



## Producer Responsibilities and Check Lists

### I. Prior to Auditions

- A. Get building keys for TOSAC
- B. Coordinate with the Director by phone or email
- C. Attend auditions (*The director may or may not want your input on casting – but be available*)
- D. Look for possible stage crew among those auditioning
  - i. Stage crew should consist of:
    - a) AD (*assistant director may be chosen by director*)
    - b) Stage manager (SR)
    - c) Assistant stage manager (SL)
    - d) Set construction crew
    - e) Set decoration crew
    - f) Prop manager (could be Stage managers)
    - g) Wardrobe
    - h) Makeup
    - i) Additional stage crew for scene changes
    - j) Lights and Sound

### II. Prior to the Show

- A. Contact Marketing/Communications Director
  - i. Assist with development of flyer/poster
    - a) Get posters printed
      - Office Depot
    - b) Supervise distribution for posters/flyers to cast members and local businesses
  - ii. Collect cast bios, photos and thank you's for the program
  - iii. Make sure program material is turned in on time
  - iv. Coordinate newspaper(s), other Theaters and TV and radio for interviews
    - a) Theresa Williams-Thomasville Times Enterprise
    - b) Austin-CNS
- B. Make arrangements for the house
  - i. Wayne & Barbara Lawson
- C. Arrange online ticket sales and show promo
  - i. Jim Lumpkin-PayPal & TOSAC.com
  - ii. Clay Byars, Carol Turner or Haley Shank-Social Networking
- D. Arrange concessions and street promos for show week
  - i. Molly Clifton-Hospitality
- E. Attend rehearsal often – check on all aforementioned responsibilities
- F. Contact house keeping for cleaning prior, during and post production.
- G. Track expenses (see form)
  - i. All expenses must be approved by Director or Producer (see form)

### III. Show week

#### A. FOLLOW-UP!

- B. Attend rehearsals
- C. Double check all areas to make sure all work is completed
- D. Check on programs – pick up from printer
  - i. Current service provider is Skyline Graphics
- E. Organize cast party, coordinate with Director
- F. Coordinate with cast and crew regarding director's gift
- G. Order director's bouquet from Singletary Florist and arrange for pick up for opening night.
- H. Coordinate with Director regarding cast mementos

### IV. Personal check list for show week

- A. Stage crew organized
- B. Concessions organized
- C. Street promo organized
- D. Coordinate the announcements prior to the beginning of the show each night
- E. Costumes and make up organized
- F. Props pre set
- G. Stage set
- H. House is organized
  - i. Wayne Lawson
  - ii. Jim Lumpkin PayPal & video
- I. Strike crew organized
- J. Attend opening night (and other shows as time allows)

### V. Final

- A. Supervise strike
  - i. Set material reclaimed and stored properly
    - a) Coordinate with TD
  - ii. Props returned to correct location
  - iii. Costumes properly stored
    - a) Coordinate with Props & Wardrobe Mistress
- B. Get keys from the director and return them to board member responsible for keys.
- C. Contact housekeeping for final clean up.
- D. Turn in expense report to Treasurer

### VI. Take a deep breath and swear not to do this again - Break a leg.

***Just remember 1. The Lord loves the workin' man, 2. don't trust whitey and 3. If you catch it get a shot to get rid of it! :)***