

**BDACT TOUR GROUP COORDINATOR CONTRACT**

This Agreement is made and entered \_\_\_\_\_, 20\_\_\_\_, by and between the Beaver Dam Area Community Theatre, hereinafter referred to as BDACT, and \_\_\_\_\_, hereinafter referred to as “Coordinator”.

BDACT engages the Tour Group Coordinate to manage production activities for (TOUR GROUP NAME) “ \_\_\_\_\_,” at (SHOW SITE) \_\_\_\_\_, for (NUMBER) \_\_\_ performances on the following date(s): \_\_\_\_\_, 20\_\_\_\_\_.

In consideration of an honorarium in the amount of \$\_\_\_\_\_ plus \_\_\_\_\_% of the show’s net income, payable within 14 days following the date of the managing director receiving the final show production report from the Coordinator and approval by the Building Manager regarding the post-show state of the building and it properties. The production report should be received no less than two months after the performance.

The Coordinator will have production managerial authority of said show and will be accountable to the Managing Director, Production Support Coordinator and ultimately the BDACT Board of Directors.

It is the function of the Coordinator to help promote the event, manage the budget and volunteer personnel in preparation and presentation of the tour group performance. The Coordinator agrees to work toward both a dramatic and financial success for BDACT.

I have read and agree to these terms and the expectations outlined in the attached addendum.

\_\_\_\_\_  
(SIGNATURE) Managing Director

\_\_\_\_\_  
(SIGNATURE) Producer

## TOUR GROUP COORDINATOR Contract Addendum

*Thank you for your leadership at BDACT. We appreciate your time, commitment, and your skills. The success of the show will depend upon your preparation, coordination, cooperation, and communication. Everyone wants you to succeed so please communicate problems, special needs, and concerns to the Production & Volunteer Coordinator or the Managing Director as soon as possible. Involvement in BDACT designates you a participatory member, which allows you to vote at the Annual Meeting.*

1. The Coordinator is in charge and ultimately responsible for keeping the show on budget and filling necessary volunteer positions. It will be your job to keep the tasks leading up to the performance(s) on schedule. All volunteers should understand that they are directly responsible to you.
2. The Managing Director and Production/Volunteer Coordinator are your liaisons to the Board of Directors and your primary resource/advisory contact.
3. The Board of Directors is investing a large amount of capital into your production. Although the Board practices a hands-off approach, they reserve the right to have a liaison check on the status of your event and speak with your team. Their interest is to give you the support you need for a successful production.
4. Approval by the Show/Event Selection Committee and the Board of Directors must be obtained before the Managing Director can sign a contract with your tour group. A signed contract by both the Managing Director and the Tour Group Agent must be obtained before information is spread to the public about the production. You may only talk to potential event volunteers.
5. Be prepared to share the building. It is financially and artistically advantageous for BDACT to use the building as often as possible. Although the next main performance on stage should have priority, producers should be as flexible as possible to accommodate other building uses.
6. BDACT has many materials available in storage. Please check regarding materials that can be used for your production.
7. Do not use outside printers. BDACT has a professional grade printer in the office. Although the printing expense will not count against your show it will count against your percentage of profits. Use the printer as necessary.
8. The Board of Directors has the right to make announcements at your show or add information into programs as they see necessary for the advancement of BDACT.
9. The Board of Directors sets the ticket prices for all shows.

10. In case there is a problem with an event volunteer, it is the Coordinator's responsibility to report this to the Production & Volunteer Coordinator or Managing Director and follow the Board's policy steps for resolution.

**PRINTING**

All printing should be done at BDACT on the copier in the print room on the third-floor office wing. Please keep track of all black and white and color copies. The cost of copies counts against the director bonus but not against the show's final income figures. 11X17 Poster size count as two copies.

Charges are:

Color Copies                      \$ .20

Black & White Copies            \$ .05

## Checklist

\_\_\_\_\_ Work with the tour group to determine a possible date or dates for performances.

\_\_\_\_\_ Meet with the Managing Director, Production Coordinator and Facility Manager to determine the best date for the performance(s) and to discuss any coordination between other productions and coordination with the tour group.

\_\_\_\_\_ Have the Managing Director review the tour group's contract and make sure it fits within the parameters approved by the Board of Directors.

\_\_\_\_\_ Obtain a rider from the tour group or communicate with them any needs they may need onstage or backstage.

\_\_\_\_\_ Get publicity information and photos from the tour group.

\_\_\_\_\_ Recruit key volunteer positions. The Volunteer Coordinator can help in areas where you may not know people. Your staff is responsible for organizing a team if they need extra help.

Possible positions you may need to help with tour group production:

\_\_\_\_\_ Stage Manager (Stage Crew)

\_\_\_\_\_ Set Designer

\_\_\_\_\_ Lead Carpenter (Carpentry workers)

\_\_\_\_\_ Set Decorator

\_\_\_\_\_ Sound Designer

\_\_\_\_\_ Sound board operator

\_\_\_\_\_ Light Designer

\_\_\_\_\_ Light Board Operator

\_\_\_\_\_ Props for Show

\_\_\_\_\_ Set Props

\_\_\_\_\_ House Manager (Concessions, Ushers, Ticket seller)

\_\_\_\_\_ Costume Designer (Wardrobe helpers, Seamstresses)

\_\_\_\_\_ Makeup/Hair Designer (Makeup helpers)

\_\_\_\_\_ Afterglows

\_\_\_\_\_ Publicity

\_\_\_\_\_ Photographer

\_\_\_\_\_ Video operator

\_\_\_\_\_ Set up a production schedule calendar. The production calendar includes: audition dates, rehearsal schedule, technical deadlines, production dates and strike/clean-up. The dates aren't locked in until checked against the building use calendar. Update changed dates and times as soon as possible and communicate them with everyone.

\_\_\_\_\_ Meet with show designers (sets/costumes/lights & sound) to communicate their vision/concept and to discuss ideas and execution. Ask for graphics/models/plots.

\_\_\_\_\_ Plan a meeting with your volunteer staff. This is the time for you to convey your show concept and discuss expectations and for your team to get to know each other. Include the Managing Director and Production Coordinator, and Building Supervisor in this meeting if possible.

\_\_\_\_\_ Keep a running record of all show spending to ensure the budget is being followed in each production area.

\_\_\_\_\_ Collect and keep track of all purchases and receipts. Route receipts to BDACT's Bookkeeper for any reimbursement or payment needs as they arise. (Use BDACT's reimbursement form)

\_\_\_\_\_ Stay in communication with your volunteers to ensure that all aspects of the production are moving forward and will be completed by deadlines you established.

\_\_\_\_\_ Keep a list of acknowledgments and crews for the playbill listings.

\_\_\_\_\_ Work with the Managing Director to obtain or create a Pre-Show Announcement. Be sure a script copy of this announcement is approved and edited by BDACT staff and Board President before doing any recording.

\_\_\_\_\_ Learn the locations of the fire extinguishers, first aid kits, flashlights, and AED.

\_\_\_\_\_ Assign people to secure the building after set up times and the event.

\_\_\_\_\_ Write thank you notes to everyone on your team.

\_\_\_\_\_ Meet with BDACT's Bookkeeper to come to an agreement on revenue and expenses.

\_\_\_\_\_ Ask the Managing Director for the production report form. Fill out the form with the verified revenue and expenses and submit to the MD for Board approval.