



Directors Guidelines:

- Essendon Theatre Company provides a production budget of \$1,500, \$300 of which is given as petty cash.
 - Production petty cash (\$300) needs to be reconciled on sheet provided
 - Permission to go over the budget is at the discretion of the committee
- A committee member will be present at auditions and will greet prospective cast members.
 - The Director does not have the right to reject any person who is willing to audition regardless of the reason.
 - Pre casting is not an option
 - It is the Director's responsibility to contact the people who auditioned whether successful or not
- Directors must present production at a Committee Meeting and be available to attend a couple of meetings during production to discuss their needs.
- A rehearsal schedule needs to be in place a week after casting and provided to the Committee
- Directors must attend a production meeting within a fortnight of casting
 - Need to have a diagram of their set and a list of any special requirements
- Must attend a minimum of 2 set buildings at a time to be arranged
- May supply crew but the committee must be informed of the crew members roles and credentials.
 - If etc is supplying crew we need to know what's required of them
- Program information needed at least 3 weeks prior to opening night (cast and crew list can be forwarded as soon as known)
 - needs to be proof read and returned within a couple of days or no program can be produced
- Directors responsibility ends at final dress rehearsal and the responsibility lies with the stage manager
- Rehearsals cannot be on Monday or Wednesday nights
- The Committee decides on the production dates not the director.
- A tech rehearsal is needed at least a week prior to the production.
- Complimentary tickets can only be given at the discretion of the President/Vice President
- Directors are not to interfere with Front of House

What Directors can expect of the Company:

- The company is to supply scripts
- The company to supply audition forms stating our requirements of cast/crew
- A committee member will be present at auditions and will greet prospective cast members
- The company will nominate a production co-ordinator or guide the Director's nominated production co-ordinator
- Organise crew as required or guide the Director's choice of crew
- Organise publicity such as posters, mail-outs, web information, emails, newspaper articles, radio stations etc
- Construct set according to the Director's instructions
 - Ensure that the majority of the set is ready at least 2 weeks before tech rehearsal
- Supply production budget (\$1500) including petty cash (\$300)
- Organise and pay for rights for the play
- Organise sponsorship as appropriate to the production
- Supply Technical support
- Publish and print the program
- Manage booking and Front of House
 - Including appropriate decoration etc