

SHOW PROPOSAL GUIDELINES

A potential director should address each of the points below because they provide an overview of the matters which are part of a successful production (a comprehensive proposal is likely to be more persuasive).

- **Show concept**
Demonstrate to the satisfaction of the committee an understanding of the synopsis of the script, era for which the show is set, the style of staging, and the overall big picture (a perusal script can be purchased/hired by the club if required).
- **Production team**
Identify your proposed directing team - director, musical director, choreographer, producer/s and production team, and have approached these individuals for an expression of interest/commitment to the project (MMCP committee can assist in identifying suitable candidates if needed). The Producer must be a committee member.
- **Stage design**
Demonstrate a sound stage design (sets, props) which can be achieved within club budgets. Options can include hiring set, building set, using existing sets, other. Identify potential sources of set hire or build and preferably have approached individuals as necessary. MMCP's Sets Coordinator can also assist in this regard with information regarding available resources and volunteers.
- **Costuming ideas**
Demonstrate an understanding of the era and design costume within club budgets. Reuse existing club resources where possible. Sketches and photographs of possible costume options should be considered. MMCP's Costuming Coordinator can also assist in this regard with information regarding available resources and sourcing costumiers and sewers as required.
- **Cast size**
Consider recommended cast size as per script. When looking at chorus or ensemble numbers, an average major show cast includes an adult ensemble of approximately 20-25 plus leads (total cast of 35-40). These numbers may be exceeded if a children's ensemble is required.
- **Orchestration**
Your musical director will be required to source orchestra/band members from suitably skilled musicians on a volunteer basis. An indication of size and style of this musical ensemble needs to be included in your proposal (assistance can be given with sourcing musicians and rehearsal spaces if needed). Consideration needs to be given to transportation needs and costs of possible hire of some instruments e.g. percussion. Your musical director needs to consider whether a vocal coach will be required.
- **Basic budget**
Please seek advice from the committee for standard show budgets and typical allowances for sets, costumes, props, advertising, theatre costs, programs, makeup/hair, transportation needs & rehearsal venues. Ultimately the MMCP Management Committee will set the show budget and your producer will be responsible for managing this.
- **Commitment to club ideals/code of conduct/policies**
Demonstrate an awareness of the club's code of conduct, child protection and safety policies to comply with MMCP's Policies and Procedures.
Please be aware that you and your proposed team will be required to become financial members of MMCP. The directing team is expected to attend the majority of rehearsals and to assist with or provide ideas and guidance for set construction, costume design, hair and makeup needs.

- **Musical numbers**
Where possible provide a simple breakdown of each major musical number, in terms of staging, costuming, and suggested lighting.
- **Rehearsal schedule**
Please provide as part of your proposal a draft rehearsal schedule. Wednesday evening and Sunday afternoon are the traditional rehearsal times that MMCP utilise. Generally a rehearsal period for a major show is 10-12 weeks.
- **Technical requirements**
You should consider which of the following aspects may apply to your show:
Stage manager, lighting, sound requirements, sound effects, number of radio microphones required, backstage crew, mobility of and crew requirements for sets, flyman, flying and rigging of sets, perspex shielding for musicians, set transportation, prop sourcing and construction (MMCP's Props Coordinator can also assist in this regard with information regarding available resources and volunteers).

Major Show Additional Guidelines – Staged in May at the MECC

An average major show cast includes an adult ensemble of approximately 20-25 plus leads (total cast of 35-40).

This show will include a technical allowance for lighting, miking and flying sets.

Must have a minimum of director, musical director, choreographer in the Directing Team.

Minor Show Additional Guidelines – Staged in Sept (at the MECC or another venue)

The cast size is reduced for an average minor show to approximately 30 in total.

This show will include a technical allowance for lighting and miking (but not flying sets).

Set and overall production designs should include ways to creatively stage the production utilising available technical resources.

Must have a minimum of director, musical director, choreographer in the Directing Team.

Small Show Additional Guidelines – Staged in Nov/Dec (at venue determined by MMCP)

Small cast size of approximately 8 - 15 in total.

This show will include a technical allowance for miking and basic/minimal lighting.

Set and overall production designs should include ways to creatively stage the production utilising available technical resources and a unit set design.

Must have minimum of two members in the Directing Team to cover the roles of director, musical director and choreographer.

Pantomime Show Additional Guidelines – Staged in Feb Biennially (at the CQ Conservatorium)

The cast size is reduced for an average panto to approximately 30 in total.

This show will include a technical allowance for lighting and miking and some flying of sets.

Set and overall production designs should include ways to creatively stage the production utilising available technical resources.

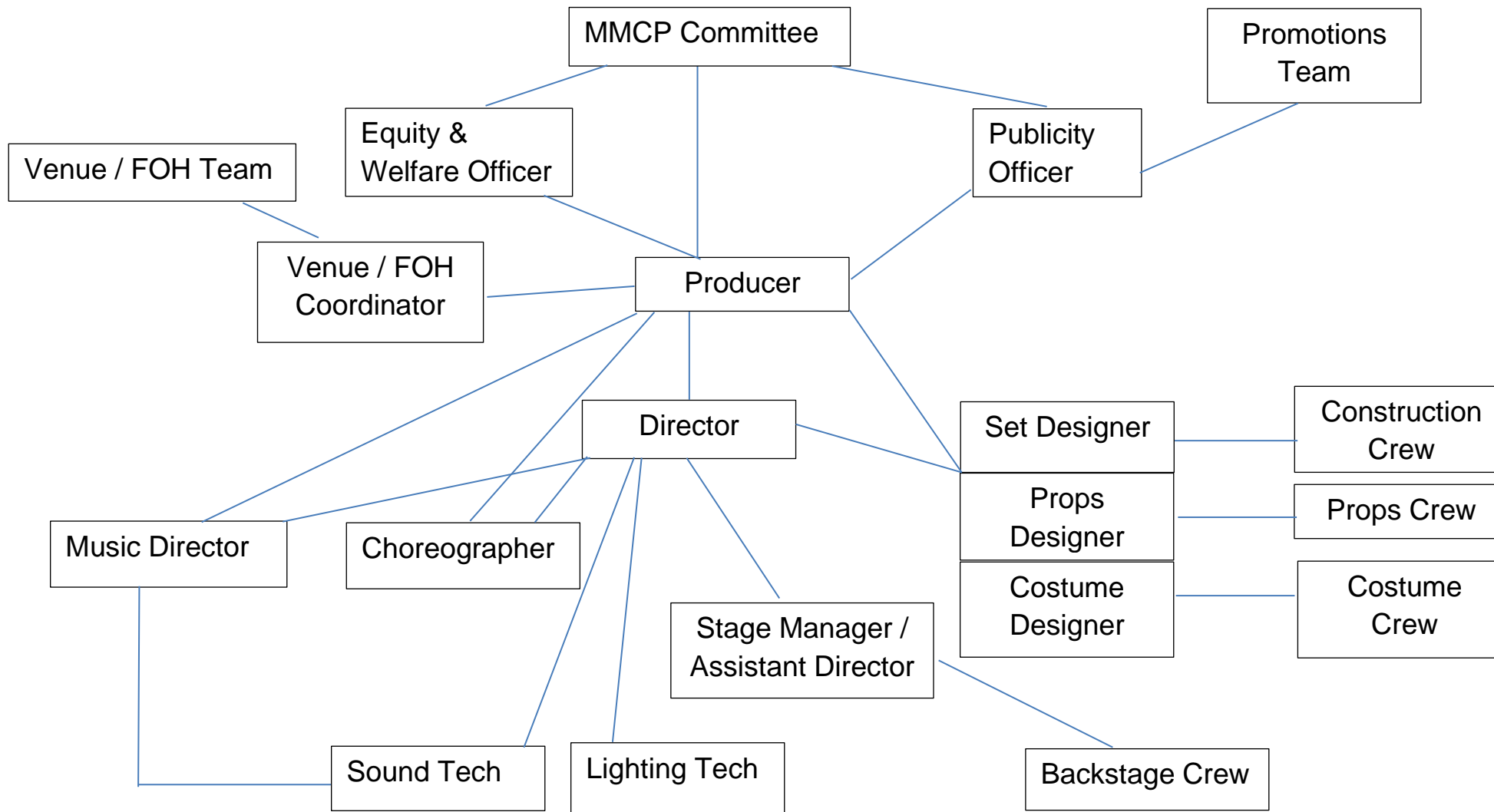
Must have a minimum of director, musical director, choreographer in the Directing Team.

Your proposed team should be familiar with Show Production Role Responsibilities (located in this document).

*Please note that your proposal will be considered and discussed by all eligible committee members.
Committee members may also present a competing proposal.*

The club policy is that committee members presenting a competing proposal may be present for all presentations and discussion of relevant proposals, but must abstain from voting on all show production team selection decisions, in relation to when they have presented a proposal.

SHOW PRODUCTION ORGANISATIONAL CHART



SHOW PRODUCTION ROLE RESPONSIBILITIES

PRODUCERS' RESPONSIBILITIES (Committee Member)

The Producer's role is that of overall organiser who brings all the aspects together for opening night. The Producer is an appointed committee member who has the ultimate responsibility of ensuring that the show is ready to open on the night scheduled. The onus is on the Producer to:

- work within the budget for the production and to keep a check on all expenses. The Producer has a responsibility to any sponsors to make sure that their money is a safe investment
- comply with MMCP's Policies and Procedures
- know exactly how much is spent on the production and how much is made or lost on the performances
- make all necessary bookings for rehearsal space and performances
- arrange for the purchasing or photocopying of scripts
- if required, help the Director to find a Stage Manager, a Lighting Operator, a Sound Technician and Set Designer; a pre-production meeting should then be called with all or any of these people present
- liaise with the publicity officer
- keep the production crew and creative team on track in their designated roles
- work out a rehearsal timetable in conjunction with the Director, and monitor cast attendance
- keep an eye on all publicity, double check that programmes are ready
- draw up a seating plan that is acceptable to the Director (for venues other than MECC)
- work out with committee and Director any complimentary tickets to be given - these should be kept to a minimum; everyone has worked hard to bring any production to fruition and there are many bills to be paid
- allocate front-of house staff and ensure they know what they must do
- designate workers well in advance for any other activities related to a production (such as the selling of food, drink, raffles, childcare etc.)
- address any security/risk management/fire warden/first aid officer requirements
- keep the committee up to date on progress and any problems encountered
- hold fortnightly production meetings with directing team representative and any relevant production crew seeking clarification

<u>DIRECTOR'S RESPONSIBILITIES</u>	<u>MUSICAL DIRECTOR'S / CHOREOGRAPHER'S / VOCAL COACH'S RESPONSIBILITIES</u>
<p>The Director is responsible for everything that happens on the stage. It is important that the Director work closely with the Producer. A Director's responsibilities include:</p> <ul style="list-style-type: none"> • complying with MMCP's Policies and Procedures • organising the audition date in advance • auditioning and casting • drawing up and handing out a rehearsal schedule • having plans for the sets ready before rehearsals begin • keeping the Producer up to date on progress of show and of any difficulties that may arise • liaising with the Publicity Officer and Producer about the programme, and allow sufficient time for alterations/amendments prior to going to print • working with the stage manager, choreographer, musical director, costume person, set designer, sound and lighting operators • liaising with the Stage Manager and Producer during bump-in • checking artwork to be used in connection with the show with the producer and Publicity Officer • maintaining a firm grasp on the cast and the rehearsal schedule • being unafraid to make decisions regarding the performance • being available to cast members for discussion or problems • attending fortnightly production meetings with producer/s (or appointing a team representative) and any relevant production crew seeking clarification <p>Please note! Any dissension between the group and outside organisations / individuals should be dealt with by the Producer, not the Director. Any dissension within the cast should be dealt with by Director, and notified to the Producer, who may assist if necessary.</p>	<p>The Directing Team is responsible for things that happen on stage. It is important that each member of the Directing Team work closely with each other and the Producer. The Directing Team's responsibilities include:</p> <ul style="list-style-type: none"> • complying with MMCP's Policies and Procedures • being available for auditioning and casting • assisting the Director to draw up and hand out a rehearsal schedule • working with the other members of the directing team, stage manager, costume person, set designer, sound and lighting operators • maintaining a firm grasp on the cast and the rehearsal schedule • being unafraid to make decisions regarding the performance • being available to cast members for discussion or problems • the Musical Director being responsible for sourcing musicians to play in the orchestra and conducting rehearsals for the same (assistance can be given with sourcing musicians and rehearsal spaces if needed) • the Musical Director being required to listen during sound checks and technical rehearsals to discover and resolve any sound issues • the Choreographer liaising with the Director and Costumiere to ensure that costumes are suitable for the choreography required • the Choreographer appointing a Dance Captain (if considered necessary) • ensuring that any Vocal Coaches, Assistant Directors or Assistant Choreographers ARE NOT in Lead or Featured Roles (but may be in Ensemble)

<u>STAGE MANAGER'S RESPONSIBILITIES</u>	<u>EQUITY & WELFARE OFFICER (Committee Member)</u>
<p>The Stage Manager liaises with the Director during bump-in and takes over responsibility for the stage from the Director, from the completion of bump-in. The Stage Manager's duties include:</p> <ul style="list-style-type: none"> • complying with MMCP's Policies and Procedures • measuring of the stage area that will be used before the first rehearsal begins and letting the Director know this measurement • organising set up and strike of rehearsal space • ensuring floor is clear of obstructions at rehearsals • choosing an efficient stage crew • recording all stage directions, sound and lighting cues on the Stage Manager's definitive script • knowing the positioning of the stage settings/props on stage and where they are to be placed when not on stage • checking that everything on or relating to the stage is in working order prior to dress rehearsals. Making note of anything that is not and letting the Director know • checking that Props person has props on the props table before each performance • working in harmony with the actors as well as with the stage crew • ensuring that all stage crew know exactly what to do and oversee that they do it efficiently and swiftly. This requires rehearsal with and without the cast • ensuring the safety of all cast and crew • calling the show during rehearsals and performances at the venue • creating Cue Lists (Lights, Sound, Scene Changes, Props, Spotlights, Backstage) • checking that the stage is re-set for the next performance • checking with the front-of-house staff that the theatre is left clean and tidy • supervising the bumping out after last performance • at the end of the season, reporting any problems, recommendations, breakages, to the Producer 	<ul style="list-style-type: none"> • Manages a comfortable and equitable environment for cast, crew, production team and orchestra, throughout the entire production process • Acts as a confidante for anyone in the production who may be experiencing difficulties with the environment of the production, and directing anyone with ongoing personal issues to a professional care network, as appropriate • Ensures that the MMCP Code of Conduct is followed by all production team members • Assists in making a warm environment for all auditionees • Is approachable to all members of the production - cast, crew, orchestra and production team • Attends at least one rehearsal a week, and regular attendance at band rehearsals and production meetings • Follows up on all issues and concerns in a timely manner (48hours) in accordance with MMCP's Complaint Policy and Grievance Policy • Looks for mentorship and growth opportunities and training

<u>SETS / PROPS / COSTUMES / HAIR & MAKE-UP HEADS' RESPONSIBILITIES</u>	<u>PUBLICITY OFFICER – ABRIDGED</u> <u>(Committee Member)</u>
<p>The Production Team is responsible for all creative things that happen on stage. It is important that each member of the Production Team work closely with each other, MMCP and the Producer. The Production Team's responsibilities include:</p> <ul style="list-style-type: none"> • complying with MMCP's Policies and Procedures • liaising with MMCP's Sets & Props Coordinator and Costume Coordinator for advice on existing resources and alterations permitted to MMCP resources • design Sets, Props, Costumes, Hair & Make-up in consultation with the Director and Producer • working with MMCP volunteers, oversee and direct them in the construction / hire / purchase / sourcing of Sets, Props, Costumes, Wigs & Make-up • update messenger chat groups between costume volunteer group and sets/prop volunteer group with necessary work to be undertaken • organise additional assistance required to crew the show • knowing the positioning of the stage settings/props on stage and where they are to be placed when not on stage • checking that everything on or relating to the stage is in working order prior to dress rehearsals. Making note of anything that is not and letting the Stage Manager or Director know • working in harmony with the actors as well as with the stage crew • supervising the bumping out of your section after last performance • after any show has finished, ensure any borrowed items of sets, props or costumes have been returned to the original owners in the condition it was borrowed or hi • at the end of the season, reporting any problems, recommendations, breakages, to the Producer 	<ul style="list-style-type: none"> • Promotes club activities through free media channels (e.g. community events, newspapers, noticeboards, websites and radio segments) • Liaises with Producers for each show to ensure that artwork for posters, flyers, social and print media meets legal requirements • Liaises with Sponsorship Co-ordinator to ensure sponsors get appropriate recognition as per their agreed sponsorship package and provide sponsors with advertising deadlines • Liaises with show Producers in distributing complimentary tickets to strategic people • Liaises with Club photographers to ensure quality photography and that all subjects in images have signed a Photograph Consent form • Liaises with Webmaster to ensure that updated publicity information is included on website • Oversees collation and printing of show programs, working with the Producers and liaising with directors and art person for each show • Considers opportunities for post-show publicity • Keeps the Producer for each show informed of all advertising done and work within designated show Publicity budget

FRONT-OF-HOUSE WORKERS' RESPONSIBILITIES

Front-of-house workers need to be as well organised as everyone else connected with the show. They should:

- check with the Producer if there is a theme which requires outfits worn by front-of-house staff
- check with the Producer if there is a display or a theme to be set up in the theatre itself (including Sponsors banners)
- mark and allocate all seats in accordance with the seating plan (if required)
- set up Front of House early on the day of performance
- arrive at the theatre at least thirty minutes before the doors open
- make sure that a ticket/program table is set up in the entrance. This table should be manned at all times after the audience starts to come in. Stay at the table for a little time after the show starts to accommodate late-comers
- have an appropriate float ready before the doors open (the Club Treasurer is responsible for this)
- ensure that programmes are the responsibility of one person. Any programme money to be kept separate
- hand money taken to Producer each night unless otherwise instructed
- reflect the professionalism that has gone into the show (Ushers should be responsible and well groomed)
- avoid having a cluster of 'friends' around the ticket table as they get in the way
- check with the Stage Manager if and when houselights need switching on and off
- assume responsibility for leaving front of house clean and tidy after the show, if necessary, helping to stack away chairs and tables
- comply with MMCP's Policies and Procedures
- quickly sort out any kind of distraction in the audience or in the hall itself, either before or during performance. A more serious situation should be referred to a member of the committee or the Producer

PERFORMERS' RESPONSIBILITIES

Performers are the backbone of any theatre group but do not work in isolation. They should be prepared to assist, when required, with other tasks that are necessary to mount a production. A performer is expected to:

- have their membership paid before 4 weeks into rehearsals. A performer must be a financial member before opening night
- comply with MMCP's Policies and Procedures
- ascertain *at the audition* that the rehearsal times, dress rehearsals and scheduled performance dates are suitable and be 100% committed to attending all rehearsals
- make every effort to learn all lines by the appointed time set by the Director
- work with the Directing team and others in the cast as part of a team
- be punctual for all rehearsals and performances and be prepared to sit quietly when others are rehearsing
- accept responsibility for own make-up unless the show demands special make up (such as a fantasy play). If using Club Make-up, please follow use guidelines provided
- accept responsibility for the presentation (ironing or airing) of own costumes during run of the show and note, they should never be worn outside the theatre, except for authorised promotional purposes
- notify the costume person if any major repairs are necessary and ensure that all costumes are returned at end of production
- ensure that all props are returned at end of each rehearsal and the end of production
- ensure any radio microphones are returned to the tech room at the end of each rehearsal or performance, and that microphones are not worn outside the venue. Please seek assistance with the removal of your microphone to avoid damage
- undertake to return all scripts or scores to MMCP on the last day of production
- make every effort to be quiet backstage during performance as noise carries to audience
- avoid being seen in costume by audience before a show unless specifically directed
- present any paid receipts for personal expenditure for production to Producer before the last night of production
- be prepared to help fellow actors, physically and emotionally
- comply with any venue requirements or policies
- assist with bump-in/bump-out unless the performer is under 18 years

PRODUCER'S SCHEDULE

Completed	Production / Managing Job	Assigned	>3mth	3mth	2mth	1mth	3wk	2wk	1wk	Show Week	Post Show
	Identify show / Choose Direction & Production Team	Committee	X								
	Secure theatre / venue for performance dates	Committee	X								
	Secure Show rights	Committee	X								
	Set budget (incl. Student Preview)	Committee	X								
	Negotiate audition dates with Direction Team	Producer	X								
	Secure venue for auditions	Producer	X								
	Set up Audition booking system (Eventbrite)	Producer	X								
	Release Audition Information	Producer / Publicity	X								
	Facilitate Audition Process (Audition forms, head shots, name tags, speakers, keyboards, electrical cords, first-aid, committee helpers)	Producer	X								
	Secure venue for rehearsals	Producer	X								
	Conduct Risk assessments	Producer / Director	X	X	X	X			X		
	Coordinate First rehearsal (Rehearsal material, Head shots for Publicity, speakers, keyboards, electrical cords, first-aid, Procedures & Policies, intro Production Team)	Producer	X								
	Ongoing coordination of rehearsal space & equipment for rehearsals (Speakers, keyboards, electrical cords, first-aid)	Producer	X	X	X	X	X	X	X		
	Select musicians for band (Producers may need to assist with sourcing)	Musical Director		X							
	Liaise with Musical Director and Coordinate venue for band rehearsals	Producer		X	X	X	X	X	X		
	Set up Box Office ticket sales incl. Student Preview (MECC / Trybooking)	Producer		X							
	Collate medical info and contact details for all cast (inform directing team of any issues)	Producer	X								
	Collate volunteer info and coordinate messenger chat groups between costume volunteer group and sets/prop volunteer group	Producer	X	X	X	X	X	X	X		
	Oversee whole production's compliance with MMCP's Policies and Procedures (incl. Code of Conduct & Child Protection)	Producer	X	X	X	X	X	X	X	X	X
	Ensure liaising between show Costumiere & MMCP's Costume Coordinator	Producer / Costumiere / Costume Coordinator	X	X	X	X	X	X	X		
	Ensure liaising between show Set Designer & Props Manager & MMCP's Sets & Props Coordinator	Producer / Set Designer / Props Manager / Sets & Props Coordinator	X	X	X	X	X	X	X		
	Liaise with Volunteer Coordinator & Social Media Officer to assist Production Team with helpers & working bee posts	Producer / Social Media Officer / Volunteer Coordinator		X	X	X	X	X	X		
	Conduct Production Meetings	Producer	X	X	X	X	X	X	X		
	Oversee budget & check on all expenditure; negotiate and rein in spending with Production Heads (if required)	Producer	X	X	X	X	X	X	X	X	
	Prepare & present Monthly Production Reports for Committee	Producer		X	X	X					X

Completed	Production / Managing Job	Assigned	>3mth	3mth	2mth	1mth	3wk	2wk	1wk	Show Week	Post Show
	Liase with Equity Officer for anyone on the production who may be experiencing difficulties with the environment of the production	Producer / Equity & Welfare Officer	X	X	X	X	X	X	X	X	
	Liase with Publicity Officer to proof that all advertising meets licensing agreement requirements	Producer / Publicity Officer / Licensor		X	X	X	X	X	X	X	X
	Liase with venue regarding catering, technical & ticketing (incl. complimentary) requirements	Producer	X	X	X	X	X	X	X	X	
	Coordinate complimentary tickets	Producer / Sponsorship Coordinator / Publicity Officer			X	X	X	X	X	X	
	Liase with Social Coordinator to ensure Volunteer Thank You luncheon is organised	Producer / Social & Volunteer Coordinators				X					
	Liase with Social Coordinator to ensure that Cast Party is organised	Producer / Social & Volunteer Coordinators				X					
	Prep for show opening (Coordinate program sellers & other staff required)	Producer					X	X	X	X	
	Arrange collection and return of cast & band's scripts and scores to Licensor	Producer									X
	Collate and return certified Box Office Takings for Licensor	Producer / Treasurer									X
	Pay final royalties accounts	Producer / Treasurer									X
	Review MECC account and other accounts against proposed budgeted charges	Producer / Treasurer									X
	Conduct review and feedback from directing team, production team, cast, crew	Producer			X	X					X
	Prepare final Production Report for Committee	Producer									

Completed	Directional Job	Assigned	>3mth	3mth	2mth	1mth	3wk	2wk	1wk	Show Week	Post Show
	Overall Production Vision	Director	X								
	Develop Blocking	Director	X								
	Determine Audition Material	Directing Team	X								
	Conduct Auditions & Casting	Directing Team	X								
	Develop Rehearsal Schedule & Production Week (Technical) Schedule	Directing Team	X	X	X				X		
	Run First Rehearsal	Directing Team	X								
	Run Rehearsals	Directing Team	X	X	X	X	X	X	X	X	
	Run Band rehearsals	Musical Director		X	X	X	X	X	X	X	

Completed	Technical Job	Assigned	>3mth	3mth	2mth	1mth	3wk	2wk	1wk	Show Week	Post Show
	Develop technical design	Director	X	X	X						
	Design Sets & Props	Director / Set Designer	X	X	X						
	Design Costumes	Director / Costumiere	X	X	X						
	Design Hair & Make-up	Director / Hair & Make-up Coordinator	X	X	X						
	Construct Sets	Set Designer		X	X	X	X	X	X		
	Make/hire/buy Props	Props Manager		X	X	X	X	X	X		
	Make/hire/buy Costumes	Costumiere		X	X	X	X	X	X		
	Style/buy Wigs & Make-up	Hair & Makeup Coordinator		X	X	X	X	X	X		
	Assist with ordering raw supplies (fabric, lumber, paint, etc.)	Producer / Production Heads	X	X	X	X	X	X	X		
	Technical planning, lighting & sound design	Director / AD			X	X	X				
	Ensure Stage Manager, Propmaster & Costumiere are organising crew assistance (incl. Spotlights) for the show	Producer			X	X	X				
	Quick changes review	Director / AD / Costumiere		X			X		X	X	
	Organise electrical testing & tagging on all electrical equipment going into venue	Producer				X	X	X			
	Organise set transportation and drivers	Producer				X	X	X	X		
	Set Bump in	Production Team / Cast & Crew							X		
	Dress set	Set Designer / Cast & Crew							X	X	
	Tech installation	SM / Techs							X		
	Lighting plot	Director / AD / SM / Lighting Operator							X	X	
	Light focus	Lighting Operator								X	
	Sound checks	Musical Director / Sound Operator								X	
	Technical Rehearsals	Director / AD / SM / Crew / Techs							X	X	
	Set change list	Director / AD / SM						X	X		
	Set Bump out	Production Team / Cast & Crew									X

Completed	Administration Job	Assigned	>3mth	3mth	2mth	1mth	3wk	2wk	1wk	Show Week	Post Show
	Advertise casting call for Auditions	Publicity	X								
	Prepare and photocopy audition material	Producer	X								
	Arrange announcement of cast	Producer / Publicity	X								
	Prepare and photocopy rehearsal materials	Producer	X								
	Ensure Rehearsal & Production Week (Technical) Schedules are distributed	Producer		X					X		
	Oversee Box Office ticket sales	Producer			X	X	X	X	X	X	
	Monitor Cast & Production Team's current Membership status	Producer / Membership Coordinator	X	X	X	X	X	X	X	X	
	Monitor Cast attendance & address absences with individual cast	Producer	X	X	X	X	X	X	X	X	
	Ensure as volunteers and crew join that they have become members (volunteers)	Producer / Membership Coordinator	X	X	X	X	X	X	X	X	
	Liaise with Sponsorship Coordinator to ensure sponsors get appropriate recognition	Producer / Publicity Officer / Sponsorship Coordinator		X	X	X	X	X	X	X	X
	Update website for auditions, audition material, tickets on sale links	Producer / Webmaster / Publicity Officer	X	X		X		X		X	
	Liaise with Publicity Officer to ensure all Publicity is delivered in a timely manner (poster, flyers, social media, programs,	Publicity Officer / Producer		X	X	X	X	X	X	X	X
	Appoint Official Show Photographer	Committee	X								
	Liaise with Photographer regarding Head Shots, Rehearsal photos	Publicity Officer / Producer		X	X	X	X	X	X	X	
	Invite schools to Student Preview Night	Producer		X							