

Directive: How the Terrace Little Theatre Selects Plays for its Season

1. Introduction:

It is important that the Terrace Little Theatre chose the plays that it intends to do each year in a fair and equitable manner, and that consistent criteria are applied to all aspects of the process.

Any person, group or executive member wishing to produce a play under the auspices of the Terrace Little Theatre must make a submission to the executive in writing. Submissions must satisfy criteria as set out under section 4. The Executive must consider all submissions, and respond to them within two weeks of the closing date. In order for a person to be involved in a Terrace Little Theatre Production, they must be a member of the Society.

2. Scheduling of Plays:

To allow Directors and Producers the greatest latitude in submitting their plays the year has been divided into two periods.

2.1 Summer/Fall Productions:

These plays are to be produced at any time between 1st June and 31st December of the year concerned. Production requests for this period must be submitted, to any executive member, by the first Tuesday in May of the year concerned.

2.2 Winter/Spring Productions :

These plays are to be produced at any time between 1st January and 31st May of the year concerned. Production requests for these periods must be submitted, to any executive member, by the first Tuesday in December of the year concerned.

While these closing dates have been set play requests can be submitted at any time of the year. However they will not be considered by the board until the closing date specified for the period in which the member submitting the request wants to do the Production.

3.0 Requirements of a Request to Produce a Play.

The submission to the executive must consist, at a minimum, of a description of...

- 3.01 The plot of the play.
- 3.02 A list of Characters and brief description of each one.
- 3.03 The backstage support that is needed.
- 3.04 The set and its complexity.
- 3.05 The light and sound requirements of the play.
- 3.06 A basic budget .
- 3.07 When the preferred production dates are and why.

An example of the financial information needed is given as part of this directive, Any clear

format is acceptable as long as all of the relevant information is included. See section 5.

The board encourages those new to writing submissions to review their ideas with more experienced members of the society or members of the board, before officially making a submission.

4.0 Deciding on the Play: The Board's Decision.

For both of the annual periods a majority of the board of the Terrace Little Theatre should begin considering the submissions on the day of the relevant closing date. They should make their selection within two weeks of that day and must inform both successful and unsuccessful applicants of the board's decision within that period. As soon as possible, the board should advertise the chosen productions and their production dates, to the membership.

4.01 Criteria that must be considered by the Board in Choosing a Play

The criteria used by the board in their decision must include but not necessarily be limited to:-

- 4.01.01 Is the play suitable for our audiences ?
- 4.01.02 Is the play suitable for our audiences at this time?
- 4.01.03 Will the play cover its expenses?
- 4.01.04 Will the play cover Organizational Infrastructure costs budgeted to its time slot?
- 4.01.05 Is the combined experience of the people already committed to the play adequate?
- 4.01.06 Is the play suitable for the proposed time slot ?
- 4.01.07 Are there any educational benefits (new members/new play/unusual play)?
- 4.01.09 Will it make a profit? How much?
- 4.01.10 How many resources (people/time/money) will it use?
- 4.01.11 Is there conflict with another potential or current production/activity?
- 4.01.12 Is the submission well thought out? Does it look like a success on the page?

Any criteria that are used other than the above should be published in the minutes of the play review meeting.

4.02 Insufficient submissions.

If there are not enough acceptable submissions to properly cover the period in question, it is the board's responsibility to fill the vacant positions, which it can do by any method it deems suitable.

To clarify: there will be no deadline extensions nor calls for additional proposals. The board, or delegated board member, will negotiate with potential directors, or the board will fill the empty slot internally. The board will endeavor to negotiate with directors one at a time and in good faith.

4.03 Rejection of Submissions.

- 4.03.01 On good cause the executive can choose to reject any submission, thereby removing it from consideration as a possible acceptable production. In that event, a letter is to be written to the submitter, which clearly specifies the Board's reasons for finding the production unsuitable. The board should attempt to set a date to meet with the person(s) concerned should they so desire.
- 4.03.02 The board must endeavour to officially reject unacceptable submissions before they start deliberating over the acceptable submissions, but if an unacceptable submission is tendered to the board within a week prior to the closing date the above process is impractical. In this case the board must immediately contact the tenderer to resolve the situation to the best of its ability.

4.04 The Board's decision will be final.

Example of Required Financial Information

Based on 6 shows in the McColl Playhouse and one festival show

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| Royalties (\$60 American first show, others \$50) | 560 |
| Festival Entry | 160 |
| Costumes | 200 |
| Make-up | 50 |
| Set (including Technical) | 400 |
| Props | 100 |
| Program | 25 |
| The Mix | 0 |
| CFNR | 330 |
| Terrace Standard | 500 |
| Poster | 50 |
| Total Costs | 2375 |
| Revenue (6 shows x 40 sold seats x \$14) | \$3360 |
| Program Ads | ? |

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|----------------------|---------------|
| Total Revenue | \$3360 |
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