



MEADVILLE COMMUNITY THEATRE DIRECTOR'S PACKET

Revised 9-2018

TABLE OF CONTENTS

Mission Statement & Objectives.....	3
Board Contact Information.....	4
General Notes for Director.....	5
Scripts/Royalties.....	6
Auditions/Casting.....	6
Rehearsal Scheduling.....	7
Keys/Building Security.....	7
Show Budget/Reimbursement.....	8
Show Sponsorships.....	9
Care of Theatre.....	9
Health & Safety.....	9
Set Construction.....	10
Properties & Costumes.....	10
Production Publicity.....	10
Programs.....	11
Pop Kear/Bob Beck Awards.....	11
Comp Tickets.....	11
Box Office.....	11
Performances.....	11
Performance Cancellation.....	12
Cast Parties	1
Strike.....	13
Audition Form.....	14
Parental Consent Form.....	16
Emergency Medical Form.....	17
Show Sponsorship Form.....	18

MCT Mission Statement:

The Meadville Community Theatre is a non-profit community organization dedicated to promoting the theatre arts in Meadville and the surrounding areas. MCT strives to provide an open avenue for individual creative expression through participation in all aspects of producing high-quality amateur theatrical productions.

The objectives of MCT are as follows:

- To work among the citizens of the community to gain broad support of theatrical pursuits to improve attitudes toward the dramatic arts and to open the doors of the dramatic arts to all the community.
- To promote continuous improvement in the presentation of the dramatic arts and be aware of the theatrical interests of all segments of the community and work to provide artistic presentations to serve those interest.
- To develop and provide leadership and act as an artistic resource to all organizations in the community.
- To educate and act as a training ground, to promote and develop skills and talent, and to encourage the various arts and crafts to find common expression in the theatre.
- To provide the proper environment's and atmosphere for artistic expression.
- To communicate and develop ideas and to encourage learning.
- To promote the involvement of the young citizens of the community and to encourage and assist them in realizing their maximum potential in the dramatic arts.
- To entertain and to promote intergroup relations.
- To secure adequate financial support for its activities to the benefit of all citizens.
- To promote and protect the rights and welfare of its members.

The following packet is meant to serve as a guide for you, as director for an MCT production. It details the responsibilities of MCT directors, as well as the responsibilities of the board in supporting MCT directors. Please feel free to contact anyone on the Board of Directors with any questions or concerns. Theatre is a collaborative process and our goal is to work with directors to achieve a successful and professional production.

CONTACT INFORMATION

President – Audrey Schweitzer president@mctbackstage.com

Vice president – Mitchell King vicepresident@mctbackstage.com

Treasurer – Christopher Seeley treasurer@mctbackstage.com

Production – Katie Wickert production@mctbackstage.com

Publicity – Jacklyn Schnauber publicity@mctbackstage.com

Member-at-Large – Irene Kipp memberatlarge@mctbackstage.com

Allegheny Security (located in Newton Observatory) – 814-332-3357

GENERAL NOTES

- In coordination with Production, directors are responsible for designating an Assistant Director. Director and Assistant Director will then be responsible to obtain all crew heads: stage manager, props, costumes, set design and construction and lighting design. If a director needs help gathering a crew, please contact the Production Chair. Please note, in staffing your production, that MCT is a volunteer organization and policy prohibits payment to personnel.
- As a director, you are responsible for everything that happens “behind the curtain.” In other words, you are in charge of all aspects of, and personnel involved in, rehearsals and performance. The areas of tickets, publicity, programs, house, and box office are the purview of the MCT Board of Directors and other specific volunteers.
- Any challenges between individuals at any level of the theater will be handled in a civilized manner. No violence of either a physical or verbal nature will be tolerated. The Director may elect to dismiss a cast or crew member if harmony cannot be maintained.
- The Board of Directors for MCT is the sole owner of all property and contracts for the organization. The Board must ratify all contracts. Safety is the primary concern for the Board.
- It is expected that any and all persons involved the production will use reasonable care and caution in the discharge of their duties. If injuries occur, an injury report must be given to a Board Member within 24 hours after the incident. AT ANY TIME DURING REHEARSAL OR PERFORMANCE, IN AN EMERGENCY, CALL 911 AND ASK FOR MEDICAL ASSISTANCE.
- Privacy is to be respected in as much as reasonably expected. Any violation and/or harassment of any person are grounds for removal from the cast.
- Theft of ANY money, theatre property or services may result in termination from a contract, expulsion from a production, and legal action including a call to the local police and potential prosecution.
- MCT is a “Community Theatre” and therefore operates at a high level of community transparency. It is understood that people who wish to become involved want to present live theatre for themselves, friends, co-workers, and community members in a safe and healthy environment. Violators of this concept will be asked to leave the production.
- The power vested in it by the Bylaws of the corporation and by the State of Pennsylvania allow the Board to make decisions about ALL aspects of any production particularly in the areas of public safety, theft, facility concerns, community standards (censorship), and specific legal issues such as copyright, etc. The Board may terminate contracts and/or remove volunteers from a production any person for reasons including, but not limited to, tardiness, incompetence, failure to perform on a contract, lewd and vulgar behavior on or off stage, drug and alcohol abuse, sexual harassment, child endangerment, theft of goods & services, illegal activities, copyright violations, deception, using the corporate name or accounts for personal gain. The Board’s decision is final.

***Exceptions to various policies and procedures may be granted with the permission of the MCT Board of Directors.**

UNFORESEEN CIRCUMSTANCES

MCT expects that directors chosen at the time the season is approved and announced by the Board will complete their assignments; however, illness, unexpected moves, or other circumstances can interfere. If you find yourself unable to perform or complete a directing assignment, you should notify the President of the MCT Board and the Production Chair as soon as possible. If the play is scheduled at a relatively distant time, this notice should be in writing. You may suggest a replacement director for the Board’s consideration.

For a production in progress, notice should be as timely as possible so that the President and the Production Chair can promptly negotiate responsibilities with your replacement.

SCRIPTS AND ROYALTIES

Scripts are ordered, and royalties are paid, by the Production Chair. Royalties are purchased by a vote of the Board of Director's, prior to the season announcement. Perusal Script(s) will be purchased by the Production Chair, prior to the auditions being held. After auditions, you will need to let the Production Chair know how many scripts will be needed to accommodate the number of cast members and production staff, including designers and crew members who will need copies of the script. Be sure to include a copy of the script for the MCT office as a reference for publicity, etc. The Production Chair will obtain the necessary amount of scripts in a timely manner. For a production requiring rental scripts or orchestra parts, you will be responsible for their prompt return to the office in good condition (with marks erased) the day of the last show performance. MCT will be billed for any missing parts and they are very costly. Any charges not recovered from the individual responsible for lost or damaged scripts or music will be charged to your production expenses.

AUDITION/CASTING INFORMATION

The success of the auditions is primarily the responsibility of the Director. Auditions should be well planned so that all in attendance will feel comfortable and welcome, particularly those who are new to MCT. They should begin promptly as scheduled. A copy of the cast descriptions, a tentative rehearsal schedule, audition forms [appendix A], and a supply of writing utensils should be available for the auditioners.

MCT absolutely does not pre-cast. If pre-casting should be required, for some reason, that casting must be approved by the Board before the auditions are scheduled. Otherwise, it is the Directors decision as to how the auditions are organized and run.

The MCT Mission Statement indicates we are a learning facility as well as a performance driven organization. Directors are encouraged to look for performers who may not be "polished" performers but who show potential for excellence with coaching. MCT is a community theater. Directors are encouraged to consider non-traditional actors/actresses for all roles. Disabilities, ethnicity, sex, height, weight, etc. should not immediately eliminate any candidate from any role.

However, the Director has the final say regarding casting.

Publicity. MCT will publicize your auditions with a press release, posters, digital newsletter, Facebook event, on the website, and on social media. Please provide the Publicity Chair with all of your audition information: dates, times, type of cast needed, character breakdowns, and any audition requirements, such as monologue or vocal selections. Please give the Publicity Chair at least a month's advance notice to ensure that we have adequate time to publicize your auditions. The cancellation of auditions is solely at the discretion of the director/producer and it is their job to notify the Production Chair and the Publicity Chair to post on our website and all media outlets available.

Location. Auditions will be held at the theatre. It is up to you to contact the Production Chair to ensure the space is available the dates and times that you wish to hold auditions. If for some reason the space is not available, the Production Chair will work with the director to obtain an alternate location to hold auditions at.

Audition Forms. Attached is the MCT audition form (appendix A) used for all MCT productions. If for some reason you feel the audition form does not suit your needs, please contact the Production Chair and they will work with you to create an audition form that does.

Post Auditions. After auditions have concluded, it is the job of the director and their production crew to promptly and courteously contact all who have auditioned, whether or not they have been cast. Please provide both the Production and Publicity Chairs with a list of the names of your cast and the roles they will be playing. The Publicity Chair will then post the cast list on our website and social media platforms. Please return the completed audition forms for ALL auditioners to the Production Chair.

Cast Members Under 18. Any cast members under the age of 18 should have a Parental Consent Form (Appendix B) filled out and returned to the director by the first rehearsal. Parental Consent forms are kept on file for the entirety of the production. Once the show closes, the forms are destroyed. Parents will have to complete a new Parental Consent Form for every production.

Any adult (over the age of 18) who is working on the production with children **MUST** have both a current Pennsylvania Child Abuse History Certification and a Pennsylvania State Police Criminal History Record. Copies of both forms should be on file with the Board of Directors. Volunteers do not have to pay for these documents and clearances are good for five years. Make sure that you select the volunteer form (SP4-164A) for the PSP Criminal History Record, in order to have the fee waived. If you have lived outside of Pennsylvania within the last 10 years, you will also need an FBI clearance. Here is the link for more information about the clearances :

<http://dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>

No cast member under the age of 18 should be left alone at the theatre AT ANY TIME and should always be subject to adult supervision. If they are waiting on a ride, you as the director must wait with them. All cast members under the age of 18 who drive must be released from rehearsal by 10:00PM, so that they may arrive home prior to Pennsylvania's Junior License Curfew. Minor aged cast members who are not of driving age need to be released by 9:00pm or whenever their parent arrives to collect them.

Emergency Medical Forms. We ask that all cast and crew attached to your production complete an Emergency Medical Form (Appendix C) that will remain on file in the Box Office for the duration of show. Once the show closes, the forms will be destroyed. All medical information will be kept in strictest confidence, according to HIPPA guidelines, and will only be used in the case of an emergency. Volunteers will have to complete a new Emergency Medical Form for every production.

REHEARSAL SCHEDULING

As soon as you have a concrete rehearsal schedule, please submit it to the Board of Directors via the Production Chair. Due to the amount of shows in our season, rehearsal periods frequently overlap. The Production Chair will coordinate with productions prior to and after yours to ensure that everyone has adequate space to rehearse. Off-site rehearsals may be necessary to ensure everyone has an adequate amount of rehearsal time. If an off-site location is necessary, the Production Chair will work with the director to find a space that will work for the production's needs. Rehearsals for productions **MUST** conclude before 11:00pm. Volunteers under the age of 18 must be released prior to curfew or when their parent requests. The cancellation of rehearsals is solely at the discretion of the director and their production staff and it is their responsibility to contact their cast and crew to inform them.

KEYS / BUILDING SECURITY

Security for the MCT space and its equipment therein is of vital importance to the livelihood and safety of the theatre. The Director is responsible for unlocking and locking the theatre for all auditions, rehearsals and performances. The director will receive a key from the Production Chair prior to the first audition date.

A limited number of keys for the building doors and for the office are issued. The director and assistant director will each receive a key, to unlock the outside doors of the theatre, the inner doors into the lobby, and the office door. The key to unlock the prop/costume shop is locked in the top left drawer of the desk in the office. The code to the drawer will be provided to the director upon the start of rehearsals. Keys must be returned immediately upon completion of performances. Keys may not be loaned to anyone and in the event a key is lost, please notify the House Manager immediately.

Access to the Theatre Office should be limited to those having business there. The office should remain locked during rehearsals. Office phones should not be answered and only used in cases of emergency. All ticket sales must be made by office personnel.

At the conclusion of rehearsals and/or performances, it is the responsibility of the director and/or assistant director to see that the light board and all lights are turned off. Please double check that all doors are locked and secure, including the inside double doors. All windows must also be shut prior to leaving. A walk-through should be conducted to check that the building is secure before leaving rehearsal. The ghostlight should be turned on and pulled out onto center stage prior to leaving the building.

Lights.To turn on lights: first turn on the two breakers in the Green Room marked light board. These are the only breakers to be touched. All other breakers stay on. Next, flip the toggle switch on the power strip by the light board. House lights are operated by dials on the wall. **During rehearsal and work calls, only house and work lights are to be used until tech for the production.** To turn lights off, the master sliders on board should be down, power strip toggle is turned off, and then the breakers in the green room are shut off. To turn on the worklights, simply plug in the green plug into the strip at the back of the lightboard.

AC. The AC temperature control is located on the right wall of the theatre, by the lobby doors. When the AC is on, the temperature should always remain set at 68 degrees. If the AC unit is not on and you feel that it is too warm in the theatre, please contact a board member prior to turning the unit on. Any issues with the unit should be reported to the Board immediately.

BUDGET ADHERENCE / REIMBURSEMENT

Show budgets are divided into five line items:

Revenue –

Box Office Proceeds

Show Sponsorships

Expenditures –

Rights/Royalties

Costumes/Set

Marketing

The director and crew may further divide these items at their discretion should it suit them, but for the purposes of management, the Board of Directors will use the above categories. It is expected that productions will remain within their established budgets. Please bear this in mind when proposing the production and thoroughly project expenses to the best of your ability.

The director should consult with the Production and Publicity Chairs while developing and executing his or her production budget. This will ensure that suggestions and expectations from all parties are duly addressed and that adequate funds are allocated for a successful production. The production budget will be updated and maintained by the Treasurer on a regular basis. The director or his or her designee may contact the Treasurer at any time for current status, suggestions, or general information relating to production finances.

If a budget overage is anticipated, contact the Production or Publicity Chair (depending on the nature of the overage) and the Treasurer *prior to* making the expenditure that will cause the overage. Adjustments may be made, but it is better to address them in advance.

Reimbursements will be made as requested by contacting the Treasurer. All receipts and invoices will need to be documented to receive reimbursement. If the reimbursement is requested by someone other than the director, the Treasurer may reach out to the director to validate the purchase.

Cash advances for the purchase of production materials may be requested and will be granted at the discretion of the Production Chair and Treasurer. Documented reimbursements are preferred as an alternative to cash advances. If a cash advance is extended, the recipient will document all expenditures made from the advance and return any remaining funds to the Theatre.

Under no circumstances will budgets be used to compensate or pay cast, crew, or other staff without prior arrangements and authorization by the Board of Directors. Additionally, no purchases not directly related to the production may be made without authorization of the Board of Directors.

Prior to any online purchase with a Theatre debit/credit card, the purchaser will contact the Production Chair and the Treasurer for joint authorization. Information provided will be the nature of the purchase, the amount requested, and the company from which the purchase is being made. Following any Point-of-Sale purchases made with a Theatre debit/credit card, the purchaser must submit the receipt to the Production Chair or Treasurer as soon as possible. All materials purchased for the purpose of a Theatre production will remain property of the Theatre. No items may be taken, resold, donated, or otherwise disbursed without authorization of the Production Chair.

SHOW SPONSORSHIPS

Each director is asked to obtain show sponsors for their production, with the help of their cast and crew. These sponsorships start at \$25 and go up from there. Sponsors are given advertising perks and tickets to see the show, as a thank you for their donation. These sponsorships are **NOT** mandatory, but are strongly encouraged. MCT operates mostly on donations from the community and show budgets are limited. Any money raised through sponsorships is the director and production crews to use as they see fit. Show Sponsorship Forms (Appendix D) should be turned into the Production Chair, as well as any relevant ads, and money from the sponsorship's must be given to the Treasurer. All ads **MUST** be turned in final form. The Board is not responsible for creating ads for show sponsorships. Any questions regarding show sponsorships can be forwarded to the Production Chair at production@mctbackstage.com.

CARE OF THEATRE DURING PRODUCTION RUN

During rehearsal periods, directors are responsible for emptying full trash cans and disposing of them in the dumpster behind the building. Please alert the House Manager if trash bags are getting low.

With the permission of the director, food/drinks are allowed in designated areas in the theatre. All traces of food and drink must be cleaned up each day by cast/crew.

Remember, multiple productions and events occur throughout the season. All production events must be coordinated with the Production Chair. This includes rehearsal times, set building activities, strike, etc. Please remember to leave the building in a usable condition for others.

EVERYONE is responsible for the cleanliness of the theater facility. Extra efforts should be made toward keeping the entire theater facility clean and in order. The current production must keep the lobby, bathrooms, stairs, and public areas clean and uncluttered.

SAFETY & HEALTH

Safety for our audiences, volunteers and staff is a top priority. Only individuals trained in the proper use of power equipment shall be allowed to operate such equipment; safety glasses and ear protectors are required as appropriate. No one will work on high ladders or scaffolding without someone else present

Emergency exit signs must be clearly visible at all times and cannot be obstructed by any part of the set, props, etc.

The director, assistant director, and stage manager should make sure that they and all crew members know the locations and operation of fire extinguishers. A First-Aid kit is located in the box office.

The use of any potentially hazardous special effects (i.e. pyrotechnics, strobes, fog machine, etc.) must be approved by the Board of Directors before use.

SET CONSTRUCTION

Set designs should not alter the structure of the theatre in any way and cannot block exit signs or emergency exits. Set building dates should be cleared with the Production Chair, to ensure that nothing else is in the space that date.

During set builds, seats in the theatre must be covered with the plastic sheeting located in the second office. No cutting of wood should occur on theatre seats. Building materials are located in the hole outside the back theatre doors or in the second office. Paint, stain, screws, etc. are located in the green room beneath the stage. Please peruse ALL materials and paint before purchasing anything. Anything that is located in those spaces is free game to use however you see fit.

MCT has a Home Depot credit card that may be used for set materials that need to be purchased. When purchasing anything from Home Depot, the job name should be the name of your production and the receipt should be emailed to treasurer@mctbackstage.com.

Paint may also be purchased from Sherwin Williams. MCT has an account that gets billed periodically. Once again, the job name should be the name of your production.

PLEASE ALERT THE PRODUCTION CHAIR BEFORE PURCHASING ANY BUILDING MATERIALS OR PAINT.

PROPERTIES AND COSTUMES

Properties and costume collections are located on the third floor of the Oddfellow's building. The key is located in the top drawer of the desk in the box office. The combination will be provided to each director in order to open the drawer. Access to the prop and costume area should be limited to the director and their designated prop and costume design crew. PLEASE KEEP THE PROP AND COSTUME AREA NEAT AND ORGANIZED. If you take it out, put it back.

Many local business and surrounding theatres are willing to lend furniture, properties and costumes for use in our productions. In order to maintain good relationships, it is your responsibility to see that all borrowed or rented items are returned promptly upon the conclusion of your production.

Props and costumes may be purchased in accordance with your show budget. Please contact the Production Chair prior to purchasing props and costumes. Large cost items may need to be approved by the Board of Directors before purchasing.

PRODUCTION PUBLICITY

The Publicity Chair is responsible for and oversees all publicity, including newspaper ads, radio spots, website information, and social media. Please cooperate with Publicity in supplying information about your show. Early on in your rehearsal period, the Publicity Chair may contact you to have a meeting regarding the publicity for your show. Publicity may include, but is not limited to, radio and TV spots, press releases, photos, videos, posters, postcards, web presence, and contests.

Production Photos & Videography. The Publicity Chair will coordinate with the director and the theatre photographer to have production photos taken of the cast. Production photos can either be a designed photo shoot or photos of the production during rehearsals. Photos **must** be taken no later than the three weeks before opening night to ensure they are done on time for publicity purposes. Please keep this in mind when planning your rehearsal schedule. The director will receive access to all the digital proofs and can coordinate with the Publicity and Production Chair about which photos they wish to be used for press releases, online presence, programs, etc. The Publicity Chair will also coordinate a time when the theatre's videographer may come in to film portions of rehearsals, in order to create a teaser trailer for the production. Director will get final approval before the video is posted.

Media. The Publicity Chair will contact you for a preliminary meeting and will set up initial contacts with newspapers who may contact you for interviews, radio spots, and TV appearances. It is entirely at the discretion of the director who participates in these appearances.

Posters and Postcards. Publicity is responsible for assigning poster and postcard design to preapproved artists. This ensures uniformity. The director will have input in the design and poster design will be approved by the director, production and publicity to make certain all pertinent information is included and correct. Typical order is for 80 posters. Everyone involved with the show is encouraged to put up posters in highly visible and community centric locations. We may also use postcards as an additional form of advertising. They are mini versions of the poster and are designed by the same artist. Final designs of postcards are also approved by Publicity, Production, and the director. The Publicity chair is responsible for addressing and sending out all postcards.

PROGRAMS

Programs are created by the Production Chair, in coordination with the box office. Directors are asked to submit cast/crew lists, director's notes, and any other information they want included in the program two weeks prior to opening night. The final program is subject to the director's approval. Programs will be printed in black and white in house.

POP KEAR AND BOB BECK AWARDS

The Pop Kear award is given opening night to one cast member who the director believes has gone above and beyond. The Bob Beck award is given at the same time to a backstage member. The award necklaces are in the locked drawer in the first office and should be worn during all performances. Once the director has decided on who will be receiving the awards, they must notify the Production Chair to ensure the names are placed in the plaques in the lobby of the theatre. Winning individuals will also receive an engraved medal to keep.

COMPLIMENTARY TICKETS

Cast, crew, and pit members are each entitled to one complimentary ticket per production. In addition, anyone who has worked eight or more hours on the show receives one complimentary ticket. The director must give a list to the Production Chair two weeks prior to opening night with all names listed. The box office will then issue a complimentary ticket for each cast and crew member of the production. Those wishing to use the comp ticket MUST have the ticket in hand in order to receive their complimentary ticket.

Complimentary tickets and/or program credits and/or advertising recognition may be offered in return for loan of furnishings, costumes or other special favors. Those tickets should be offered sparingly and only with the specific approval and knowledge of the show director and the Production Chair.

An individual who fills more than one role for a given production, or works on more than one crew, does not earn additional comp tickets.

BOX OFFICE

MCT has a box office manager who will assign all box office staff and ushers for the production. Directors can give a list of volunteers and contact information to the box office manager. Ushers and box office staff receive one free ticket. Designated seating is provided for ushers and box office staff the night of the performance. However, box office staff must complete their duties before watching the performance.

Box office opens up one hour prior to curtain.

PERFORMANCES

Friday and Saturday performances are at 7:30pm and Sunday performances are at 2:00pm. The house will open ½ hour prior to curtain during performances. At that time, all cast should remain in the backstage areas of the theatre, not visible to audiences.

The director should coordinate with house manager to ensure that the theatre is clean and ready for opening night. A shop vac can be located in the second office.

Any pre-show or intermission music must be ASCAP or BMI licensed, unless it is public domain. The director is responsible for coordinating with the Production Chair to confirm their music.

Allegheny security should be notified of dates and times of performances by the House Manager. They are also responsible for locking the outside doors. If at any time during the run of the show the outside doors get locked prematurely, their number is 332-3357.

Cast members under the age of 18 must be supervised by a responsible adult at all times. They must not be left alone in any part of the building. Please do not let them play outside or wait outside for their rides.

Before the start of each performance, we are required by law to conduct either a live or a taped curtain speech. During the speech we must announce the location of the fire exits and how to leave the building in the case of an emergency. Fire exits are located at the main theatre doors and on each side of the stage. At this time, the Director should ask for cell phones to be turned off, remind the audience about upcoming events such as shows and auditions, inform them that no video recording or photography is permitted, and ask that no food/drink be consumed in the auditorium. If the show is using any special effects, such as strobe lights, gunshots, fog machines, etc., this must also be included in the curtain speech, as some audience members might be sensitive to such stimuli.

CANCELLATION OF SCHEDULED PERFORMANCE

Under certain conditions, you may recommend or the President or Vice-President of MCT may decide that a performance should be cancelled. For example, extremely inclement weather, unforeseen illness or injury, a catastrophic event either to the Theatre or the community, or other circumstance might suggest the wisdom of canceling a performance. Final responsibility for a cancellation shall lie with the President or Vice-President. Once it has been determined that a performance will be cancelled, it will be your responsibility to contact all cast and crew members. It will be the responsibility of the President, Vice- President, and Board of Directors to call patrons, notify box office volunteers, and to get the word out to the public.

CAST PARTIES

Cast parties are old and fine theater traditions. In regards to those parties (which we encourage), MCT has two things to say:

1. **Cast parties are not MCT-sponsored events.** While it is terrific that they occur, MCT is not responsible, culpable or liable for the actions or behaviors or individuals at a Cast Party. Such issues are between the host and/or the various individuals involved. It is solely up to the director to plan and/or execute a cast party for their production.
2. **We recommend** that minors (under the age of 18) be accompanied to Cast Parties by a parent/legal guardian or a designated responsible adult who has been approved by the parent/legal guardian of the minor in question.

STRIKE

The complete strike of the set, clean-up of the theatre and green room areas, and return of MCT costumes and properties to their proper places are the responsibilities of each production at its closing performance. It is suggested that the cast and crew and other participants be divided into teams to work in the various areas. It is the responsibility of the Director to oversee the cast, crew and other Production Staff to assure that the strike after the final performance is completed per the following guidelines:

- Clear the stage completely, unless instructed otherwise by the Director of the next production.
- If the stage and/or proscenium has been painted a color other than black, it is the responsibility of the outgoing show to return the stage and/or proscenium to the original black, unless otherwise agreed upon by the Director of the next production.
- Break down everything except platforms, step units and other significant "piece" items.
- Discard unusable materials and all "used" screws/nails.
- Clear the green room completely. Makeup counters and mirrors should be wiped down and all trash disposed of.
- All costumes and properties must be stored away neat and organized. Any costumes that need to be laundered should be kept separate and the Production Chair should be notified.
- Any costume or prop that has been borrowed must be returned by the director within two weeks of the closing of the show.
- All construction supplies should be stored neatly beneath the stage in the green room.
- Building materials need to be placed back in the hole or the second office neatly and in an organized manner and all nails/screws should be removed for safety.
- All rental musical supplies and scripts must be returned on the day of the final performance to the Production Chair, for prompt return to the rights company.
- Clean all common areas. Vacuum lobby and dressing room. Sweep the stage. Check for soiled chairs. Clean the floor under and around the chairs.
- Take out ALL the trash to the dumpster located between the back of the theatre and Allegheny Street.
- If a show is the last of the season, it is their responsibility to remove all materials, set pieces, flats, etc. from the stage.



MEADVILLE COMMUNITY THEATRE AUDITION FORM

Please fill out as much of the requested information below as possible, or **circle** the appropriate choice where applicable

Full Name: _____ Age: _____

Eyes: _____ Hair: _____ Sex: MALE FEMALE

Home Phone: _____ Cell Phone: _____

E-mail address: _____

NOTABLE PREVIOUS PERFORMANCE EXPERIENCE OR ROLES:

Role you're auditioning for:

(1st Choice): _____

(2nd Choice): _____

Would you consider other roles? YES NO

Would you consider playing a role of the opposite sex? YES NO

Would you accept an ensemble role? YES NO

MUSIC AND DANCE TRAINING: (ONLY APPLICABLE FOR MUSICAL SHOWS)

Can you read music? YES NO

Singing ability: NONE AMATEUR TRAINED (_____) YEARS)

Voice: BASS TENOR BARITONE ALTO SOPRANO

Instruments you play: _____

Skill: BEGINNER INTERMEDIATE ADVANCED

DANCE/MOVEMENT: BALLET TAP JAZZ CONTEMP/MODERN HIP-HOP BALLROOM OTHER _____

of Years: _____ **Skill Level:** BEGINNER INTERMEDIATE ADVANCED

Special Skills: STAGE COMBAT JUGGLING ACROBATICS CHEERLEADING GYMNASTICS

Other Skills to Note: _____

If not cast as a performer, would you be interested in working as crew or stage manager? YES NO

Other Applicable Skills:

- | | | | |
|------------------|--------------|-----------------|----------------|
| STAGE MANAGEMENT | LIGHTING | SPECIAL EFFECTS | PROPS |
| SEWING/COSTUMES | SET BUILDING | SET PAINTING | FRONT OF HOUSE |
| PUBLIC RELATIONS | PHOTOGRAPHY | CHOREOGRAPHY | |

PLEASE TURN OVER →

YOUR ADDRESS:

Full Name: _____

Street address: _____

Mailing address (if different than above): _____

City, State, Zip: _____

Potential medical or other conditions to note: *(Are you diabetic? Asthmatic? Suffer from serious allergies? Do you suffer from any phobias we should be aware of? Please note that a medical release form may need to be provided in order to participate in a show that would put your health or the health of others at risk)*

Are you currently performing/rehearsing anything? *Please note the show and schedule below:*

Are there any potential Scheduling conflicts you're currently aware of? *(Please see our attached Rehearsal/Performance Calendar for specific dates):*

How did you hear about our auditions?

NEWSPAPER

E-MAIL NOTICE

OUR WEBSITE

FRIEND

TEACHER

SOCIAL MEDIA

OTHER (please specify): _____

Would you like to sign up for our group's mailing list? YES NO

EMERGENCY CONTACT INFORMATION:

Name: _____

Parent or Guardian Info (if Under 18): _____

Home Phone: _____ Cell Phone: _____

Relationship: _____

Doctor Name and Phone (if Applicable): _____

I give my permission to Meadville Community Theatre to keep my information on file for future shows. I understand that personal information will not be used for any other purpose, and that this information will be used only for the purpose of Theatre business. My information may not be sold or disclosed to a third-party vendor for any reason.

Signature

Date

Thank you for your interest in our production! We appreciate your sharing your talent with us, and look forward to the opportunity to work with you.

Meadville Community Theatre Parental Consent Form

A participant under the age of 18 must have parental consent to participate in Meadville Community Theatre productions. This form must be completed, signed and returned to the director of the Meadville Community Theatre by the first rehearsal.

Name of Child _____ Date of Birth _____

Name of Parent/Guardian(s) _____

Address: _____ E-mail: _____

Home Phone: _____ Cell Phone: _____

Does your child have any medical issues we should be made aware of (allergies, etc.)?:

Does your child need to take medication for above medical issues while in rehearsals or performances or on an as needed basis (inhalers, epi pen, etc.)?

Emergency contact details: (please list additional contact other than above if possible)

Name: _____ Phone: _____

Relationship to child: _____

Meadville Community Theatre assumes that your child knows which individuals are approved to drop them off and pick them up from rehearsal and other Meadville Community Theatre events. In the event that you have a concern, please set prior transportation arrangements with the production staff of each show.

CONSENT (please read carefully):

- a) I agree to my child taking part in Meadville Community Theatre.
- b) I agree to allow Meadville Community Theatre to contact the closest medical official in the event of an emergency. I understand that this is in the best interest and safety of my child.
- c) I understand that Meadville Community Theatre and its affiliates accept no responsibility for loss, damage, or injury caused by or during attendance at any of the rehearsals/performances. I understand that Meadville Community Theatre provides liability insurance in the case of proven negligence from Meadville Community Theatre.
- d) I agree to allow MCT to use my child's likeness and photographs for press release and media purposes only.
- e) For safety purposes, my child will adhere to all rules and regulations set forth by the production staff. Meadville Community Theater and its Board Members or affiliates will not be held liable for any form of injury (physical and emotional).

Signed _____ (Parent/Guardian)

Date: _____

NOTE: ALL PARENTAL CONSENT FORMS ARE KEPT FOR THE DURATION OF THE PRODUCTION. ONCE THE SHOW HAS CLOSED, CONSENT FORMS WILL BE DESTROYED. A NEW FORM WILL NEED TO BE COMPLETED FOR EVERY PRODUCTION.

MEADVILLE COMMUNITY THEATRE

EMERGENCY MEDICAL INFO FORM

Please provide us information that might help us help you in case you are injured or taken ill while at the Meadville Community Theatre. **ALL EMERGENCY MEDICAL FORMS WILL BE KEPT THROUGHOUT THE RUN OF THE SHOW AND DESTROYED ONCE THE PRODUCTION CLOSSES.**

Name _____ Age _____ (circle one) **Male Female**

Complete Address _____

Home Phone _____ Cell Phone _____

Whom do you wish us to contact in the event of an emergency:

Name _____ Phone _____

Relationship _____

Name _____ Phone _____

Relationship _____

Medical Insurance (Circle One) **Yes No**

Insurance Carrier _____

Preferred Hospital/ER Facility _____

Current Medications: (This is information Medics ask whenever they attend an emergency)

Known Allergies: (Example: Any foods, molds, paint fumes, hair spray, personal products or other products you might encounter in a theater setting)

Medical Conditions: (Example: I am highly reactive to bee stings so I carry an Epi-Pen with me in the summertime. I keep it in my...)

Information will only be used in the event of an emergency and will be kept in strictest confidence in accordance with HIPPA guidelines.



Meadville Community Theatre

"Where community is our middle name!"

Show Sponsorship Form



Thank you for your interest in sponsoring one of Meadville Community Theatre's 2018—2019 production's. Putting on a great show takes time, hard work and talent—we've got plenty of that! It also takes financial support from the community and that's where you come in! Help us continue a long-standing tradition of helping Meadville's oldest all-volunteer community theatre produce professional quality productions, while developing long lasting community relationships and an appreciation for the theatrical arts. Your contributions help pay for costumes, sets, and lighting - all of which are vital to a successful, high quality performance. The show must go on and we hope you'll be a part of it!

SPONSORSHIP LEVEL:	AMOUNT:	INCLUDES:
Set Designer	\$500 +	Program recognition, full page ad in program insert, 4 complimentary tickets for show, listed as show sponsor on all publicity materials
Lighting Designer	\$250—\$499	Program recognition, 1/2 page ad in program insert, 4 complimentary tickets
Props Master	\$100—\$249	Program recognition, 1/4 page ad in program insert, 2 complimentary tickets
Costume Designer	\$25—\$99	Program recognition

SPONSOR/ORGANIZATION NAME *: _____

*AS YOU WANT IT TO APPEAR IN PROGRAM

CONTACT PERSON: _____

PHONE: _____ **EMAIL:** _____

PRODUCTION: _____

SPONSORSHIP SELECTION (PLEASE CHECK ONE):

Set Designer (\$500 +)	_____	Amount \$ _____
Lighting Designer (\$250—\$499)	_____	Amount: \$ _____
Props Master (\$100—\$249)	_____	Amount \$ _____
Costume Designer (\$25—\$99)	_____	Amount \$ _____

Meadville Community Theatre is a 501(c) (3) non-profit organization. All donations are tax deductible.

PLEASE MAKE CHECKS PAYABLE TO: MEADVILLE COMMUNITY THEATRE

Questions?

Katie Wickert, Production Chair
production@mctbackstage.com

Please Remit Payment to:

Meadville Community Theatre
PO Box 330
Meadville, PA 16335