

BDACT SHOW PRODUCER CONTRACT

THIS AGREEMENT is made and entered _____, 20____, by and between the BEAVER DAM AREA COMMUNITY THEATER, INC., hereinafter referred to as BDACT, and _____, hereinafter referred to as "Producer."

BDACT engages the Producer to coordinate production activities for (SHOW TITLE) " _____," at (SHOW SITE) _____, for (NUMBER) ___ performances on the following date(s): _____, 20_____.

In consideration of an honorarium in the amount of \$_____, payable within 10 days following the date of the managing director receiving the final show producers report and approval by the Building Manager regarding the post-show state of the building and it properties.

The Producer shall have production managerial authority of said show and shall be accountable to the Show Director, the Managing Director and ultimately the BDACT Board of Directors.

It shall be the function of the Producer to assist the Show Director by managing the budget and volunteer personnel in preparation and presentation of a stage production.

The Producer agrees to work toward both a dramatic and financial success for BDACT. It shall be the effort of the Producer to present a near professional stage production while keeping the spirit of amateur theater.

The Producer agrees to present a written report to the BDACT within two months following the date of the final performance.

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

(SIGNATURE) BDACT Staff Representative

(SIGNATURE) Producer

PRODUCER 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 Show Director, Production & Volunteer Coordinator, the Managing Director, or production committee as soon as possible.. Involvement in BDACT designates you a participatory member, which allows you to vote at the Annual Meeting.

1. The Producer is in charge and ultimately responsible for keeping the show on budget and filling needed show positions. Work closely with the Director to get a good understanding of their expectations, concerns, requests, etc. for each production area. It will be your job to keep the production teams on task throughout the production schedule. All production committee chairs should understand that they are directly responsible to you.
2. The Producer and the Director must always work very closely on maintaining and moving all aspects of the production forward. It is important to meet early on and establish a communication structure that works best for the both of you.
3. The Managing Director and Production Coordinator are your liaisons to the Board of Directors and your primary resource/advisory contact.
4. 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 production and speak with your team, cast, and crew. Their interest is to give you the support you need for a successful production.
5. Approval by the Production Committee, Board of Directors, and Show Royalty Company must be obtained before information is spread to the public about the production. You may only talk to potential team members.
6. 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.
7. BDACT has many materials available in storage. Please check and have your show chairs check with the Production Coordinator and the Management Staff (costumes, props, sets, etc.) regarding materials that can be used for your production.
8. 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.
9. 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.

10. The Board of Directors sets the ticket prices for all shows.
11. In case there is a problem with a crew member, it is the producer's responsibility to report this to the Production & Volunteer Coordinator or Managing Director and follow the board's policy steps for resolution.
12. Use the stage work lights for early rehearsals. They are much less expensive to operate. Use the stage lights when the lighting designer/operator is ready to start working with the show.

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

_____ Order scripts and rental books through the managing director.

_____ Work closely with the Director to recruit key staff positions (stage manager, costumer, set builder, vocal director, etc.) The Production Coordinator can help in areas where you may not know people. Your key staff members are responsible for recruiting their staff/crews/musicians.

Staff Position Checklist:

_____ 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

For Musicals: (Usually obtained by Director)

_____ Vocal Director

_____ Conductor

_____ Accompanist

_____ Choreographer

_____ Work closely with the Director in setting 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.

_____ Handout scripts or scores to pertinent staff members. Before distributing scripts, rented books and scores for musicals, the Stage Manager should set up and implement a distribution checkout system. RENTAL MATERIALS MUST BE RETURNED IN ORIGINAL STATE WITHIN ONE WEEK OF CLOSING.

_____ Along with the Director, meet with show designers (sets/costumes/lights & sound) to communicate their vision/concept and to discuss ideas and execution. Ask for graphics/models/plots.

_____ Distribute and explain the show budget to the production staff.

_____ With the Director, plan the initial production team meeting. This is the time for the Director to convey his/her show concept and discuss expectations. Include the Managing Director and Production Coordinator, and Building Supervisor in this meeting if possible.

_____ Work with the Director to foster production unity by inviting production crew to the first rehearsal so that everyone involved in the show is introduced to each other. This may be the only time during the process that you will all be together and it is imperative to encourage cooperation and appreciation among the cast and crew.

_____ Obtain a key code for building access from the Production Support Coordinator.

Auditions

_____ Work with the publicist and Managing Director to advertise auditions.

_____ Work with Director and Stage Manager to determine the number of, and obtain workers needed for each night of auditions

_____ Make sure all audition forms get copied in time for Auditions.

_____ Work with the Director to notify all auditionees if they are in the cast or not. Do not publicize the cast until all positions are agreed to. All who auditioned should be invited to participate on a crew.

Rehearsals

_____ 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.

_____ Stay in communication and meet with the crew members to ensure that all aspects of the production are moving forward and will be completed by the deadlines you established with the Director. Forward any concerns about this progress back to the Director if needed.

_____Continually meet with the Director throughout the production and help manage changes to the original vision or convey changes to the proper production team member.

_____Assign people to secure the building and check that EVERY outside door is locked after every rehearsal.

_____Learn the locations of the fire extinguishers, first aid kits, flashlights, and AED.

_____Keep a list of acknowledgments and crews for the playbill listings.

_____Work with 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.

_____Plan social activities for everyone to help bring your crew and cast together. Be absolutely sure that EVERYONE is invited to the show's social gatherings. Don't forget about the Pit and tech crews!

_____When there are children/students who are under age in the show, mail a letter & agreement form to the parents stating that children may not attend Afterglows or any other gatherings at places serving alcohol unless accompanied by a parent or legal guardian. This is a Board policy and applies to both public and private sites.

After the performances

_____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.