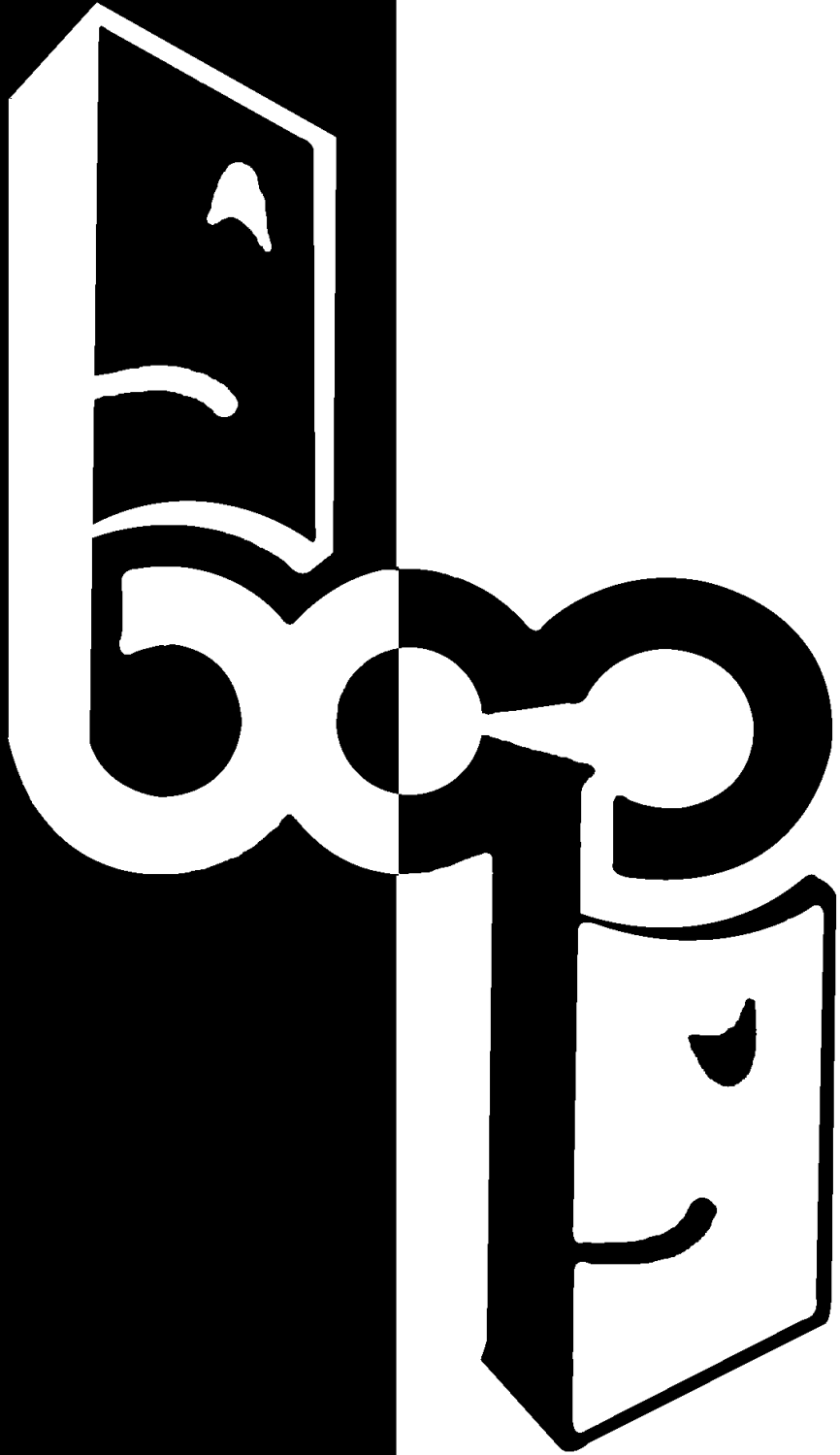


PRODUCTION HANDBOOK





WELCOME TO BUCK CREEK PLAYERS

First of all, the Board of Directors and band of volunteers at Buck Creek Players would like to say,

WELCOME!

The time and dedication that our volunteers contribute onstage, backstage, and with our patrons is immeasurable! We understand that time is something precious to everyone, and we thank you for your contribution to our theatre!

The following information has been compiled by the Buck Creek Players Board of Directors to assist the staff, cast, and crew of our productions on the path to opening night. Should you have any questions, please direct them to your producer or any BCP Board Member.

Again, thank you for your interest in Buck Creek Players...and
BREAK-A-LEG!

The Buck Creek Players Board of Directors



OUR MISSION & VALUES

Our Mission:

Buck Creek Players creates and presents exceptional community theatre.

Our Values:

We are committed to:

- Providing educational and lifelong learning opportunities through our programs;
- Producing theatre that involves, engages, reflects, and nourishes the community it serves;
- Maintaining a strong volunteer base that drives our operations and programs;
- Ensuring opportunities for all ages;
- Creating an atmosphere of caring, support, and professionalism;
- Balancing artistic vision and expression with financial capacity and long-term financial stability; and
- Maintaining an intimate setting.



ROLES & RESPONSIBILITIES

The following outlines the various roles that may be required on any given production. Those marked with an *asterisk are required on every production. It is highly suggested by the Buck Creek Players Board of Directors that those *required* positions are filled by separate individuals. Some productions may require the combination of similar duties (such as set design and technical direction); however it is highly encouraged to involve as many individuals as possible.

PRODUCER *

- Responsible for all financial aspects of the production
- Coordinates all staff
- Mediates all conflicts between cast, staff, & crew
- Responsible for seeing that all Encore regulations are followed by staff members
- Coordinates with BCP Treasurer to fully document all receipts and expenses
- Ensures all BCP procedures are followed by director, staff, cast, and crew
- Ensures all production needs are met
- Must be a current member of BCP

DIRECTOR *

- Responsible for the overall artistic vision for the production
- Coordinates with Producer to choose and/or find individuals to fill all staff positions
- Prepares rehearsal schedule
- Coordinates with all cast and staff members to “put up” the production in the allotted amount of time

VOCAL DIRECTOR

- Responsible for teaching all vocals to the principals and ensemble of any musical production
- Schedules all musical rehearsals along with the Director

MUSICAL DIRECTOR

- Responsible for assembling all live musicians for the orchestra
- Conducts and schedules all orchestra rehearsals prior to technical rehearsals
- Conducts the live orchestra (if desired), or finds some to serve as conductor during technical rehearsals and all performances
- Coordinates with the Producer, Director, Technical Director, Sound Designer, and any other staff to ensure that all musical requirements are met

TECHNICAL DIRECTOR *

- Responsible for all set construction and technical aspects of the production
- Coordinates with the Director, Set Designer, Lighting Designer, and other staff to ensure that all technical needs are met
- Responsible for coordinating the strike of the set with staff, cast, and crew following the closing performance

SET DESIGNER

- Responsible for designing the set and large set pieces as required by each script
- Coordinates with Director and staff to ensure that all sets and large set piece requirements are met

LIGHTING DESIGNER *

- Responsible for creating the production's lighting plot
- Responsible for the design, cueing, and installation as required by the production
- Coordinates with the Director, Technical Director, and other staff to ensure all lighting requirements are met
- Responsible for the strike of all lighting following the closing performance

SOUND DESIGNER

- Responsible for recording and installation of all sound effects, wiring, and wireless microphones (as needed) as required by the production
- Coordinates with Director, Technical Director, and other staff to ensure all sound requirements are met
- Responsible for the strike of all sound equipment following the closing performance

COSTUMER *

- Responsible for overseeing all costume design, construction, measuring, fitting, wear, cleaning, and restocking necessary for the production
- Coordinates with Director and other staff to ensure all costume needs are met

STAGE MANAGER

- Responsible for coordinating all cast and crew during the production's run
- Coordinates with Director, Technical Director, and other staff members to ensure that the all aspects of the production (sets, crew, and cast especially) are meeting their expectations.
- Responsible for accounting for all cast and crew members prior to curtain.
- Responsible for announcing call times and posting any important information.
- Responsible for letting the box office staff know that the production is ready to begin once they are given the "go ahead" from the House Manager and all patrons are in their seats.
- May also serve as Assistant Director (see below)
- Responsible for unlocking the building for cast before call time and locking the building following the rehearsal or performance.

ASSISTANT DIRECTOR

- Responsible for assisting the director as needed and coordinating with all cast, crew, and staff as required
- Coordinates with Director, as well as the cast and staff as required by the director
- May be asked to run rehearsals as needed or directed in the director's or another staff member's absence

PROPERTIES

- Responsible for reading the script and creating a list of all hand props in the production by character (in coordination with the director)
- Responsible for locating, borrowing, or purchasing all necessary hand props as required
- Coordinates with Director, staff, and cast to ensure all required props are accounted for
- Responsible for labeling and laying out the prop shelves backstage and "running props" during each performance

SET DECORATION

- Responsible for locating and installing all furniture, pictures, décor, and any set dressing not considered to be hand props
- Coordinates with the Set Designer, Technical Director, Director, and other staff to ensure required set dressing is in place to set the desired mood of the production

HOUSE MANAGER

- Coordinates with Producer and Box Office to schedule and coordinate all volunteer ushers, ticket-takers, and box office workers for all public performances
- Responsible for light cleaning and restocking all restrooms and public areas prior to each performance
- Responsible for assisting ushers with refreshments at intermission
- Fill in as needed as usher, ticket-taker, or box office worker.

CAST *

- Responsible for attending all mandatory rehearsals as called by the Director
- Responsible for providing biographical information to the Producer or Director within one week of the first rehearsal
- Responsible for notifying the appropriate staff person of any unexpected absences or if they are running late
- Responsible for memorizing all lines, vocals (if necessary), and blocking as required by the specific times set by the director
- Responsible for cleaning up after themselves in the theatre as necessary

TECHNICAL/RUN CREW

- Responsible for implementing all necessary set and technical requirements as directed by the Technical Director, Stage Manager, and Director
- Coordinates with Stage Manager, Technical Director, Director, Light and Sound Designers as required



GENERAL INFORMATION

ALCOHOLIC BEVERAGES

No alcoholic beverages are permitted in the facility or on the grounds of the Buck Creek Playhouse unless pre-approved by the Board of Directors.

AIR CONDITIONING & HEATING

Adjustment of the heat or air conditioning settings should only be made by a staff member. During the winter months, the heat should be turned back to 64 degrees when leaving the building each night, and should not exceed 72 degrees when the building is in use. During the summer months, the air conditioning should be turned up to 78 degrees when leaving the building each night, and should not be cooler than 70 degrees.

The thermostats are located on the wall behind the door to the office, located across from the men's restroom. The thermostat on the left controls the workshop and half of the auditorium, while the thermostat on the right controls the remainder of the auditorium and the lobby.

AUDIO & VIDEO RECORDING

Due to licensing stipulations and copyright regulations, no audio or video recordings of any Buck Creek Players is permitted per the BCP Board of Directors. Archival recordings may be made by the theatre for grant purposes, but will not be sold to the cast and staff of any productions.

CALL TIMES

The Director and/or Stage Manager will set call times for performances. It is expected that all cast and crew will be in the building at the specified time(s). The Stage Manager will ensure that everyone is accounted for at the specified time(s).

COKE MACHINE

As a convenience to volunteers at BCP, a Coke machine is available in the green room. If you have any problems or any items become sold out, please inform your producer. Also, please remember to drink only WATER while in costume.

COMPLIMENTARY TICKETS

Due to our limited seating capacity we are unable to offer complimentary tickets.

CONFLICTS

Conflicts between cast, staff, and crew must be brought to the attention of the producer. The producer will work with the director and production staff to determine if any action is required, and the course of action to be taken. The dismissal or replacement of any cast member is at the discretion of the producer after consultation with the board liaison (BCP Vice President).

DRESSING ROOM/ GREEN ROOM

Cast, staff, and crew should be the only ones in the dressing room/green room before, during, and after the show. Prior to visiting with friends and patrons in the lobby, all costumes, make-up, wigs, etc. should be removed and properly stored in the dressing room/green room.

EVACUATION DRILL

For the safety of everyone involved a minimum of one evacuation drill will be conducted for every production.

FACILITY/MAINTENANCE PROBLEMS

All facility or maintenance problems should be reported immediately to the Producer in order to solve the problem.

KEYS TO THE PLAYHOUSE & SECURITY SYSTEM ACCESS

Keys to the playhouse are considered property of Buck Creek Players, Inc. and are given on loan to individuals that need access to the facility outside of normal production hours. The producer and Vice President will ensure all keys are accounted for before and after the production. Keys are not to be duplicated by cast, crew, or staff. If an additional key is required, please contact the producer. Key holders will also be issued a temporary access code for the security system. Instructions are located at the control panel.

MAILING LIST

All staff, cast, and crew will be added to the informational mailing and audition mailing lists.

MEMBERSHIP

Buck Creek Players membership is available! There are several options:

- Associate Member – receives the quarterly newsletter and notices for all General Membership meetings, but has not voting rights –
\$10 per year
- Individual Voting Member – receives the quarterly newsletter and notices for all General Membership meetings; also has voting rights - *\$15 per year*
- Household Membership - receives the quarterly newsletter and notices for all General Membership meetings; also has voting rights for up to two individuals in the same household - *\$25 per year*

Membership is not required, but highly encouraged. All members receive *The BCP Spotlight* quarterly newsletter and are invited to special “members only” events. Membership forms can be found in the lobby, on the season brochure, and can also be printed directly from our website.

OPENING NIGHT PARTY

At the discretion of the Producer, there will be a party following the opening night performance. All staff, cast, crew, and those audience members attending the opening night performance are invited to attend. All spouses, significant others, and parents (of child cast members) are also invited to attend this party. The Producer may ask for assistance if needed.

PARKING – DURING PERFORMANCES

The Producer will announce the location for all staff, cast, and crew members to park prior to the beginning of technical rehearsals. At that time, all staff, cast, and crew should park as required for performances.

PARKING – DURING REHEARSALS

General parking for staff, cast, and crew members is located on the gravel lot to the left of the main drive as you enter the theatre grounds. Please park on the gravel and enter through the side kitchen entrance.

PHONE USE

Staff, cast, and crew are allowed to use the phone in the office for local calls only on a limited basis. Calls should be limited to urgent needs, transportation, etc. Long distance calls must be pre-approved by the Producer, or Director if the Producer is not present. Please note that long distance calls made to offer roles following auditions will be allowed so as not to have the expenses incurred by the volunteer staff member.

PHOTOGRAPHS

The Board of Directors makes arrangements for each production to have a series of still photographs taken. Copies of these photographs will be made available to the cast, staff, and crew for a nominal fee. Funds raised from these photos is used to cover the cost of the photos and cost of publicity photos with any remaining funds credited to the show as income. A CD-Rom of photos is also available.

PROGRAMS

Programs will be available beginning on opening night. Programs will list all staff and cast information as available two weeks prior to opening night. Biographies will be listed for selected cast and staff positions. Certain Cast, Crew, and additional volunteers may not receive a bio due to space limitations.

PROBLEMS WITH STAFF, CAST, OR CREW

Any problems that you encounter with other staff, cast, or crew members should be brought to the Producer's attention immediately. The Producer will determine the course of action to take in order to resolve the issue.

PROGRAM ADVERTISING

Program advertising is available at very reasonable rates. Season rates are quoted, however prorated rates can also be issued upon request. Please contact Scott Robinson, Director of Advertising, at 317-341-1363 or e-mail buckcreekplayers@yahoo.com.

PUBLICITY & MARKETING

All publicity will be handled by Scott Robinson, Director of Publicity and Marketing for Buck Creek Players. All production flyers, press releases, and handouts pertaining to the theatre must be prepared by this position to ensure that all information is accurate and meets all requirements set forth by the Board of Directors. The Director of Publicity and Marketing will coordinate publicity photos with the Producer and Director approximately four weeks prior to opening.

REIMBURSEMENTS FOR EXPENSES

All show expenses should be pre-approved by the producer prior to incurring the expense. Expenses should be submitted to the producer for reimbursement on the green reimbursement form with a copy of the receipt. The producer will coordinate with the treasurer to reimburse all expenses.

REHEARSAL SCHEDULE

The director will create and distribute a rehearsal schedule at the first rehearsal. It is expected that all cast will be available for rehearsals unless a conflict is noted on your audition form as a conflict. Please be punctual and ready to begin at the scheduled rehearsal time. Remember the old saying: *If you are late, multiply the number of minutes you are late by the number of people in the cast...and that is how late you really are!*

RESERVATIONS

Reservations can be made by calling the Buck Creek Players Information and Reservation Line at 317-862-2270. Please leave the name of the party attending the performance, telephone number, the number of adult, student, senior citizen, or flex pass reservations you will need, the date of the performance you wish to attend, and also if you or anyone in your party will require handicapped accessible seating. Reservations are not required, but highly recommended.

RESTROOMS

During the rehearsal process, all restrooms are available for use. Approximately one week prior to opening, all public areas will be professionally cleaned and off limits. After this time, the cast and staff will be required to use the cast restroom located off of the Green Room.

SMOKING

Smoking is not permitted inside the playhouse unless required by the script and pre-approved by the producer. Also, as many costumes are vintage, rentals, or borrowed, no one should smoke (or eat or drink anything other than water) while in costume.

STRIKE

Following the final performance, all staff, cast, and crew are expected to stay to help dismantle the set, put away set decoration, props, costumes, lighting instruments, and clean the dressing rooms.

TECHNICAL REHEARSALS – LONG SATURDAY/SUNDAY

Technical rehearsals will be scheduled by the production staff one to two weeks prior to the opening date. A pitch-in is held on Long Saturday/Sunday. Please plan to sign up and bring a dish to share with your other staff, cast, and crew members and their families. These technical rehearsals are used in order to add all technical elements to the production, i.e. lighting, sound, etc. This is usually a very long and tedious process, but very necessary in order to produce a quality production. Family and significant others are invited to come and enjoy the pitch-in dinner; however, unless previously approved by the producer & director, the rehearsal following dinner will be closed.

TRASH & GENERAL CLEANLINESS

All trash should be disposed of in the kitchen or green room containers only. There is also a container in the kitchen for recyclables. Please do not dispose of trash in this container. It is the responsibility of the staff, cast, and crew to empty these containers as necessary. The playhouse is professionally cleaned approximately one week prior to opening night. Prior to this, it is the responsibility of the staff, cast, and crew to maintain the cleanliness of the theatre. Please remember that Buck Creek Players is an all-volunteer theatre and there are no paid staff members to clean up after everyone.

WEBSITE INFORMATION

Buck Creek Players is on the web! Visit us at www.buckcreekplayers.com. Check often to see new information on your production!

WHO TO CONTACT

The Producer will inform the staff, cast, and crew who to contact should they be running late or in case of illness. Please refer to your contact sheet for all pertinent information. ***Please do not call the theatre number to say you will be late or are ill. This number is for reservations only and your message will not be delivered in a timely manner.***



SAFETY INFORMATION

FIRE SAFETY – DURING REHEARSALS

The primary evacuation routes in the playhouse are through the main lobby doors as well as the house left double doors in the auditorium leading to the gravel side lot. In the unlikely event of a fire, please notify a staff member immediately. Once evacuated, everyone should meet at one of the large steel utility lights located in the parking lot in order for everyone to be accounted for.

Once a fire has been detected, please proceed to the nearest emergency exit and to one of the two designated meeting locations. No one should leave the theatre's grounds until everyone is accounted for.

Fire extinguishers are located at various points throughout the playhouse:

1. Lobby – next to the box office window
2. House Right exit – by the kitchen door
3. House Left – to the left of the stairs to the lighting booth
4. Stage Right – by the entrance to the stage next to the television monitor
5. Stage Left – by the entrance to the stage next to the television monitor
6. Lighting Booth – mounted underneath the large window behind the light board
7. Costume Storage Area – mounted inside the entrance
8. Workshop – next to the paint sink

TORNADO SAFETY – DURING REHEARSALS

In case of a tornado, all cast and staff should take shelter in one of the main restrooms in the lobby, or in the main dressing room away from any exterior walls, windows, or glass. In the case of more needed space, the office across from the men's restroom is another option. Everyone should stay in this location until the danger passes.



NIGHTLY CURTAIN SPEECH INFORMATION

A curtain speech should be performed either live by the director or an assigned staff member or played via recording at each public performance. Each speech should include the following information:

1. Welcome to Buck Creek Players and the name of the production
2. Upcoming productions or special events (fundraisers, etc.) in the season
3. Emergency and Safety Information
 - a. Please note the steps that lead to your seat
 - b. Locations of the emergency exits – the lobby doors through which you entered and the hallway on the opposite side of the theater near the shop. Please do not direct them to the kitchen entrance as it is not considered a primary exit route by the fire department.
4. No flash photography or video/audio recording during the performance
5. There will be a 15-minute intermission between acts with refreshments available in the lobby
6. Solicit donations – tickets only pay for a small portion of production costs
7. Encourage word-of-mouth: if they enjoy the performance, that is the best publicity for us
8. Encourage them to fill out and submit the volunteer sheet in the lobby
9. Encourage them to sign up for our mailing list in the lobby
10. Final “thank you!”