

Kelvedon Players



NOTES ON PROCEDURE FOR DIRECTORS

BEFORE EMBARKING ON THE PLAY, MAKE SURE A LICENCE IS AVAILABLE		Action taken
When your production has been approved by the Committee:		
1.	<ul style="list-style-type: none"> • Book dates/times with the Institute for readings, auditions and rehearsals • Advise the Newsletter Editor, the Webmaster and the Publicity Officer of the dates/times of readings and auditions together with a brief introduction to the play. • Check that performance dates and times have been booked by the Committee 	
2.	Get a set of scripts from the library for auditions (these may need to be ordered so give plenty of time). You may ask the Library Cardholder to do this via the Witham Library if you don't have one near you.	
3.	Hold a reading to see if there is enough interest, followed by two or three auditions. When casting, remind your cast that they have to be paid up members to take part and they will need to buy a script.	
4.	When cast: <ul style="list-style-type: none"> • Order scripts • Apply and pay for the licence (or ask the Licensing Co-ordinator to do so) The Treasurer will provide a cheque (or reimbursement) 	
5.	Arrange a meeting(s) with the Technical Advisors, the Chairman and the Production Team (as required - see 6.) to discuss the design of the set, lighting, sound, costumes, posters etc	
6.	<p>Production Team - Make sure somebody has agreed to undertake the following:</p> <ul style="list-style-type: none"> • Set building (person in charge will organise rest of crew) • Painting • Stage Manager • Lighting / Sound • Costumes • Make-up/wigs • Props <p>The following members of the team would not normally need to attend the Tech Mtg</p> <ul style="list-style-type: none"> • Prompt • Backstage crew (will usually be arranged by Stage Manager) <hr/> <p>Check to make sure the committee have these tasks covered:</p> <ul style="list-style-type: none"> • Front of house • Refreshment stall • Posters/Website - will require a synopsis or brief write up • Tickets/Programmes • Publicity – will require a synopsis or brief write up • NETG – Adjudication requested - will require a copy of the script • NODA – Adjudication requested 	
7.	Draw up a rehearsal schedule for: <ul style="list-style-type: none"> • Cast • Technicians • Costumes • Publicity • Chairman 	
8.	<p>If the production includes music (songs/dance):</p> <ul style="list-style-type: none"> • Decide on songs/music • Arrange for someone to either play or compile the required music • If required, copy out the songs and distribute 	

Kelvedon Players Committee (as at November 2019)

Officers:

Chairman (and Licensing/Safety Advisor & KCA Rep)	Jeremy Doughton
Hon Secretary	Jan Stobart
Hon Treasurer (& Archives)	Lesley Hill

Members:

Vice Chairman	Jean Anderson
Make-up	Gill D'Andrea
Props	Kelly Brown
Technical Advisor & Website	Andrew Forsyth
Technical Advisor & Institute Rep	Barry French
Props	Martyn Hill
Wardrobe	Jill Hinds
Newsletter and Membership Sec	Rosemary Townsend
New residents	Peter Burt

Other Roles:

Library Cardholder	Rosemary Townsend
Licensing Co-ordinator	Rosemary Townsend
Publicity Officer	TBA