

AIDE MEMOIRE TO RP DIRECTORS TORs

DIRECTORS PRODUCTION CHECKLIST

- ☐ Choose Play
 - ☐ Cast Play
 - ☐ Liaise with RYT Leaders if RYT involvement required (musicals/pantomimes)
 - ☐ Cast Additional Responsibilities
 - Stage Manager
 - Properties
 - Prompt
 - Lighting
 - Sound
 - Band (if required)
 - Publicity
 - Stage Crew
 - Front Of House
 - Front Of House Staff (7) inc Bar
 - Costume
 - Programme Design / Production
 - ☐ List of Responsibilities and Contact Numbers of all involved
 - ☐ Backstage key to Director
 - ☐ Check bookings of RVH and any other facilities required for rehearsals and performance – liaise with RP Secretary
 - ☐ Organise dates for set build and inform members – liaise with set focal point
 - ☐ Organise person to be in charge of raffle – liaise with FOH
 - ☐ Organise people to be in charge of refreshments – liaise with FOH
 - Teas/Coffees
 - Ice creams
 - Other beverages
 - ☐ Apply for play licences – liaise with RP Secretary
 - ☐ Arrange for RP website to be updated – liaise with Web Designer
 - ☐ Write publicity blurb and ensure deadlines for any magazine inputs are achieved – liaise with Publicity
 - ☐ Arrange production meeting with key stakeholders and responsible areas identified above

- ☐ Arrange follow-on production update meeting as required
- ☐ Attend RP Committee meetings to provide updates and progress reports for the duration of the production
- ☐ Decide ticket/programme/refreshment prices

BY 7 WEEKS BEFORE PRODUCTION (P-7)

- ☐ Newsletter/Magazine inputs submitted
- ☐ Arrange photoshoot for publicity – inform Costumes
- ☐ Finalise and arrange for flyer/poster/banner production – seek RP Committee advice on sizes and specific printing requirements

BY 5 WEEKS BEFORE PRODUCTION (P-5)

- ☐ Organise and agree audience seating plan – typically, club style for most productions, rows and tiered seating for musicals/pantomimes
- ☐ Order/arrange for sound and lighting and other special effects
- ☐ Get flyers and other publicity distributed
- ☐ Consider/arrange for slot on local radio
- ☐ Invite invited audience for main/final dress rehearsal
- ☐ Ensure cast provide biographies if required to Publicity

3 WEEKS BEFORE PRODUCTION (P-3)

- ☐ Get Health and Safety Announcement produced
- ☐ Organise video and advertising screen as required
- ☐ Ensure official photos are ready for publicity to use – facebook page/website
- ☐ Send letters to RVH users about RP use of Hall in last week – liaise with RP Secretary
- ☐ Finalise design and printing of programmes
- ☐ Order ice creams

1 WEEK BEFORE PRODUCTION

- ☐ Erect gantry for sound and light
- ☐ Erect tiered seating as required
- ☐ Sort dressing rooms/committee room for production needs

- ☐ Dress foyer
- ☐ Organise chairs/tables/tablecloths – liaise with FOH
- ☐ Arrange for Cast refreshments
- ☐ Ensure post-production party is arranged

POST PRODUCTION

- ☐ Ensure clean up / set and seating dismantling / “back to black” activities are covered for day after last performance
- ☐ Check that FOH has completed audience tally and money receipt for each performance and that all figures and cash has been secured or passed to the RP Treasurer
- ☐ Hand directors keys to incoming director at next RP meeting