

# LITTLE THEATRE ON THE BAY

Dear Director,

The board of *Little Theatre On The Bay* (LTOB) would like to thank you for taking on the task of directing a play at our theatre. Directing is a big responsibility that takes the work of many volunteer hands to get the job done.

Please note the attachment, **LTOB SHOW DIRECTOR'S GUIDELINES AND RESPONSIBILITIES**. Be familiar with this document as you will need to know which board member to go to for specific tasks needing to be done.

In addition to the director's guidelines, the Public Relations Director would like you to do the following:

1. Before tryouts: a) Meet with the Public Relation's Director (publicity) for poster design, b) communicate your program information with Public Relations, either in person or by email, c) meet with Public Relations to discuss approved advertising budget and coverage needs. (i.e. Newspaper, radio, t.v., reader boards, etc.)
2. Any and all publicity needs must go through Public Relations in advance; at least two weeks. This includes t.v. spots, radio and newspaper interviews. Any filming should also be approved by Public Relations.

A new policy has been put into effect by the board: Each cast member is to pay \$5 or \$10 per family to be in a production. This is because of rising insurance, electricity and gas costs. (Please note that several performing centers in the area have been doing this for some time)

You will be given a set of keys by the Plant Manager. Please return them at the close of your production.

Thank you again for being a part of LTOB!

Respectfully,

Luanne May, Secretary

