

# A WORKSHOP FOR PRODUCERS

*Behind the Scenes Workshop Series*

WELCOME!

# OBJECTIVES OF THIS WORKSHOP

To help you understand the responsibilities of a Producer

To help you understand the timeline for producing a show

Provide you with the tools and resources to move forward in this role



# WHAT IS A PRODUCER?

A Leader

Partner

An Advocate

Mediator

The “Voice of Reason”

Communicator

Collaborator

Organizer

Bookkeeper

“To-do” List Manager

Sanity-Keeper



# TEAMWORK, COLLABORATION, AND COMMUNICATION

Partnership

Common Vision

Communication

Having a hand in every aspect of the show  
(not micromanaging)

Handling different personalities

# TIMELINE OF A PRODUCER: PRE PRODUCTION

A year before: (June-Dec)

- Membership votes on new season in June
- By August, Directors are chosen
- Directors seek Producers\*
- Script is read
- Initial meeting is held with D&P
- Production team is formed

First Production Meeting is held

Director's vision of the show

Set timeline of important dates

Auditions & materials

First stumble through

Load in

Light hang/focus

Set painting/design

Tech

Benefits

Budgets

Needs of the team

Any potential problems

Secure audition space

Item	Budget	Actuals		Remaining		Budget Holder	Source
Royal/Lic/Rental	\$ 0.01	\$ -	0.00%	\$ 0.01	#####		
Rehearsal Space	\$ 500.00	\$ -	0.00%	\$ 500.00	#####	Vicky S	
N/A	\$ 0.00	\$ -	0.00%	\$ 0.00	#####	-	
Rehearsal Score	\$ 0.00	\$ -	0.00%	\$ 0.00	#####	-	
Shipping	\$ 0.01	\$ -	0.00%	\$ 0.01	#####	Vicky S	
Deposit	\$ 0.01	\$ -	0.00%	\$ 0.01	#####		
Paint	\$ 200.00	\$ -	0.00%	\$ 200.00	#####	Barb Emch	
Set	\$ 400.00		0.00%	\$ 400.00	#####	Dave Sharper	
Lights	\$ 400.00	\$ -	0.00%	\$ 400.00	#####	Scott Monsees	
Sound	\$ 400.00	\$ -	0.00%	\$ 400.00	#####	Scott Monsees	
F/X	\$ 0.00	\$ -	0.00%	\$ 0.00	#####		
Choreographer	\$ 500.00		0.00%	\$ 0.00	#####	-	
Props	\$ 150.00	\$ -	0.00%	\$ 150.00	#####		
Costumes	\$ 450.00		0.00%	\$ 450.00	#####	?	
Hair/Makeup	\$ 200.00	\$ -	0.00%	\$ 200.00	#####	LAD	
Orchestra	\$ 2,500.00	\$ -	0.00%	\$ 2,500.00	#####	Vicky S	
Music Director	\$ 2,500.00		0.00%	\$ 2,500.00	#####	Vicky S	
HeadShots	\$ 50.00	\$ -	0.00%	\$ 50.00	#####	Vicky S	
Stage Manager	\$ 74.96	\$ -	0.00%	\$ 74.96	#####	?	
Reserve	\$ 300.00	\$ -	0.00%	\$ 300.00	#####	Vicky S	10.6%
<b>Total =</b>	<b>\$ 8,624.99</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 8,624.99</b>	<b>#####</b>		

# AUDITIONS - PRODUCER'S ROLE

Prepare Audition Notice  
Proofing  
Marketing/Website

Audition Process

Casting

Rejections - Thank You's

Prepare Casting Notice

Read through Date

Rehearsal Schedule

Rehearsal Space





TOWN and COUNTRY PLAYERS AUDITION FORM

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: (H) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Email Address: \_\_\_\_\_

2. Which part(s) in this show are you auditioning for?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you accept another part? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which one? \_\_\_\_\_

If not, will you work backstage? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Previous Experience (list Town and Country productions first)

<u>ROLE</u>	<u>SHOW</u>	<u>THEATRE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. If cast,

Would you be willing to cut your hair?	Yes _____	No _____
Change your hairstyle?	Yes _____	No _____
Change your hair color?	Yes _____	No _____
Wear a wig?	Yes _____	No _____
Men – Grow or shave your beard/mustache?	Yes _____	No _____

5. List any skills or interests that may be useful in this production or in our theatre.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. How did you hear about this audition?

\_\_\_\_\_

7. Please list any days that you are unavailable for rehearsals or conflicts.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Are you a member of Town and Country Players? Yes \_\_\_\_\_ No \_\_\_\_\_

9. **By signing this, you are agreeing to abide by the conduct set forth by Town and Country Players according to the “Code of Conduct.” (Available for review)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# THE READ THROUGH - PRODUCER'S RESPONSIBILITIES

- **Scripts -- Musical vs. Play**
- **Headshots**
- **Bios**
- **Code of Conduct**
- **Talent Release and Costume Forms**



Town & Country Players

Costume Form

Name: \_\_\_\_\_

Character: \_\_\_\_\_

Phone Number: Cell \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ lbs. Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Women

Men

Dress: \_\_\_\_\_

Coat: \_\_\_\_\_

Shirt: \_\_\_\_\_

Shirt: Neck \_\_\_\_\_ Sleeve \_\_\_\_\_

Pants: \_\_\_\_\_

Pants: Waist \_\_\_\_\_ Length \_\_\_\_\_

Shoes: \_\_\_\_\_

Shoes: \_\_\_\_\_

Hat: \_\_\_\_\_

Hat: \_\_\_\_\_

Tights: \_\_\_\_\_

Tights: \_\_\_\_\_

Chest: \_\_\_\_\_

Chest: \_\_\_\_\_

Waist: \_\_\_\_\_

Waist: \_\_\_\_\_

Hips: \_\_\_\_\_

Comments, Considerations or Allergies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TALENT RELEASE**  
**Town and Country Players**

I understand that the Town and Country Players (“T&C”) routinely takes photographs and archival video footage for use in promoting and documenting the activities of the organization.

As a cast member of \_\_\_\_\_ which runs from \_\_\_\_\_ to \_\_\_\_\_, at T&C. I hereby authorize T&C, without limitation, the right to use my image, likeness, and/or voice, for the purposes of marketing, publicity, and/or archival documentation of the theater and the production.

\_\_\_\_\_  
Signature of Actor

\_\_\_\_\_  
Signature of Parent/Guardian  
(if actor is under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I hereby decline to consent to the usage of my image, likeness, and/or voice by The Town and Country Players.

\_\_\_\_\_  
Signature of Actor

\_\_\_\_\_  
Signature of Parent/Guardian  
(if actor is under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director or Producer

\_\_\_\_\_  
Date

# WHAT DO WE DO WITH ALL THESE FORMS?

Important Forms...

Audition forms → Alana

Costume Forms → The  
Costumer

Talent Release Forms →  
Vicky

Other Materials that Need to  
be Shared:

Cast/Crew List → Marketing/Publicity

Contact List → Vicky

Headshots → Person in charge of glory  
board, Marketing/Publicity

Bios - Jillian for the Program

**Show Title**

By: \_\_\_\_\_

**Place**

\_\_\_\_\_ (time period)

**Act One**

Scene 1: \_\_\_\_\_

Scene 2: \_\_\_\_\_

Scene 3: \_\_\_\_\_

**Act Two**

Scene 1: \_\_\_\_\_

Scene 2: \_\_\_\_\_

**The Cast**

**In Order of Appearance**

Character Name

Actor's name

Etc., etc

**Production Staff**

Director

Producer

Stage Manager

Stage Design/Construction

Set Construction

Set Decorating/Painting

Lighting

Sound/Microphones

Costumes/Props

Crew

Crew

Poster Designer/Artist

Director's Note on " \_\_\_\_\_ "

**Cast**

**NAME (Character) Bio**

**Etc., etc.**

**Production Staff**

\_\_\_\_\_ **(Director) Bio**

\_\_\_\_\_ **(Producer) Bio**

**Etc., etc.**

COMMUNICATION  
EXERCISE

# PRODUCER'S ROLE DURING PRODUCTION

- Overseer
- Budgeting
- Sitting in on Rehearsals
- Publicity and Marketing
  - Approve materials for the show
  - Hand out materials to the cast
  - Organize publicity shots
    - 6 weeks before opening
    - Have concept for show
    - Some costumes/props
- The Program
  - New format this year
  - Headshots/Bios

## HELL WEEK

### Tech Day

Sign in Sheets

Organizing Cast Dinner/Cast Parties

Organizing different layers of the production

Working with the Production Team

Maintaining Sanity

Dress Rehearsals

Opening Night/Run of Show

# THE PRODUCER'S ROLE - AFTER PRODUCTION

## Strike

- Organize cast/crew into groups
- Delegate needs of strike list
- Communicate with incoming show
- Restore theater

## Walk through of the Theater

- Have incoming Producer approve strike

## Budgets

- Collect expense vouchers filled in its entirety
- Approve them, pass on to Treasurer for reimbursement





PRODUCING ACTIVITY:  
CREATING A BUDGET

OPEN DISCUSSION AND Q&A

# THINGS YOU SHOULD KNOW...

1.Apprenticeship Program/Mentor Program

2.All forms can be found at:

<https://drive.google.com/folderview?id=0BzGuKwJqHsJ6NXVlREllS01PVjA&usp=sharing>

3.Other Workshops

a.Stage Management - Jan 30 11-3, Holloway Hall

b.Lighting: Technical and Design - Feb 27 11-4, Holloway Hall

c.Stage Combat - March 5 Times TBD, Theater

4.Survey

THANKS!

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