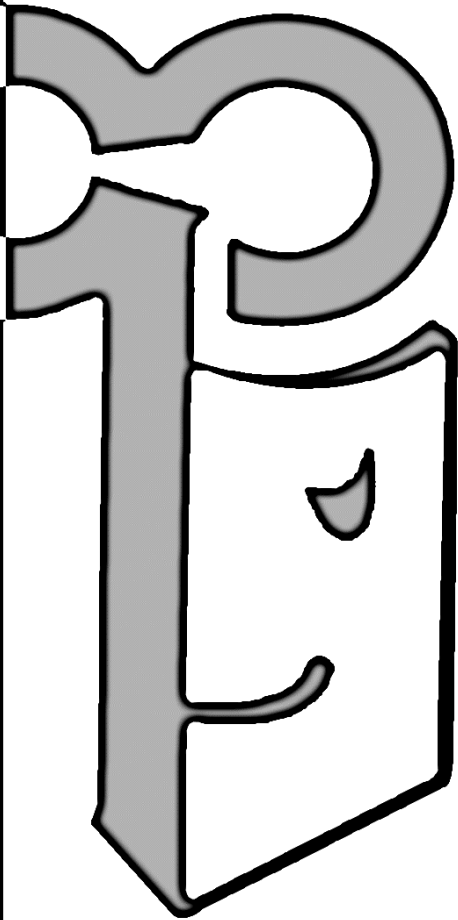


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Welcome to Buck Creek Players

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. Each staff position should have read, analyzed, and otherwise familiarized themselves with the script for the production being produced.

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
- Coordinates with Music Director, Director, Producer, Technical Director, Sound Designer, and any other staff to ensure that all vocal requirements are met

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 Vocal Director, Director, Producer, 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

- Responsible for ensuring the scene shop is cleaned and left in as good or better condition than the start of the production
- Ensure producer is made aware of any broken, inoperable, or damaged equipment

SET DESIGNER

- Responsible for designing the set and large set pieces as required by each script
- Coordinates with Director, Technical 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 training the Light Board Operator in use of equipment (if necessary) and execution of light cues as designed
- Responsible for the strike of all lighting following the closing performance
- Ensure producer is made aware of any broken, inoperable, or damaged equipment

LIGHT BOARD OPERATOR

- Responsible for operating the light board as designed by the lighting designer
- Ensures all lighting is ready prior to opening of the house including turning on the stair lights for the audience
- Ensures all theatrical lighting equipment is turned off at the end of performances and rehearsals
- Ensures the booth trash can is emptied regularly

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, Sound Board Operator, and other staff to ensure all sound requirements are met
- Responsible for training the Sound Board Operator in use of equipment (if necessary) and execution of sound cues as designed
- Responsible for the strike of all sound equipment following the closing performance
- Ensure producer is made aware of any broken, inoperable, or damaged equipment

SOUND BOARD OPERATOR

- Responsible for the execution of all sound effects and operation of the sound board as designed by the sound designer
- Coordinates with Sound Designer, Director, Stage Manager, and other staff to ensure all sound requirements are met
- Ensures all sound equipment and preshow music is ready prior to opening of the house
- Ensures all sound equipment is turned off at the end of performances and rehearsals
- Ensures the booth trash can is emptied regularly

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
- Ensure all costumes are cleaned and returned to their owners or costume storage within 30 days of the end of the production

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 creating a list of hand props through script reading and coordination with the Director
- Responsible for locating, borrowing, or purchasing all necessary hand props as required
- Coordinates with Director, Stage Manager, 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
- Ensure props are returned to their owners or prop storage at the end of the production

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

CAST *

- Responsible for attending all mandatory rehearsals as called by the Director and as listed on the rehearsal schedule
- Responsible for providing biographical information via the Production Resources section of the website as directed
- 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 66 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 75 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 old office, located across from the men's restroom. The thermostat on the top controls the workshop and auditorium, while the thermostat on the bottom controls the lobby. The middle thermostat is only for air conditioning on the stage during the summer.

AUDIO & VIDEO RECORDING

Due to licensing stipulations and copyright regulations, no audio or video recordings of any Buck Creek Players is permitted. Some licensing houses permit the performing organization to create a recording for personal use by the cast and staff. In these instances, a recording will be made available to cast, staff, and crew.

AUDITORIUM

The Bernice R. Zink Auditorium seats 130 patrons. Due to its limited size, all patrons must have a ticket. Once the auditorium reaches capacity, no additional patrons are allowed due to fire and safety codes.

BIOS

Each cast and staff member will be asked to submit a bio for the playbill. All bio information is submitted through the Production Resources section of the BCP website. Shortly after the cast has been determined, the password to the Production Resources will be sent to cast, staff, and crew. The date for bio submission will be listed. Please submit your bio by the requested date.

BLAINE JARRETT MEMORIAL SCHOLARSHIP FUND

Buck Creek Players manages the Blaine Jarrett Memorial Scholarship Fund. Scholarships are awarded annually of \$1,000 to high school seniors or college freshmen pursuing a performing arts or related field. Applications are due March 31st each year. For more information or the application, visit the scholarship tab at www.buckcreekplayers.com.

BOARD OF DIRECTORS

Buck Creek Players is a 501(c)(3) non-profit organization that is governed by a Board of Directors. The Board is responsible for the policies and operations of the theatre. A list of current Board members will be available on the website at www.buckcreekplayers.com and can be found in the production playbill.

BOOTH

The booth is for the necessary technical staff (lighting, sound, etc.). Volunteers and other visitors are **not** permitted to use the booth as additional seating.

BOX OFFICE

The box office opens one hour prior to show time. Box office volunteers typically arrive one hour and 30 minutes prior to the performance. During the ½-hour prior to the box office opening, the box office workers are preparing for our audiences. As this is their preparation time, PLEASE DO NOT INTERRUPT THEM. If you need to make reservations, please use one of the methods listed under **RESERVATIONS**.

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).

CAST REFRIGERATOR AND WATER COOLER

As a convenience to volunteers at BCP, a small refrigerator is available in the dressing room. Additionally, as the playhouse is on a well, a water cooler is also available in the dressing room. Please remember to drink only WATER while in costume.

COMPLIMENTARY TICKETS / CAST, STAFF, AND CREW DISCOUNT

Due to the limited seating capacity of the playhouse, we are unable to offer complimentary tickets. However, all cast, staff, and crew members of a production receive a 25% off discount for pre-purchased tickets. Specifics on the discount is available on the Production Resources portion of the BCP website.

COMPUTERS

Buck Creek Players has several computers in order to produce theater and manage the business of the organization. These computers are to be used for Buck Creek Players business ONLY.

DRESSING ROOM / GREEN ROOM

Cast, staff, and crew should be the only ones present in the dressing room and 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 or green room.

EVACUATION DRILL

For the safety of everyone involved, a minimum of one evacuation drill will be conducted for each production. The primary exit routes are through the main entrance and the shop doors. There are two meeting locations upon evacuating the building: (1) the steel parking lot pole on the far side of the paved lot, and (2) the steel parking lot pole on the far side of the gravel lot.

FACILITY / MAINTENANCE PROBLEMS

All facility or maintenance problems should be reported immediately to the Producer or Director in order to solve the problem. This includes reporting issues with restroom facilities.

FLOWER SALES

Opening weekend of each show, flowers will be for sale in the lobby. Flowers can be sent to cast, staff, crew, or purchased for someone special in the audience. All proceeds from flower sales support the Blaine Jarrett Memorial Scholarship Fund.

GROUP RATES

Any groups of ten (10) or more receive 15% off our already affordable low ticket prices. Save 20% with a group of twenty (20) or more! Please note that group rates do not apply to BCP fundraisers. In order to receive the group discount, reservations must be placed in a single transaction online with a credit or debit card. Our secure ticketing system will automatically deduct the group discount when applicable at the time of purchase. Please note group rates may not be combined with any other coupon codes, and there are no refunds for online orders.

HEADSHOTS

Headshots will be taken of all cast members for the playbill. No submitted headshots will be used. Arrangements will be made to take the photos with the BCP Photographer. Specifics will be communicated by the Producer, Director, or Director of Marketing & PR.

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 each control panel. **BY ACCEPTING A KEY TO THE PLAYHOUSE, YOU ARE ACCEPTING RESPONSIBILITY FOR THE SECURITY OF THE FACILITY. IF YOU LOSE A KEY TO THE PLAYHOUSE, OR SET OFF THE ALARM, YOU WILL BE EXPECTED TO PAY ANY NECESSARY COSTS TO RE-KEY THE BUILDING OR ANY FALSE ALARM FINES DUE.**

KITCHEN

The playhouse has a fully-equipped kitchen. Cast, staff, and crew are free to use the facilities during rehearsals. As we are an all-volunteer organization, cleaning up after using the kitchen is necessary. Kitchen utensils, supplies, equipment, etc., is **NOT** for use on the stage. Props storage has a supply of these items. **DO NOT TAKE ITEMS FROM THE KITCHEN.** If the kitchen will be needed before, after, or during performance days, please coordinate with the Box Office.

LIGHTS

Electricity is a large expense for the playhouse. Please be sure to turn off any lights when not in use and also when leaving the building. **WHEN IN DOUBT, PLEASE TURN IT OUT.**

MAILING LISTS

All staff, cast, and crew will be added to the e-mail and U.S. postal mailing lists to receive information on upcoming auditions and productions.

MEMBERSHIP

Buck Creek Players memberships are available!

- **Associate Member** – receives notices for all General Membership meetings, but has not voting rights – *\$10 per year*
- **Individual Voting Member** – receives notices for all General Membership meetings; also has voting rights - *\$15 per year*
- **Household Membership** - receives 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. Membership can be completed and paid online at www.buckcreekplayers.com.

OPENING NIGHT PARTY

At the discretion of the Producer, there will be a party following the opening night performance. All staff, cast, and crew, are invited to attend along with any spouses, significant others, parents (of child cast members), and family are also invited to attend. The Producer may ask for assistance with the opening night party, 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 directed for performances.

PARKING – DURING REHEARSALS

During the rehearsal period, please park in the main parking lot and enter through the main lobby entrance.

PHONE USE

The BCP phone may be used for urgent calls and official BCP business. Long- distance calls must be preapproved by the Producer or Director if the Producer is not present. Any personal calls should be made using your personal cell phone.

PRODUCTION PHOTOGRAPHS

The Board of Directors makes arrangements with a professional photographer to take all headshots, publicity photos, and production photos. Copies of these photographs are made available on a digital scrapbook to the cast, staff, and crew for a nominal fee. The digital scrapbook also includes copies of all production information, including the program, any media, cast lists, etc. Information on ordering digital scrapbooks can be found on the Production Resources section of the BCP website.

PROGRAMS

Programs will be available to cast, staff, and crew following the opening night performance. 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

Problems 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).

PRODUCTION MERCHANDISE

Production-related merchandise, including show shirts, digital scrapbook, etc., is made available to cast, staff, and crew. Information and ordering of all production merchandize is on the Production Resources section of the BCP website. All orders are made via a secure online form and MUST be prepaid using a debit or credit card.

PROGRAM ADVERTISING

Program advertising is available at very reasonable rates. Season rates are quoted, however prorated rates can also be issued upon request. If interested, please send an e-mail to buckcreekplayers@yahoo.com.

PUBLICITY & MARKETING

All publicity will be handled by Scott Robinson, Director of Publicity, Marketing, and Advertising 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 in the production license and by the Board of Directors. The Director of Publicity, Marketing, and Advertising will coordinate publicity photos with the Producer and Director.

PUBLICITY PHOTOS

Publicity photos will be taken for each production. The Director of Publicity, Marketing, and Advertising will coordinate publicity photos with the Producer and Director as outlined on the BCP calendar. All cast members will need to have a headshot taken, but not all cast members will be necessary for publicity photos. All publicity photos are made available on the digital scrapbook. Any cast member ordering will also receive a copy of their headshot on the digital scrapbook.

REIMBURSEMENT 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. By completing a reimbursement form, you are certifying the cost was incurred for the production and due and payable to you.

REHEARSAL SCHEDULE

The director will create and distribute a rehearsal schedule. A copy of this rehearsal schedule should also be e-mailed to buckcreekplayers@yahoo.com so that other things may be coordinated within the building not to interrupt the current production's rehearsals. It is expected that all cast will be available for rehearsals unless a conflict was 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 & TICKETS

Tickets can be purchased online at www.buckcreekplayers.com for no additional fees or by calling the Buck Creek Players Information and Reservation Line at 317-862-2270. If using the reservation line, please leave the name of the party attending the performance, telephone number, the number of adult, student, senior citizen, or flex pass reservations needed, the date of the performance, and any accessibility needs. Reservations are not required, but highly recommended. **PLEASE DO NOT GIVE RESERVATIONS TO YOUR PRODUCER OR OTHER STAFF MEMBERS.** The only way reservations can be guaranteed is by purchasing online or reserving by phone.

RESTROOMS

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

SMOKING

Buck Creek Players is a smoke-free facility. Smoking is not permitted inside the playhouse unless required by the script and pre-approved by the Producer. Additionally, under Indiana Law, smoking cannot be within 8 feet of the entrance to the building. PLEASE NOTE: Many costumes are vintage, rentals, or borrowed. No one should smoke, eat, or drink anything other than water while in costume.

SOCIAL MEDIA (Facebook, Twitter, & Foursquare)

BCP has a strong social media presence and sends out a variety of opportunities and information via these methods. We encourage you to 'Like' our Facebook page, follow us on Twitter, and check-in at the playhouse when visiting. Let us help you promote your show by using our social media to share and re-tweet information to your friends and families. Links to all of the playhouse's social media pages can be found at www.buckcreekplayers.com. Directors are also encouraged to create a private Facebook group for their show, including all cast, staff, and crew, as well as the Director of Marketing and the BCP photographer, so that show information can be shared quickly and easily to all involved.

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.

STRIKE PARTY

Following the strike, the cast, staff, crew, and their families typically gather at a local restaurant for a strike party and final closing of the show. The producer will make arrangements for the party location. Those attending the strike party are responsible for their own food and drink.

TECHNICAL REHEARSALS – LONG SATURDAY / SUNDAY

Technical rehearsals will be scheduled by the production staff one to two weeks prior to opening night. Typically, a pitch-in dinner 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 and recyclables should be disposed of in the kitchen containers only during the rehearsal period. It is the responsibility of the staff, cast, and crew to empty these containers as necessary. The playhouse is 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 organization, and there are no paid staff members to clean up after everyone.

USHERS

BCP uses volunteer ushers for our productions. Usher sign-up is handled online. If you or your friends and family would like to usher, please sign-up at www.buckcreekplayers.com. All usher opportunities are filled using e-mail and online forms. Specifics on usher duties and responsibilities are included on the sign-up form. Generally, ushers are responsible for handing out programs, taking tickets, serving refreshments, and ensuring the auditorium is clean after the production. Ushers will receive admission for their volunteer efforts, UNLESS the show is sold out.

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 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:

- Lobby – next to the box office window
- House Right exit – by the kitchen door
- House Left – to the left of the stairs to the lighting booth
- Stage Right – by the entrance to the stage next to the television monitor
- Stage Left – by the entrance to the stage next to the television monitor
- Lighting Booth – mounted underneath the large window behind the light board
- Costume Storage Area – mounted inside the entrance
- 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.



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:

- Welcome to Buck Creek Players and the name of the production
- Upcoming productions or special events (fundraisers, etc.) in the season
- Emergency and Safety Information
 - Please note the steps that lead to your seat
 - 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.
- No flash photography or video/audio recording during the performance
- There will be a 15-minutes intermission between acts with refreshments available in the lobby
- Solicit donations – tickets only pay for a small portion of production costs
- Encourage word-of-mouth: if they enjoy the performance, that is the best publicity for us
- Encourage them to fill out and submit the volunteer sheet in the lobby
- Encourage them to sign up for our mailing list in the lobby
- Final “thank you!”