

Duties of the President

The office of President is mainly that of an overseer. All meetings of the Board of Directors are at the call of the President. Notices of meetings are generally sent by the President; however they may choose to delegate this responsibility to the Secretary. The Agenda is drawn up by the President and should accompany the notice of meeting. For Annual General Meetings, a Notice of Meeting is placed on the TLT website and sent to all members 30 days prior to the AGM and a second notice is sent 14 days prior. The President must not vote, nor make a motion nor second a motion at any meeting. In the case of a tie, our Bylaws state: In case of an equality of votes the chairman does not have a second or casting vote. Therefore the motion is defeated.

As soon as a new Board is elected, it falls to the President to assign duties of other Board Members. These duties are in addition to the offices of President, Vice President, Treasurer and Secretary. Anyone named on this list must be a member in good standing. A suggested list of duties follows with assignments for the 2009/10 season:

Promotion/Advertising:	Mike Nagle
Building Caretaker:	Garnett Doell
CEO Functions:	Christine Crawford
Office Functionality:	Barb Botelho
Costume Room:	Amber Hansen/Debbie Haynes
Bar:	Louis Bibaud
Make up:	Amber Hansen/Debbie Haynes
Statistics:	Patrick McIntyre
Bylaws:	Patrick McIntyre
Building Calendar:	Patrick McIntyre
Signing Authority:	Christine Crawford, Debbie Haynes, Chris Stone
Ticketing Services:	Debbie Haynes
Archiving/Scripts:	Amy Turner
Tech Maintenance:	Graham Maguire
Youth Troupe/Summer Drama Days:	not assigned (to be assigned at Sept meeting)
Golf Scramble:	Bryan Crampton
Technical Maintenance:	Graham Maguire
Technical New Purchases:	Graham Maguire
Technical Supplies:	Graham Maguire
Technical Services:	Graham Maguire

Outside Communications:	Barb Botelho
Administration:	Chris Stone/ Bookkeeper
Membership Expectations:	All
Landscaping:	Garnett Doell
Janitorial:	Garnett Doell/ Louis Bibaud
Warehouse:	Garnett Doell/ Louis Bibaud
Minutes:	Barb Botelho
Communications:	
▪ Season Brochure	Christine Crawford/Garnett Doell
▪ Emails	Barb Botelho
▪ Public Relations	Christine Crawford
▪ Website	Patrick McIntyre
▪ Newsletters	Christine Crawford
▪ Social Networks	not assigned
▪ Ads	Mike Nagle
▪ Membership Drives	not Assigned

In order to maintain our tax exempt status with the City of Terrace, a letter must be sent early in September. Call the City to get the exact date the letter is required for the coming taxation year. Include with the letter a copy of our Financial Statements for the year just ended. A sample letter is attached.

A new event begun in September of 2009/10 is our annual Membership Appreciation Night. This is meant to encourage previous members to take out membership for the new season and new members to join. Proposed for the 2010/11 season; if memberships are purchased at this event, a special membership card will be offered enabling the named member to purchase two tickets to each play at a reduced cost (\$5.00 per seat). This is also a good time for directors and stage managers of upcoming shows to provide information on their productions, give dates for auditions (if known), and for lists of people interested in participating backstage and in acting roles to be taken. Our other regularly scheduled events (play readings and improv group) should be showcased at this event also.

In October, Revenue Canada requires our Charitable Status Return to be made. The documents will be sent to you. These take a considerable amount of time to do and should be completed with the assistance of the Treasurer. A considerable fee for late filing will be made if this return is not received on time – so don't leave this until the last minute. Copies of our previous submissions are found in the top drawer of the filing cabinet and are a good reference.

In late April or early May, an invitation to submit play proposals for the coming year should be sent to the membership list. Proposals shall only be considered from a member in good standing submitted on the approved play proposal form. The President will nominate a committee to review the submissions and then submit these plays to the Board at the May Board Meeting for approval. This will enable a season's brochure to be made (something that we haven't been able to do for quite some time). This does not preclude additions throughout the year should time and rehearsal space be found but does give the society the bare bones of a season. A suggested three play minimum for a season should be adopted – but the more the better.

At the board meeting in May, the final date for the AGM must be confirmed in order for the required notice of meeting to be made. If this is less than thirty days from the May meeting, consideration should be given to finalizing this date in April or holding the meeting on a date other than the fourth Wednesday in June. Our Bylaws state: The annual general meeting of the Society shall be held at least once in every calendar year and not more than fifteen (15) months after the last preceding annual general meeting. This does allow us some flexibility with the dates.

The Annual General Meeting is generally held in June. Ensure that the required notices are sent to members. You should also instruct the Secretary to make copies of the minutes of the last AGM. A list of members in good standing must be at the meeting place. Members should sign in beside their name on this list. No memberships may be taken out on the day of the meeting. Members not in good standing may not vote nor make or second a motion nor accept a nomination at this meeting. This meeting should be conducted in a very professional manner and follow the order of business as described in our bylaws. A respected member of the society should be asked to conduct the voting. Also chosen in advance should be two members to count the votes. It would be best if these individuals were not nominated for any office. Ballot papers should be prepared in advance for the purpose of voting.

Immediately following the AGM, the outgoing President will host an end of season reception in the green room. This is an opportunity to recognize members who have served for the past year and to welcome the incoming executive. There will be a small amount of paperwork to submit to the Province giving them the names, addresses, etc of the new executive members. If there have been any changes to our bylaws, these would also have to be sent.

The most challenging part of being a President is dealing with the many requests on your time. Delegate as much as you can. Insist that correspondence, including emails, go through the Secretary to be brought to the next meeting, but be approachable in case of a need that cannot wait. You are a volunteer, and you have other duties to attend to in your personal and professional life. Remember this and insist that you be treated with respect. Just because our members are "creative" does not give them the right to expect that they can ignore the rules of common courtesy in dealing with you as the President nor the Society in general. All members have the responsibility to ensure the well being of the Society, but they must engage with you and other members of the executive in a positive, professional and courteous manner.

DUTIES OF THE SECRETARY

- Record minutes of all TLT meetings; distribute. Keep master copy in binder in office.
- Work with President to compile monthly meeting agendas.
- Check and respond to correspondence (email and post) as required.
- Check and respond to answering machine requests as required.
- Send out email blasts as required
- Track emails as necessary and as time permits

DUTIES OF THE MEMBERSHIP CHAIR

- Keep a current and up to date list of all members
- Keep copies of all membership forms in file cabinet
- Add new members to email list as required
- Modify members personal info in files as required
- Organize membership drives and activities as required
- Work with President to organize AGM including all associated receptions etc

BAR CHAIR PORTFOLIO

- Ensure that all licensing requirements are met.
- Purchase alcoholic and non-alcoholic beverages.
- Purchase supplies, ie: wine glasses, beer glasses.
- Ensure that a float is in place for making change.
- Ensure that the bar is clean and organized.
- Reconcile the receipts and deposits.
- Provide a report to the Board after the event is complete.

QUALIFICATIONS

- Be at least 19 years of age
- Must have a valid Serving it Right card
- I prefer to use my credit card for purchases and have the treasurer reimburse me after the event is complete, the receipts and deposits have been reconciled and the bar report is finalized.

DUTIES & RESPONSIBILITIES

- The Director or Producer must provide notification 4 weeks in advance of any events or productions requiring bar service.
- Make sure that the bar area is clean and organized, the empties should have been taken away after the previous bar. Count any leftover alcohol & pop and the wine & beer glasses.
- Pick up the appropriate license for the event or production, usually a Special Occasion License (SOL) which is available at the liquor store.
- The person whose name is on the SOL must be at the TLT when alcohol is being served, this can be cumbersome if you are not in the production. If anyone in the production has a Serving it Right card, have them apply for the SOL. Accompany them to the liquor store and have all of the required information ready.
- The SOL requires specific information to be provided, ie; location where alcohol will be served (Terrace Little Theatre), event or production name, dates and times when alcohol will be served, maximum number of guests, maximum amount and types of alcohol required. The liquor store uses a formula to fill in the amount of alcohol, we do not have to purchase the maximum amounts.
- Once the SOL is filled out and signed by the Serving it Right card holder and the liquor store manager, the Serving it Right card holder must bring the SOL to the RCMP office for them to sign.
- The RCMP asks for 2 weeks to process the SOL although it is usually done in a couple of days. The Serving it Right card holder must bring their Serving it Right card and picture ID for the RCMP to photocopy.
- A \$25 license fee is charged for each day of the event or production, this is paid when you purchase the alcohol.
- Taxes on expected profit is charged on all of the alcohol purchased on the license, this is paid when you purchase the alcohol.

- Estimate the amount of alcohol that will be consumed, consult with experienced TLT members if you are not sure. Red & white wine, coolers and beer. No hard stuff.
- Cast and crew may have special requests for drinks, otherwise we keep it simple so that we have a minimum of leftover inventory.
- Purchase the alcohol and pay for the SOL and taxes
- Purchase non-alcoholic beverages ; bottled water, diet pop, pop and ice tea and wine & beer glasses if required.
- Deliver to the Green Room bar and stock the bar fridge. If there is extra inventory that does not fit in the bar fridge, store it in the space behind the sink.
- Turn ON the bar fridge, we turn it off at the end of the event or production run as the bar fridge is a hydro pig. The power bar switch is on the wall beside the bar fridge door.
- Restock the bar with the extra inventory every night or as required.
- If you run out of a type of alcohol, call me for instructions.
- A FLOAT of \$200 is required. Put in your request to the Treasurer at least 2 weeks in advance. A typical float consists of \$1, \$2, \$5 and \$10

- o 25 x \$1 = \$25 1 roll
- o 25 X \$2 = \$50 1 roll
- o 15 x \$5 = \$75
- o 5 X \$10 = \$50
- o = \$200

- The cash must be counted every night and the float returned to \$200 with adequate change in the float.
- Each night's cash to be placed in an envelope with the date and amount of cash written on it.
- Track each night's cash receipts on a separate sheet of paper for reconciliation at the end of the production.
- Store the cash in a secure location until it is deposited at NSCU.
- Give the Treasurer the cash to deposit at the end of the event or production run.
- Give the Treasurer a copy the final report along with receipts so that you can be reimbursed.
- Give a copy of the final report to the Secretary for inclusion in the minutes for the next General meeting.

TLT ADVERTISING AND PROMOTION

The advertising and promotion portfolio consists of coordinating Terrace Little Theatre's advertising with various types of media. The purpose is to promote the events Terrace Little Theatre produces including theatrical productions and any other undertakings requiring promotion through their standard print and electronic media.

There is a possibility, some advertising sales for individual productions programs may fall under this portfolio's umbrella.

Ticketing Manager Duties (TLT and non-TLT events):

- program ticket/event information into TLT computer at Uniglobe
- monitor tickets sold during sale period
- for non-TLT events, arrange front/of/house volunteers
- enter door sales numbers to ticket program at Uniglobe
- provide printed ticket reports to bookkeeper after event
- for non-TLT events, provide an invoice to event manager that details number of tickets sold and ticket sale revenue. Issue cheque for ticket sales revenue, less service fees (\$2. to TLT and \$1 to Uniglobe for each ticket issued) and REM Lee rental fee.
- order new ticket stock when necessary

Front of House Manager Duties (TLT events):

- provide cash float for event nights
- provide record keeping sheets for FOH volunteers to record number of door sales and amount of door sales cash
- add door sales numbers to ticket program at Uniglobe
- deposit door sales cash into TLT chequing account (if a large amount) or add to Uniglobe cash drawer

Non-TLT events during the past three years:

ABBA Tribute

Beatles Tribute

BeeGees Tribute

Cobblestones Band

Diamonds Forever

Doc Walker I

Doc Walker II

Elvis Tribute

Good Rockin' Tonight

Hotel California

Lorne Elliott

Prairie Oyster

Rolling Stones Tribute

Stuart McLean

Tal Bachman

Terrace Minor Hockey Fundraiser (2)

Tina Turner Tribute

Unplugged at the McColl (2)

Costume Room and Makeup Director

Duties:

- Maintain stock of make-up and hair products. Ensure stock is not expired or damaged.
- Regulate costume rentals as well as deposits and late fees.
- At least once per season perform a purge of damaged, unusable and excess costumes. As there is a continuous influx of clothing due to frequent donations, be sure to be as ruthless and thorough as possible.
- Receive and sort donations.
- It is the duty of the cast/crew of current productions to clean the costumes used and to clean and put away accessories during set strike. In the past this has not been done and following productions have had to clean the costume room in order to begin using it. In order to ensure this work has been done and done properly contact the stage manager of the current production to ensure that a person has been delegated to take care of this duty. Once a person or persons have been chosen provide them with attached checklist so that they can complete the job. Have them sign out and sign said checklist and submit it to the costume person for review.

Costume Room Cleaning Checklist:

Have the costumes been washed/or are they out being washed? Name of person responsible for cleaning _____

Phone number _____

Have any other costumes/accessories in the "active" hanging rack been sorted back into their proper places? This rack should be completely empty other than hangers when complete _____

Has the makeup been sorted back into the proper drawers in the toolbox? _____

Have all the hair pins and accessories been sorted into their respective drawers and containers in the toolbox? Please do not just dump items into a drawer and where the item came from and return it to its proper home? _____

Clean mirror with glass cleaner? _____

Wipe dust off lights above mirror? _____! Fire prevention _____

Ensure all unnecessary items are removed from table top and wipe clean? _____

Wipe clean window ledge? Ensure window is properly closed? _____

Wipe clean all other surfaces? _____

_____ floor? _____

_____ trash/garbage? _____

Ensure all personal belongings have been removed? _____

DINNER THEATRE CHECKLIST

Earlier in the year, submit play and budget to the TLT board for approval.

9 weeks prior to opening, arrange 2 nights of auditions, for cast primarily, but also anyone who would like to crew. Make sure you have at least your Stage Manager and Producer on board before the start of auditions.

For the Dinner Theatre production, have your venue booked and pricing in writing from the caterers (this should include specifics on the number of main courses, salads, vegetarian dishes etc)

Contact the people you cast as soon as possible after the audition process; ask anyone that did not get cast if they would like to crew for the show.

Organize the script into "bits" set up a rehearsal schedule (to the best of your ability) before the 1st rehearsal; having asked everyone on the audition forms which nights/times they are not available during the weeks leading up to the start of the run. Make sure that your cast is aware that for the 2 weeks leading up to opening night, they have to give 100% commitment. (of course it goes without saying, during the run itself)

Let actors know which nights they will need to be at rehearsal for which bits, if not everyone is needed every night.

Make sure to schedule line runs in the weeks during the actual play run.

Your 1st rehearsal will generally be a complete reading of the script with the cast, and then get everyone to mark the bits in their script.

Rehearse times a wee .generally nights and one afternoon on the weekend - keep in mind that no one likes to give up their Saturday afternoon!! If more rehearsal time is needed during the process, assign nights or afternoons accordingly.

If Christmas week falls during rehearsal schedule, it is customary (for me anyway) to give that week off so everyone can relax with their family and friends.

3 weeks before opening, move into show venue (if the show is not at the TLT)
Build set.

Tech and Q to Q is generally held on the Sunday before opening night. 1st dress rehearsal on Monday, Dress (with invited audience) on Tuesday. If possible, keep Wednesday as a night off.

Opening night will generally be on Friday for Dinner Theatre, but for this particular event there can also be a private show on Thursday, with Friday and Saturday of the following 4 weeks as regular show nights. Valentine's day falls

during show time, in the past, a show has also been scheduled for that night. Regular productions at the TLT will generally be a 3 night run for 3 weeks.

Remind cast and crew that striking the set is an integral part of the process, and the day after closing night, have the work force in place to strike the set and store everything back in its appropriate place. Make sure to return any props that have been borrowed from individuals or businesses.

Terrace Little Theatre ~ Creating a Performance Program.
Nancy Stone Archer
April 2010

Necessary Inclusions

Permissions – from whom permission to perform the play has been received. Sometimes the Rights also require that additional elements be presented in the program ie: where the play was first performed
Intermission placement and length.

Standard Inclusions

The following have become traditional to include with a program.

- A list of the cast members
- A list of the crew members
- A thank you list
- A director's note or message
- A TLT president's note or message
- Actor Biographies.
- Actor photographs
- Director Biography
- Director photograph
- Stage Manager Biography
- Stage Manager Photograph.

Sometime inclusions – depending on space and or Director's preferences

- Playwright biography
- Playwright photograph
- Setting of the play ~ A scene break down list of the action of the play.

Technical notes

If making a program with microsoft publisher it is easy to create a pdf file from it. It is necessary to download shareware Primopdf or current pdf creation software and load it on to your computer. This allows you to create and share the files with directors, editors and printing services more easily.

THANK YOU!

The cast and crew of “Current Production” would like to acknowledge the support of the following business and individuals.

We would also like to extend a special thank you to our families; without their support this production would not have been possible.

Him

Her

Her

THEM & THEM CO

Him

Mr & Mrs Themn

Him

Obviously take as much room for as many Thank yous as you have and potential round out a small list by including seasonal sponsors and agencies who continually act on behalf of the TLT

A generalised standard thank you that need not be used. But has been included in most programs for the last while.

TLT program creating guide April 2010


The Cover

Is traditionally a jpg copy of the poster
In some cases it is necessary for the poster designer to make modifications to the poster in order for it to work as a program cover.

ie: if the poster has been designed as a landscape image it must be modified to better fit this aspect ratio.

Programs are traditionally printined on 8.5 x 11 paper folded in half. This is dictated mostly by cost and can be changed to suit designer, director or production. As in a larger Skeena Zone Festival Program or a REM Lee large-scale production like a Pantomime

UNIQUE
Courtesy Travel



Please ensure that all cell phones
are turned off during the show.
Thank you.

"Current Production" was originally produced at
Theatre Somewhere in February 1900.

"Current Production" is staged by arrangement
with
Mrs Agent, That Agency,
Toronto, Ontario, Canada, M4Y 1P9,

agent@thatagency.com,
www.thatagency.com.

**There will be
one fifteen minute Intermission**

It is usual to place any permissions information in-
side the front cover of the program.

THE CREW



Director Her
Producer Her
Stage Manager Him
ASM Them
Lighting design Her
Lighting Operator Him
Sound Operator Him
.
Costumes Them
Make Up Her
Set design Her
Properties Them
Set Construction Them
FOH Manager Him
Poster Him
Program Her
Billboard Him

Visit our web site!
www.mytlt.ca

Often a playwrights Biography can be used to fill empty space.

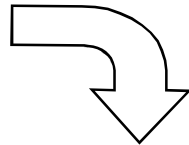
Or Ads for sponsors.

Companies that donate furniture for the set or transportation or funds for travelling shows. Whatever the current production deems necessary and the designer likes.

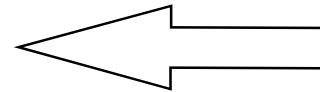
Depending on the number of Actors and the wishes of the director will dictate how many pages you devote to biographies.

It is not completely necessary to include bios. It has become standard. It sometimes isn't feasible as in the case of a pantomime.

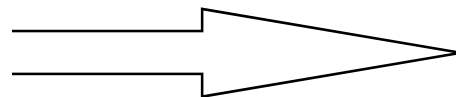
Sponsor ads are also handy to use as graphic fill to break up text dense areas



Astral Media[®]

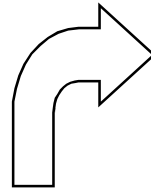


Printing services also like to have a wider "gutter" (the white) centre fold of the program. This means that less text from the program gets lost in the fold.

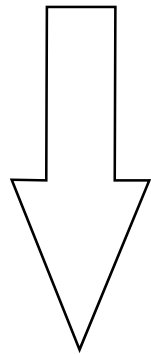


If choosing to make a program in publisher it is important not to cross the centre line as here because it will not print correctly. Unless, as here it is the middle page of the program. It has been traditionally in the past to place cast and crew here. It is up to your design discretion.

Reminders to the audience. Hopefully they will pay attention



Please join us for refreshments
at Intermission and after the show upstairs in
the Merry Halls or Room



Please ensure that all cell phones
are turned off during the show.
Thank you.



Can You ...
Sew? *Paint?* *Hammer?* *Sing?* *Dance?*

The Theatre needs you!



Interested in dabbling in the theatre?

There are jobs of all sizes,
for all ages, all skills, all talents!

Come play with us!

www.mytl.ca

Librarian/Archives

Librarian duties include ordering new scripts for the librarian entering the new scripts into the librarian link on the web page maintaining the current librarian and keeping it organized answering questions about the script librarian signing scripts in and out of the librarian when someone requests them and photocopying scripts for class readings if it is asked of you

Archives duties include keeping the archives organized and kept up to date collecting keepsakes from current shows including photos programs ticket stubs and newspaper articles knowing where things are in case someone needs something from the archives and cleaning the archives out when needed like removing excess copies of programs if there are more than 1 from a class

GOLF SCRAMBLE CHECKLIST

- BOOK ENTERTAINMENT BY END OF APRIL - they have to fly in usually cheaper tickets
- ORDER PRIZES AND SUCH FROM OUT OF TOWN 10 WEEKS PRIOR TO EVENT - Assume 8-10 weeks shipping
- GET ADVERTISING STARTED APRIL/MAY if possible
- START GETTING HOLE SPONSORS APRIL/MAY
- GET TICKETS PRINTED AND FOR SALE 6-8 WEEKS BEFORE EVENT
- GET ADVERTISING STARTED APRIL if possible
- SET UP VOLUNTEER ROSTER - MAY, start confirming them
- SCRAMBLE IS SECOND SAT OF JUNE