

## LTOB SHOW DIRECTOR'S GUIDELINES AND RESPONSIBILITIES

1. In general, the show director is in charge of all operations behind the stage curtain. The board and membership controls all other duties in the theatre.
2. The show director, after approval by the board, is responsible for the following:
  - A. Meeting with the Treasurer and Business Manager to discuss the budget of the show.
  - B. Meeting with the Director Liaison with any problems and/or needs of the show beyond the other board members' duties and responsibilities.
  - C. Meeting with the Plant Manager to discuss the use of the Pole Building.
  - D. Tryouts and casting of the show.  
(The board strongly discourages you casting yourself. If you plan to do so, please confer with the board. Please obtain board approval for any pre-casting.)

### PRIOR TO AUDITIONS:

- E. Selection of stage manager and supporting stage crew.
- F. Selection of person and/or persons in charge of set design and construction.
- G. Selection of light operator and design.
- H. Selection of sound operator, which includes setting up and putting away of all sound equipment.
- I. Selection of show Assistant Director (AD) and Production Assistant.
- J. Selection of costume director, emphasizing the need for that individual to maintain communication with the show director and person in charge of costume room.
- K. At auditions, be prepared to hand out a schedule of performances and rehearsal dates.

### AFTER AUDITIONS UNTIL END OF PRODUCTION:

- L. Keep track of all rented material; i.e. Scripts, song books, band books, et.al. by having each person sign out for their material. Give a copy of the list to the board.
- M. Maintaining building security during rehearsals.
- N. Maintaining general theatre cleanliness and maintenance during the rehearsal period **and at the conclusion of the show**, including the Pole Building and the Green Room.
- O. ***Meeting and coordinating with the Public Relations Director and the Director's Liaison on a regular basis.***

### AFTER PRODUCTION:

- P. Setting strike immediately following the production which should include storing or disposing of set materials, returning borrowed props and costumes, and coordinating rental costume return if applicable.

Q. Collect and return any rented material as described in "L" above. The theatre is fined for any rented items not returned.

R. After striking the set, meet with the Plant Manager for a post inspection of the theatre and acquire that person's signature.

If these requirements are not followed, this may affect your ability to direct at LTOB in the future.

(The entire board and general members should be utilized to meet the above responsibilities.)

3. In general, various board members or their appointees are in charge of the following:

(Show directors should be informed and coordinate in these areas.)

RESPONSIBLE BOARD MEMBER

- |   |                  |
|---|------------------|
| A. Selecting show and show directors.                   | ENTIRE BOARD     |
| B. Setting show dates and season.                       | ENTIRE BOARD     |
| C. All theatre purchases.                               | TREASURER        |
| D. All theatre parties. (except cast party)             | VICE PRESIDENT   |
| E. Operation of box office and ticket sales.            | BUSINESS MANAGER |
| F. Control of all comp tickets.                         | BUSINESS MANAGER |
| G. Building operation.                                  | PLANT MANAGER    |
| H. The costume room, accessory room and prop rooms.     | PLANT MANAGER    |
| I. Operation and staffing for snack bar.                | LOBBY MANAGER    |
| J. House Manager, Door Man and Ushers.                  | LOBBY MANAGER    |
| K. Program and posters, to include layout and printing. | PUBLIC RELATIONS |
| L. Publicity, including paid advertising.               | PUBLIC RELATIONS |
| M. LTOB newsletter, season brochure and mailings.       | PUBLIC RELATIONS |

I have read and I accept these provisions:

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**Plant Manager Signature**