



## Production Guide

*All OTP productions are governed by the Play Production Committee, chaired by the Vice President.*

### PRODUCTION NOTES

#### Budget

1. Each regular season production will have a starting budget of \$800. This budget includes but is not limited to: set construction, prop rental/purchase/construction, costume rental/purchase/construction, cast party and other related expenses.
  - o The cost of buying or renting costumes, accessories, props, furniture, set pieces, and/or construction is deducted from your budget. Before buying or renting anything for your show, check OTP resources first.
  - o Expenses not included in this budget are publicity/advertising, playbills, yard signs, and royalties.
2. Each play director is responsible for the budget for his or her show. All receipts - for charges as well as reimbursement - should be routed through the director to the OTP Treasurer. When items are charged at a local store, the name of the play is to be written on the receipt.
  - o Receipts for reimbursement must also include the name and address of the person to be reimbursed and the name of the show.
  - o Items that OTP pays for become the property of OTP.

#### Building Access

1. Parts of this building may be rented or used by outside organizations. When another group is in the building, the enjoyment of their guests - and the smooth operation of their business - is not to be disrupted in any way (such as loud/unnecessary noise, trespassing, interruptions, fumes, uncleanness, use of their materials, etc.).
2. The House Manager will provide the director with a key to the front door, the scene shop, and the costume and prop rooms. These keys are not to be duplicated or loaned for any reason and are to be returned within a week after the show closes. As needed, keys can also be provided to support personnel such as an assistant director, stage manager, or technical director.
3. Outside of scheduled rehearsal and/or set construction times, access to the building is restricted to members of the OTP Board of Directors, play directors, appropriate production staff members, and persons who have permission from the House Manager or OTP Executive Committee.
4. Before leaving the building, it is the director's responsibility to ensure that all lights are turned off, trash is picked up, and all entrances are closed and locked.
  - o As conditions warrant, the thermostat should also be adjusted appropriately. (Suggested: in winter set at 65 degrees, in summer 78 degrees.)

#### Set Construction

1. Set construction, painting, etc., is limited to the scene shop, basement, ready rooms, or on-stage area. Absolutely no construction/painting is to be done in the auditorium, reception room, lobby, or any other public area.
2. A variety of flats are provided. Use these constructed pieces before building more.
  - o If construction of new flats is warranted, the new pieces are to conform in style to existing pieces. Consult with the Vice President before constructing new flats.
3. When not in use, all tools, paints, and materials are to be stored in an orderly fashion in the scene shop or other designated areas. Please keep the public areas clean and orderly.
4. Sweep, vacuum, and dispose of trash regularly.

#### Striking the Set

1. Directors are responsible for striking their own sets and cast/crew members should all be required to participate.
2. Strike must be completed before the first on-stage rehearsal of the next scheduled production.
  - o The term "strike" means returning all props, furniture, curtains, accessories, costumes, etc., to their appropriate places; seeing that all personal items are removed; cleaning the ready rooms, dressing rooms, cast bathroom, and kitchen; dismantling, removing, and storing set pieces; etc.
3. The director is responsible to see that all borrowed or rented furniture, costumes, props, and/or other materials are returned in a timely manner.
4. Strike is generally held directly after the last Sunday performance.

### Miscellaneous

1. Headsets are available for the stage manager and technical personnel. When not in use, these should be stored appropriately.
2. All microphones and related cords/cables, and stands are to be kept in locked storage.
3. Stage lights are not to be used during rehearsals except during tech week and performances. They may also be used when taking publicity photos, as needed.
4. Trash is picked up on Thursdays.

## **PUBLICITY/PROMOTIONS**

### Program/Playbill

1. All information for the playbill must be received by the playbill coordinator a minimum of 17 days before opening night. (A sample can be provided, if needed.) The playbill will be sent to the printer 2 weeks before opening night.
2. Providers of services, materials, etc., may be listed under "acknowledgements." Do not offer ad space. Complimentary show tickets may be offered at the discretion of the artistic director (within reason).
3. The playbill coordinator will arrange to come and take head shots to use for the bio pages and the star board.

### Star Board (head shot photos of the cast)

1. Use of a star board is optional. If a star board is used, the director is responsible for putting it up and the following guidelines are to be followed:
  - o Photos will be taken by the playbill coordinator and will remain the property of OTP.
  - o Frames are provided - they are stored in the OTP Board office downstairs.
  - o The location of the star board is the downstairs entry, on the blue display.
  - o Taking down and storing the star board photos and frames is also the director's responsibility.

### Advertising/Promotions

1. The media coordinator will advise the directors of all promotional activities.
2. All promotional materials which will bear the OTP name or the name of your production - including posters, handouts, T-shirts, etc. - are to conform to OTP image standards. Contact the media coordinator for guidelines and imagery.
3. News releases, paid ads, announcements, and other promotions will be handled by the media coordinator.
4. Newspaper promotion photos will be scheduled by the media coordinator. Performers should be in costume and the set should look complete.
5. If you have other media needs or requests, please notify the media coordinator.
6. The media coordinator will notify the director of opportunities for live personal appearances on local radio programs. The director's participation is optional.

## **PERFORMANCES/TICKETS**

### Tickets

1. For each regular season production, each cast/crew member will receive 2 free single-admission tickets. Free tickets are not given for summer musicals, cabarets, and/or other fundraisers.
  - o Tickets cost \$12 for adults, \$10 for students (13+) and senior citizens (age 60+) and \$5 for children (under 13). Multi-pass tickets (good for 5 admissions to any regular season production) may be purchased any time and cost \$50
  - o Premium seats cost an additional \$5 per seat and are available on a first-come, first-served basis (no reservations). This fee applies to all ticket price levels, including free tickets and multi-passes.
2. Everyone who takes a seat in the auditorium must pay for admission. However, pre-schoolers who will sit on someone's lap may be admitted free.
3. Tickets are sold at the door on a first-come, first-served basis with festival-style seating (see exception below; also see "Reservations," below).
4. Except for physically challenged individuals, large groups, or others with special needs, no seats may be "saved" or "reserved."
5. Advance reservations are required for all group discounts:
  - o Groups of 10+ will receive a discount of \$2 per ticket.
  - o Groups of 25+ will receive a discount of \$4 per ticket. Deposit also required.

### Reservations/Telephone

1. Reservations are not required, except for groups (see above).
2. There is no operational, hard line phone at the theater. Reservations can be made by contacting Shari Phillips at 812-882-8269. This is the official contact number for the theater posted on the website and in promotions.
3. Reservations can also be made by emailing the theater at oldtownplayers@gmail.com.

## Performances

1. Friday and Saturday 7:00 PM; Sunday 3:00 PM. (All times Vincennes time.) It is recommended that all cast and crew members be in the building no later than 1 hour before show time.
2. The lobby opens 1 hour before show time and the house opens 30 minutes before. Performers in costume should not be seen prior to the show and should stay in the basement or backstage areas. No one other than cast and crew members should be in these areas.
3. Parking spots close to the building should be left for patrons. Do not park in the lot next to the beauty shop next door.
4. Begin each performance on time - it is unprofessional and discourteous to our patrons to delay the start of the show. If a delay is unavoidable, the director or stage manager should make an announcement to the audience.
5. Before the show: All pre-show preparations - stage set-up, light/sound checks, etc. - are to be completed before the auditorium opens (30 minutes before the show begins). If unexpected circumstances cause a delay, the director or stage manager should alert lobby personnel to delay opening the house and then let them know when they can open. Once the house is open there should be no actors or production staff on the stage.
  - o **Use the following for pre-show house lighting:**
    - a) 30 minutes before show time: stage lights off, dome light on, house lights up full (music is optional but encouraged)
    - b) 2 minutes before show time: dim house lights to half
      - notify the ticket crew to close the doors and turn off lights under the balcony
      - play the recorded announcement
        - o at the director's option, he/she may personally address the audience before the show begins
        - o if the director opts to have no introduction, stop the recorded announcement at the appropriate time
      - stage lights off, dome/house lights off - play begins
6. Intermission: A 10-minute intermission is usually adequate. If more time is needed (not more than 15 total minutes), the stage manager and the technical director will confer and act on the stage manager's recommendation.
  - o **Use the following for intermission house lighting:**
    - a) At 10 minutes (or at 15 minutes), dim house lights to half
      - notify the ticket crew to close the doors and turn off lights under the balcony
      - play the recorded announcement
        - o if there is to be a 50/50 drawing, it is to take place at this time
      - dome/house lights off - play resumes immediately

## **THE HOUSE**

### Uses

1. The "house" is defined as all areas of the facility that are not the stage, dressing rooms, storage rooms, or adjacent off-stage areas.
2. The House Manager is responsible for scheduling all uses of this facility.
3. House furnishings may not be used in the production - with the exception of artificial potted trees. No alterations or changes are to be made and nothing is to be moved, removed, or added to the house without authorization from the House Manager. This includes but is not limited to:
  - o pictures, posters, signs
  - o electrical wiring, lighting, extension cords
  - o furniture, plants (except for artificial potted trees), decorations, lamps, curtains

### Safety & Health

1. Supervise your cast/crew to prevent damage from construction, painting, inappropriate behavior, etc.
2. Everyone should wear shoes to avoid the possibility of stepping on nails, splinters, or other production materials.
3. **Only OTP staff, artistic directors, production crew, and cast members are allowed backstage, in the dressing rooms, in the light booth, in the scene shop, and/or in the prop and costume rooms. Do not allow friends, family members, or anyone else in these areas at any time.**
4. Use discretion in allowing non-production personnel in the theatre during rehearsals. These persons should be supervised.
  - o Children who are not in the cast should not be brought to rehearsals. If children are present, they must remain in the auditorium or foyer. Parents will be held responsible for damage or accidents caused by unattended children.
  - o At no time should any minors be left unattended anywhere in or around the building.
5. When not in use, all tools, paints, and materials are to be stored in an orderly fashion in the scene shop or other designated areas.
6. The following are not permitted anywhere inside the building:
  - o alcoholic beverages of any kind
  - o the use of tobacco products of any kind
  - o illegal substances of any kind

### Cleaning

1. Certain areas of this building may be rented to outside groups. It is imperative that everyone helps keep the facility clean and orderly at all times - even during set construction. Use the trash receptacles.
2. Extra trash bags, bathroom tissue, paper towels, etc., are kept in the kitchen in the tall cabinet by the hall door. Contact the House Manager if supplies run out or you have special needs.
3. Full trash bags should be put in the small dump cart outside. Trash is picked upon Thursdays.
4. The facility will be cleaned during the week of opening. Production materials - set pieces, paint, ladders, tools, props, costumes, etc. - as well as all personal items are to be removed from the public areas prior to cleaning.
5. To prepare for the next production, clear personal items from the dressing rooms and backstage area immediately after the show or they will be discarded.

### **MISCELLANEOUS**

1. **Foul, disrespectful, vulgar, overly loud, and/or other inappropriate language and/or behavior will not be tolerated by anyone, including directors, production staff, cast members, guests/visitors, or others.**
2. If anything is damaged, broken, stolen, etc., please alert the House Manager immediately to arrange for repair, compensation, or replacement. This includes OTP property and any items borrowed, rented, etc.
3. The collection and timely return of all rented materials - scripts, librettos, costumes, props, etc. - is the responsibility of the director.
4. Be responsible when having food or beverages in the auditorium.
5. Refreshments sold at intermission are for the patrons. A kitchen with a refrigerator, coffeepot, sink, microwave, and stove is provided downstairs for use by cast/crew. Please keep the kitchen clean.
6. Be conservative in the use of the heating/air conditioning.

#### *Relevant contacts:*

*President:* Shari Phillips  
C 812-396-7119, H 812-882-8269, sphillips@cinergymetro.net

Vice President , Media Coordinator: Coni Like Webber  
C 881-6277, likeconi@yahoo.com

Treasurer: Steve Gray  
C 812-698-0358, slgray56@gmail.com