in an acceptable state draped with curtains if necessary)
- Liaise with committee concerning approximate production costs including the hire of special equipment and get committee approval for any exceptional item over £100
- Consult committee on any desired change to the normal front of house or publicity procedures including any changes to the publicity posters.
- Liaise with Publicity to produce programme with cast and production details, title page and, if required, producer's notes
- Liaise with Publicity to ensure mailing list is available and accessible at least 2 weeks prior to tickets going on sale.
- Ensure the village hall designated 'Licensee' or other provider is contacted re the bar
- Maintain constant feedback from publicity, ticket sales and all appointments
- Decide when to have National Anthem and interval
- Be responsible for completing the appropriate form from AVDC if a Junior Member is appearing on stage
- Make the final decision on any matter

Post Production

- Arrange time for striking set and supervising same
- Agree with Props Master / Mistress which props, if any, will enter the props inventory
- Be responsible for checking that everywhere is left in a presentable and safe condition and that VH lights over stage and at the sides of stage are working
- Provide a report at Settling Up meeting
- Pass Players Play file onto next producer, or a committee member, if no producer has been identified