

PRODUCTION MANUAL

1. Definitions

The following Definitions shall apply to this Production Manual:

- a. **“Board”** means a group of members elected at the Annual General Meeting (AGM) to manage the Society. A minimum of three and maximum of four trustees are to be appointed at the AGM, covering the following roles: Chairman; Treasurer; and Secretary. A Board consisting of a Chairman, Treasurer, Secretary and at least five other members shall manage the Society.
- b. **“Cast”** means any member of the public who has been selected for a role/ensemble in a Production or is involved in stage management.
- c. **“Creative Team”** means a member of the Society performing the following roles in relation to a production: the Musical Director, Director, Choreographer and Producer
- d. **“Financial Year”** means 1st January to 31st December each year.
- e. **“Production”** means any work of theatre, such as a staged play, musical, concert, comedy or drama produced from a written book or script including but not limited to dramatic and nondramatic theatre, as well as dance theatre.
- f. **“Society”** means the Bedford Marianettes.

2. Selection of Productions and Creative Team

- a. Proposals for any Production shall be submitted to the Secretary in writing for consideration by the Board.
- b. Proposals can be submitted at any point in the Financial Year for consideration by the Board at the next Board meeting.
- c. Each Proposal can be in any format however the Proposal should outline the Creative Team consisting of a Director and/or Musical Director, Producer with the addition of a Choreographer and Assistant Director, where required, and estimate of the budget. The Producer shall be a member of the board.

3. Selection of Cast

- a. The Cast of any Production shall be selected by a panel of a minimum of Three People consisting of the following:
 - i. For a Musical/Show/Play: The panel shall consist of Director, Musical Director, Choreographer and Producer. Where the Choreographer and Producer wish to audition for the show they are not able to be on the Panel and an independent Board Member shall sit on the panel in their place. The Director, Musical Director are not permitted to audition.
 - ii. For a Showcase/Concert: The panel shall consist of Musical Director, Choreographer and Producer and all are permitted to audition but are not eligible for a solo song or solo dance. Where Musical Director, Choreographer and Producer are all auditioning there **must** be an additional independent Board Member to sit on the panel alongside Musical Director, Choreographer and Producer.
- b. If the auditionee cannot attend the audition, then a recording of the audition pieces conducted in front of the creative team at a workshop shall be viewed by the panel. Where the auditionee cannot attend the audition or any of the workshops a self-tape of the

audition pieces can be submitted for review by the panel. Any self-tapes must be submitted before the audition date.

4. Obligations of Cast during the Production

- a. Cast members agree to adhere to the Society's Code of Conduct at all times.
- b. Cast members shall, to the best of their ability, play the parts assigned to them, whether principal or chorus.
- c. A record of attendance at rehearsals and performances shall be kept by an appointed person and the Creative Team and/or the Board shall have the power to prohibit any participant whose attendance at rehearsals is deemed to be unsatisfactory from taking part in the performance.
- d. Cast Members who are absent from three rehearsals without prior knowledge/approval from the Creative Team may, at the discretion of the Creative Team and/or the Board be deemed to have resigned their parts.

5. Show fees

- a. Every participant who auditions for a performing role and accepts a part/ensemble will be required to pay a show fee.
- b. The amount of show fee payable will be decided on a show-by-show basis by the Creative Team and the Board.
- c. Show fees are payable no later than the first rehearsal by BACS.
- d. The Producer, in their sole discretion may agree a payment plan with the cast member if required. No payment plan is to exceed two months.

6. Revision of Cast

- a. The Creative Team with prior approval from the Board, shall have the ability to revise the Cast from time to time if any Cast Member does not adhere to the Code of Conduct.

7. Production costs

- a. All monies due from participants in connection with the production and performance of any work shall be accounted for and paid to the Treasurer within 14 business day days after the conclusion of the final performance, this includes but is not limited to any monies taken during the performance week with front of house activities.
- b. The Creative Team shall regularly update the Trustees on ticket sales and budget through the Production, and where appropriate an amended spending budget may be required.
- c. Any monies paid to the Treasurer shall be paid by the Treasurer into the Society bank account within 7 business days of receipt.

8. Complaints

- a. Whilst Society makes every effort to meet peoples' expectations, circumstances may arise where an individual has a concern and wishes to bring this to the Society's attention. In this circumstance, please refer to our Complaints Policy which is available on the website or upon request.