

STAR PLAYERS INC.

Director's Packet

Information and Forms

Board of Directors

5/27/2013

The following guidelines and instructions are given as tools to the prospective director of a Star Players Inc. production. This document is designed to help facilitate communication and provide key answers to directors through all processes expected during the course of a production. This document is a reference document and is subject to change, to ensure you have the most current version please check the Star Players Inc. website to download the newest version. <http://www.starplayers.net>

Contents

Responsibilities	2
Directors Responsibilities.....	2
Star Player Inc. Board Responsibilities.....	3
Production Team Responsibilities.....	3
Guidelines	4
Auditions	4
Rehearsals.....	4
Musicals	4
Tickets	4
Publicity.....	4
Newspaper	4
Newsletter.....	4
Website	5
Radio	5
Costumes	5
Rules.....	5
Tips.....	5
Budget.....	6
Fee Schedule	6
Cast Bio	7
Application	8
Show Information	8
Production Team.....	10
Budget Worksheet	11
Notes for Directors.....	12

Responsibilities

The Directors of a Star Players Inc. production must work within the guidelines established by the Star Players Inc. Board of Directors.

Directors Responsibilities

1. Directors are responsible for assembling their production team: assistant director, music director, costumer, set designer, set dresser, tickets. If help is needed filling the production staff the director may ask the liaison for assistance.
2. Directors will provide all advertising material, such as required credits, logos or artwork, synopsis, audition & performance dates, to their liaison within 1 month of their production being approved so that the production can be properly advertised.
3. Directors will provide the liaison with the cast lists and bios as soon as possible after auditions.
4. All directors are required to attend the board meeting 1 month prior to auditions to provide their practice schedule, final budget, production team and any other updates.
5. Director shall work within the confines of the approved budget.
6. Director must obtain board approval to alter an approved budget.
7. Director must budget within the Star Players Inc. Fee schedule.
8. The director will schedule practice and set building respecting the movie schedule. Movies can be requested to break 2 weeks prior to performance. Summer productions will need to coordinate with Star Kids & Alley Cats before setting their schedules.
9. The director will inform the liaison of the number of scripts and librettos needed.
10. The director is responsible for all scripts and librettos. All scripts and librettos must be turned into the liaison clean of **ALL** markings on the closing day of the production. Any missing or damaged material will be deducted from the director fee.
11. Director must take full responsibility for the Star Theater Property during the production. Any and all Star Theater candy or soda consumed by the cast must be purchased. There is a can in the pop cooler for this purpose.
12. The director will provide the liaison with all material for the program: cast list & bios, production staff, backstage crew, thank you notes, director's note, and any other material desired for the program one month prior to performance dates. (program form attached)
13. The treasurer or approved board member will collect all monies received after each performance.
14. The director and production team have one week to strike the set and return the theater as found. All costumes are to be cleaned and hung on the return rack in the costume room (Costume cleaning instructions attached). All props are to be returned to where they were found in the properties room/scene shop. If there are any questions contact your liaison for assistance prior to striking.
15. The director will receive payment after a period of thirty days of the closing of the production, allowing for all receipts to be turned into the treasurer. Payment will be held if keys are not returned, the theater is not returned to normal, costumes not properly returned, or if **all** scripts and librettos are not returned (unmarked)

Star Player Inc. Board Responsibilities

1. The Board will assign a liaison to assist the director with the production of the show and serve as the go-between for the director and the Star Board. The board will give the name and number of the liaison at the time when the director is notified of the approval of their production. (Please see director's "word go" check list attached)
2. The Star board will provide someone for sound, lights, and ushers. The Star Players Board will also be responsible for distributing all advertising. In the event that the Director runs into problems covering any production area the board liaison will be responsible for helping find volunteers to cover these areas.
3. The Star Board is responsible for obtaining all rights required and the ordering & returning of scripts & librettos for the approved production.
4. The Board will give the director all scripts and librettos two weeks prior to audition dates or as soon as possible; contingent upon receipt of materials from the production companies.
5. The Star Players board will be responsible for the cleaning of the theater the day prior to performance.
6. The board will collect all monies received after each performance.

Production Team Responsibilities

1. The Production team will work with the liaison to coordinate all aspects of the production.
2. Production team will ensure that emergency exits will be clear at all times.
3. Do not use any Star Player Inc. Equipment without checking it out of the accountability log. There is no rental fee associated with the use of any board owned equipment, however once check out into the possession of a production team member that member is financially responsible for the condition of the equipment.
4. The light board and sound board will only be operated by approved personnel. In the event that the production team would like to bring in their own light or sound personnel, the liaison must meet with these personnel prior to them operating the equipment. Payment to these personnel must be made through the production budget. The Star Players Inc. is not responsible for payment to any sound or light personnel that are brought in.
5. Production purchases made through business partners with Star Player accounts are allowed to be put onto said accounts at the time of the purchase. Any purchase made through non account business must have an accompanied receipt to be turned in to the treasurer. All charged or paid receipts must be signed and a narrative must be supplied with receipt to the treasurer. (see charges narrative supplied with this packet)
6. Find attached a copy of the tax exempt certificate to use with all purchases. Any receipt turned in with tax added to it will be reimbursed only for the cost of the item. The Star Player Inc. does not pay tax.

Guidelines

Auditions

- Auditions are open to the public
- Audition date and times must be scheduled with the Star Players board
- Cast list are to be posted publicly and given to the Star Players board.

Rehearsals

- A rehearsal schedule is to be given to the board prior to the start of rehearsals
- Rehearsals may take place on the stage or any other board approved area the Star Players owns. In the event that there are more than one production rehearsals may take place off site per the Director's prerogative.
- The theatre must be kept clean. It is the production crew and cast's responsibility to clean the theatre at the end of each evolution.
- Prior to the last two weeks before the opening of a show it is the cast and crew are responsible for ensuring the movie speakers have been returned to the stage during the movie season.

Musicals

- Music directors are expected to organize the orchestra and rehearsal schedules
- Music directors are responsible for all orchestration materials to be returned to the production company and are required to hand over all materials post production, cleaned and erased to the board liaison.

Tickets

- All complimentary tickets must be approved by the board through the liaison.
- The answering machine is for all board business and when checking the machine for ticket orders the production team must keep call notes on all other business messages left on the machine.
- The production staff will receive the ticket procedures kept by the board. This includes all details required during the selling of tickets and the director or production staff should refer to this material for any questions/concerns not covered in this packet.

Publicity

Newspaper

- Production team is responsible for all newspaper releases, including but not limited to auditions, cast list, show and ticket information. In the contact area of this packet you will find local media contact information

Newsletter

- All production information, cast list and cast bios should be given to the board six (6) weeks prior to the first performance to be included in the newsletter sent by the Star Players Inc.

- All other information to be included to the membership is due six (6) weeks prior to the opening weekend

Website

- The Star Players website (<http://www.starplayers.net>) is updated as information is submitted.
- Pictures of rehearsals may be included in content submissions.
- All content should be submitted to the current board webmaster.

Radio

- Sources for Radio stations will be submitted each year.

Costumes

Rules

1. Costumes: aka hats, shoes, jewelry, wigs, and apparel may be borrowed from the costume room. If you have any question please contact your liaison.
2. The costumer may make alteration that may be undone to any costume. If you need to make a permanent alteration please check with liaison first.
3. All costumes must be cleaned before being returned to the costume room. The costumer will need to sort all costumes. Please only dry clean, items that must be dry cleaned. All others need to be laundered.
4. All apparel must be placed on hangers and hung on the return rack in the upstairs costume room; accessories may be returned in boxes and placed on the counter in the return area upstairs. Please inform the liaison when costumes are returned.
5. The director will be responsible for making sure any all items borrowed from the Star Costume Room are returned to the costume room in a timely fashion.
6. Any costumes made for your production that, the labor and materials are paid for by the Star Theater are property of the Star Theater.

Tips

1. The costume room is in the process of being sorted by period. There will be a map on the kitchen door to assist you.
2. Be sure to research your productions fashion era.
3. Fashion repeats itself. Be informed of the fashion of that era and when it was revived. Sometimes you may find what you need in a different time period.
4. We have an account with the Marion Salvation Army. If you do not intent on permanently altering the piece you may borrow items from them. They must be returned within two days of the closing of your production.
5. There are also a few costume shops in the area. You can rent costumes if you budgeted for them. It is the director/costumers responsibility to return all rented costumes on time and in good condition. Provided is the number for one of the shops we have an account with.

Budget

The budget should include expenses included but not limited to:

- Royalties (Royalty, Rental, & Deposits)
- Cost of Script (book play)
- Director Fee
- Music Director Fee
- Accompanist Fee
- Lighting
- Sound
- Costumes
- Set Construction
- Props

- Publicity (includes advertising, postage, posters, and table tents)

*Expenses over budget will be brought to board attention and may be deducted from director's fee.

**The board will not pay for cast tee-shirts unless production if of a workshop nature and cost is included in the registration fee.

Fee Schedule

- Director
 - Book Play - \$400.00
 - Musical - \$600.00
 - Star Kids - \$400.00
 - Alley Cats - \$400.00
- Musical Director - \$500.00
(If a director is used for teaching music and another for orchestra conductor, the fee will be split between the two.)
- Accompanist - \$400.00
- Choreographer - up to \$200.00
- Orchestra Member \$75.00

Cast Bio

Name _____

Character _____

Family & Personal Info

Previous Productions

Date Received: _____

Received by: _____

Production Committee Date: _____

General Board Date: _____

Application

Show Information

The Purpose of these forms is to allow the star board of directors a complete picture of a show being proposed, as well as to help make sure that all the aspects of the production are considered.

Name of Submitter: _____

Date Submitted: _____

Name of Show: _____

Author / Composer / Etc: _____

Can this show be performed any time? Y / N

If no, what time frame for rehearsals and production? _____

Company holding production rights? _____

Brief synopsis of show: _____

Casting Requirements: _____

Set / Scene Needs: _____

Target Audience: _____

Music Level of Difficulty: _____

Dance Level of Difficulty: _____

Special Production Issues / Requirements: _____

Additional Information not yet listed: _____

Please include Budget Worksheet with submission.

***Once a budget is approved by the board, the director will be bound to the approved budget. Any expenditure beyond the approved budget without prior board approval deducted from the director's fee.

Production Team

Director: _____ (paid)

Previous Directing Experience:

Show Name	Theater	Dates

Music Director: _____ (paid)

Piano Accompanist: _____ (paid)

Choreographer: _____ (paid)

Stage Manager / Assistant: _____

Costumes: Head: _____

Assistants: _____

Sound Designer / Technician: _____

Properties Master: _____

Light Designer / Technician: _____

Set Designer: _____

Set Crew: _____

Tickets Coordinator: _____

Ticket Crew: _____

Publicity: _____

Budget Worksheet

Royalties \$ _____
 Scripts \$ _____

Musical only**
 Rental \$ _____
 Deposit \$ _____

TOTAL RIGHTS-----\$ _____

Set \$ _____
 Costumes \$ _____
 Props \$ _____
 Publicity \$ _____
 Misc (lights, sound, makeup) \$ _____

TOTAL PRODUCTION-----\$ _____

Director \$ _____
 Musical only**
 Music Director \$ _____
 Pianist \$ _____
 Choreographer \$ _____

TOTAL EXPENSES-----\$ _____

Expected Revenue

Ticket Sales _____ sold each performance X _____ performances = _____ Total Tickets Sold

_____ X \$9.00 (avg.) = _____

Expenses - _____

Sponsors + _____

Expected Loss/Profit = _____

Director _____

Show Title _____

Request for Payment of Director Worksheet

Staff Member Title:

Date:

Amount Budgeted:

Amount of Payment Requested:

Name of Payee as you would like it to appear on check:

Requester's Signature: _____

Please Attach W9 for each person you are submitting for payment.

Notes for Directors

- As stated above, the Star Players does not provide cast gifts. Cast gifts are the responsibility of the director and or a gift coordinator.
- At any time during a production, if you have problems contact a board member or a member of the production committee immediately.