

2027 SAC DIRECTORS GUIDE

PRE-PRODUCTION

MEETING WITH SAC MANAGEMENT:

Budget – Must be approved through Arts Council

Production Contracts sent by SAC Management after Budget approval

Increase in budget for both staffing or supplies needs to go to Council for review.

Audition and Performance dates and locations finalized

Apply for rights – must be approved before advertised

Production Team – account for all members

Marketing Team Introduction – marketing timelines

Sponsors – amount needed & ideas

Roles and Responsibilities

City of Selma –

- **Selma Arts Center Supervisor** – Nicolette C. Andersen (NicoletteA@cityofselma.com)
 - Manages the Selma Arts Council and Recreation Arts budget for the City of Selma. Manages all Arts Center related staff, event production teams and volunteers. Organizes and maintains yearly events within the Selma Arts Center and with the City of Selma Recreation Department. Oversees all programs and projects within the Arts branch of the Recreation Department and the Selma Arts Center. Maintains the welfare of the Selma Arts Center building. Liaison with the Selma Arts Council. Point of contact for facilitating arts related grants, sponsorships and fundraising.
- **Community Services Coordinator** – Sami M. Valles (SamanthaV@cityofselma.com)
 - Assistant to Selma Arts Center Supervisor, Keeps track of SAC Calendar and rehearsal schedule, point of contact for Stage Managers/ Directors, helps keep space tidy throughout the day, helps set rehearsal space, runs front of house during performances

PRODUCTION TEAM

Producer – Link between production and Arts Council (usually an Arts Council Member). Helps with fundraising, checks on budget, sits in on Auditions and some rehearsals, and writes news releases. The producer will check content and standards set by the arts council. Can be a point of contact for issues or supervise a dispute.

Stage Manager – Runs Auditions, emails notifications to cast and production team, posts schedule, opens & closes rehearsal spaces, manages actors and keeps rehearsals on schedule, works with Director and Creatives to schedule weekly production team check-ins, records blocking, posts line notes, coordinates with production team, accumulates prop list, helps find and manages crew, runs technical rehearsal, organizes pre-show, call times, closes, runs work day, runs strike, gathers invoices and W9s.

Vocal Director– pulls sides for Auditions, organizes ensemble splits, schedules vocal rehearsals and any one-on-one sessions, schedules vocal clean ups, runs cue-to-cue, present during tech to give notes and help clean vocals, present during weekly check-ins.

Music Director– Organizes and manages band members, schedules band and music rehearsals, runs sitzprobe, coordinates sound set up for sitzprobe, technical rehearsal and performances. Cleans up and returns all equipment, present during weekly check-ins.

Choreographer– runs dance audition/ dance callback, schedules rehearsals with team, and requests equipment needed, schedules choreography clean up day(s), present during technical rehearsal, present during weekly check-ins.

Costumes– provides costume plot, measures actors before ordering/ pulling costumes, stays in budget, sends orders to SAC Admin, works with SAC Admin on organizing rentals, manages building of costumes, schedules fittings, manages alterations, hangs and organizes costumes for actors, organizes quick changes, mid show washing and mending, post production laundry (washing, hanging, and organizing), organizing returns present at strike or other specified date to strike, present during weekly check-ins.

Set Designer– provides set plot, works with SAC Admin on scheduling and ordering, stays within budget, **constructs and or dresses set.**

Lighting Design– concept approved, hangs, focuses and programs cues. provides completed lighting cues and script before/ by first day of tech week, works with SAC Admin on organizing equipment rentals, provides supervisor lists with links of materials needed to be ordered with **at least a week notice**, present at strike to clean booth area and reset any lights if needed, present during weekly check-ins

Sound Design– concept approved, Set Mic Board up for **Sound Operator**, Organizes mics, programs scenes, equalizes, sets up sound for videographer. Return equipment and set back to basic plot. (Mics 1-18 [Blank Character name], 1 Aux Chord, 2 Handhelds}

PRODUCTION MEETING:

Review Budget

- Rights, Extra Materials, Music, Staff, Set, Projections, Purchases & Rentals

Concept

- Decide on time-period or theme for sets, costumes & dance.
- Decide on content and the Rating.

Auditions

- Map out auditions from start to finish with Stage Management Team
- Plan for callbacks; create a schedule and try to stick to it
- Know what you are looking for with every role
- Decide who is on your panel; typically Director, Assistant Director, Stage Manager (if ASM is present to run front), Vocal Director, Producer, Choreographer*, Arts Council Member/ Person of Support *
 - (* indicates special Circumstance)

Rehearsal Schedule

- Locations, vocal week, designer runs, etc.
 - Reminder to check with SAC management on space availability before scheduling anything officially
 - A link to the SAC Production Rehearsal calendar will be sent out and regularly updated.

Promotion

- Marketing Team Introduction
- Marketing Timelines: Promos, Press Photos, News releases, Ads, etc.

Sponsorships & Fundraising

- Schedule and Location

AUDITIONS:

- Use Time Wisely
- Be Respectful

- Be Fair
- Equal Opportunity
- Audition Forms
 - Each Auditee *must* fill out an audition form to keep on file
 - Audition form waiver and legal verification must be signed. If convicted of a felony or registered sex offender, they **cannot work or volunteer in any capacity.**
- Check-in
 - If the SM team has never run an Audition with SAC before, please let Admin know to schedule a talk through/ send Check-in Document.
- Callbacks
 - SM's Send out call back material ASAP to valid emails.
- Email Roles / Request Confirmation
 - Headshots

REHEARSALS

Meeting, organization, Theater care, managing actors, locations, keys

FIRST MEETING:

- Paperwork
 - ◆ City of Selma Liability Release Form
 - ◆ Script Release
 - ◆ Social Media Policy
 - ◆ Selma Arts Center Code of Care
 - ◆ SAC Theatre Etiquette
 - Each Theatre Etiquette is to be altered by Directors and Stage Management to fit their production schedule, rehearsal times, points of contact, etc. by the first Company Meeting. Template is Provided by SAC Management
 - ◆ Sponsorship forms
- Concept
 - ◆ Design and inspiration visuals for your cast
- Schedule
 - ◆ Go over all major dates
 - Including but not limited to: Saturday Rehearsals, work days, promo shoots, fitting dates, designer runs, off-book dates, etc.
 - ◆ Get final conflicts
 - Set a hard date for all conflicts (including production team), and stick to it
- Opening and Closing

- ◆ Keys- Only people listed and signed on the Key Form can hold onto keys (Selma Arts Center, Selma Senior Center, Pioneer Village). No Actors or Designers are to be left alone [without Director or Stage Manager present] at SAC or any rehearsal space without prior discussion with SAC Management.
 - If SM team is switching keys off, both/ ALL must sign Key Form
 - ◆ Code – only the director and stage manager should have access to Alarm Security Code
 - ◆ **ALL LIGHTS/ SOUND SYSTEM OFF-** don't leave fans, coffee maker or other electrical on. If there is a light or something that you have trouble turning off when locking up, please message the SAC Management Personnel on call for that evening.
 - ◆ Clean up after yourselves - leave the theater tidy, clear stage, large trash throw outside. SAC is a busy event center with numerous things going on during the day throughout the week. SAC Management may ask that you strike tables or chairs after rehearsals to get ready for an event the following day; please do your best to keep the space tidy.
 - ◆ Check all doors; If the alarm is giving an “error” code when locking up, please check each point of entry to be sure doors are **locked**.
 - ◆ **Be the last to leave - NOBODY LOCKS UP ALONE AT NIGHT:** Stage manager or Director. No one person is to be left alone to lock up after dark. The “Buddy” system applies to everyone. No Actors should be left to close up the space after rehearsals.
- Have a plan
- ◆ Use people's time wisely; try not to call an actor “just in case” you *might* need them for a rehearsal- run throughs and tech excluded.
- Social Media
- ◆ Discord
 - Notices, Weekly Schedule, Share Promos, Socialize
 - ◆ Note: We encourage actors to post and share material that does not give away the artistic vision of the show. There will be a channel on the discord to post rehearsal footage for marketing to use.
 - ◆ **Social Media agreement** will be strictly enforced. We do not tolerate cyber bullying, illegal activity or slander of any kind that involves the Selma Arts Center, its staff or volunteers.
- Give enough notice
- ◆ For major changes in schedule give a couple weeks notice.
 - ◆ Smaller changes should be posted right away.
 - ◆ Actors should talk with directors about auditioning for other shows.
- Have Your Materials
- Be Responsible Of Your Cast
- ◆ It is your responsibility to ensure your cast is being respectful of the theater and each other.
- Incident Reports

- ◆ Any incidents involving sexual harassment, discrimination, illegal substances, substance abuse or bullying must be brought to the attention of the Supervisor right away.
 - ◆ Issues will be dealt with by SAC Admin or another City Official.
 - ◆ Any minor conflicts can be brought to SAC Admin at any time
- Safety
- ◆ Actors will not interact with sets or props that have not been properly cleared by the designer.
 - ◆ If something looks/ seems unsafe, please report to SAC Admin to fix the issue.
 - ◆ If it is an emergency situation, please dial 911 before contacting SAC Admin
 - ◆ **NEW POLICY:** When working with our youth, ALL Directors and Stage Managers must be fingerprinted through the City of Selma and THERE MUST be *at least* one fingerprinted individual supervising minors **at all times.**
 - For example; During shows when Directors and Stage Managers are busy, there must be at least one fingerprinted Parent/ adult volunteer supervising minors downstairs.

Best Face Forward:

Remember you are representing the Selma Arts Center and the Selma Arts Council.

- Be Respectful To Your Cast And Crew
- Be Appreciative- we have many volunteers and arts council members helping in the background
- Don't Settle for Mediocrity
- Problem Solve
- Ask For Help

Discord:

Discord is the main form of communication for Selma Arts Center Shows. Each show discord is made by SAC Admin through the Selma Arts Center Discord, so everything is seen.

- ❖ Directors, Lead Stage Manager(s), and SAC Admin are made "Admin" to add categories, channels, pin messages, and full access.
- ❖ Be aware of posting times, try to not post late (excluding daily calls, rehearsal / production reports)
- ❖ Set boundaries with cast and crew on what is and **is not** appropriate discussion in public channels. SAC Admin can **AND WILL** see everything that is posted, and will step in if needed.
- ❖ Use it as a tool, but try not to "overuse". A lot of crucial information will be posted the closer it gets to Tech, try not to clog threads
- ❖ If any team needs a tutorial on how to use Discord, please schedule with SAC Admin

TECHNICAL DIRECTION

Sets, costumes, lighting, props, media

- Check in with your production team weekly.
 - Pay attention to deadlines
 - We will have deadlines for sponsorships, program material, ordering and any changes to design.
- Rentals & Ordering
 - Rentals need to be coordinated *at least two months* in advance.
 - Please send any order requests to SAC Admin with due dates.
- Set
 - Meet with set designer mid-rehearsals for any changes.
 - **No** major changes a month out from performances.
 - Minor changes will be dealt on a case by case basis.
 - Major structure and moving pieces **should** be done a week before tech.
 - Minor construction and finishing may be done up until opening.
- Costumes
 - Costumes can only be pulled with staff present. Must schedule time and have a prepared list.
 - Some costumes will need to be done early for promotions; plan ahead
 - *All* costumes should be ready by tech week, *All* characters must have *at least* one costume to wear.
 - Costumes and wigs must be organized/ labeled for actors.
 - **Note for your costumer:** Directors may request rehearsal skirts or shoes ahead of time.
 - Please coordinate this with your costumer.
 - Encourage actors to bring items from home if they are comfortable using it onstage, and it fits the design. The Selma Arts Center and City of Selma **are not** liable for any damage to personal items worn onstage. If there are any questions or concerns regarding this, please communicate with SAC Admin.
 - Character shoes, jazz shoes and black dress shoes, undergarments, and basic Make-up must be provided by the actor.
 - *Specialty shoes should be budgeted.
- Make-up, Hair, and Wigs
 - Designs need to be approved *at least* one week before tech

- Designers are responsible for setting up makeup, and/or Wig/ Hair areas, keeping area(s) organized during tech and throughout performances, or delegating an Assistant to do so. This cannot be the Stage Manager.
- Actors need to provide their own make-up if not a specialty item.
 - Specialty items, wigs, makeup, and hair accessories must be budgeted.
- Work Days
 - All actors are required to participate in at least one work day and strike.
 - Work Day is typically the weekend before tech, please coordinate this date with SAC Admin while drafting the Production Calendar.
 - We encourage you to put this date out as early as auditions so people can coordinate their schedules
 - Painting sets and crafts.
 - Hanging backdrops.
 - Cleaning theater
 - Setting and organizing chairs, fixing Chair Numbers
- Strike
 - A detailed Strike List tailored to your show will be provided by SAC Admin, and should be approved by Stage Management by closing night.
 - The Director and/or Stage Management is responsible for making sure all items are finished.
 - Production Team/ Designers (and/or their Assistants) ***must*** be present at Strike to see that all tech items are struck and put away in an organized manner, all returns are coordinated and scheduled.
 - If there are any questions or concerns regarding this, please speak to SAC Admin.
- Cue to Cue/ Sitzprobe
 - Typically two weeks before tech.
 - Must be scheduled with the Music Director, and put on the production Calendar.
- Paper Tech
 - Have a table tech with your Stage Management, Lighting Designer, Lighting Operator, Spot Operator, Sound Designer and/or Sound Engineer, Music Director, Costumer, and Backstage Hands *at least one day* prior to tech week.
 - Map out all Set Changes, Lighting Cues, Spot Cues, Sound cues, Mic Cues, Quick Changes, Backstage Shifts, anything that needs to be called by your Stage Manager. Write these cues in *pencil*, **things will change during tech week.**

- This day is a crucial day for your stage manager to be able to prepare their script and “backstage bible”
- Tech Week
 - Technical Crew- Build a solid crew of people you can trust will listen to your Direction, and respect the Production as well as the Selma Arts Center. Ask for help if you are in need, we keep a list of trusted volunteers.
 - Tech rehearsal *is not* the time for scene work. Any stopping *should be* for technical reasons.
 - There should be at least one full run during Tech week. Typically shoot for third day of tech; Wednesday
 - “**HOLD**” for safety
 - Respect *all* calls to HOLD for Actor and Crew Safety. Explain to your Cast and Crew at the beginning of tech the importance of using HOLD.
 - Keep your cool; if you panic, so will your actors.
 - Encourage patience, open communication, and understanding.
 - Mics
 - Mics and Sound Board should be set by your Sound Designer/ Sound Engineer by Tech Week.
 - Any Sound equipment rentals must be coordinated with SAC Admin *at least* a month in advance
 - Sound Board **MUST** be set to run an Auxiliary Cord as well as two handheld mics at all times
 - The Selma Arts Center is a very busy Performing Arts Venue, and will have events during the day that require us to use the Board
 - A crew member must be assigned to put on and take off mics after being taught by Sound Engineer/ Sound Designer or Stage Management.
 - **Actors should NEVER be handling their own mic.**

PROMOTION AND MARKETING:

- ★ Directors must Coordinate a Marketing Meeting with SAC Marketing Team as part of Pre-Production
 - This meeting will Go over SAC Marketing Rubric as well as begin discussion of Poster and Marketing Design

- ★ Posters & Postcards –
 - Poster Design must be approved to be sent off to Print *at least Three Weeks* in advance
 - More Deadlines are outlined in SAC Marketing Rubric
 - Printed Media is to be given to Actors to **advertise**
- ★ Social Media
 - share all posts, and encourage Actors to share official SAC posts
 - Your team and Cast is the driving force to spread the word on all of the hard work everyone has been putting into the Production
- ★ Promos & Photos
 - set a time while drafting the Production Calendar to take photos and set up a promo shoot (photos or video) with the SAC Marketing team.
 - Get with your production team and the SAC team for ideas on how to advertise.
- ★ News Release- Producer or a SAC team
- ★ Leg work
 - Get your cast to go out and physically promote your show. Remind them to ask permission before posting.
- ★ Boundaries
 - Social Media is a hugely important part of our marketing, *but* Actors, Crew Members, and/ or Parents **should not** be asking our Marketing Director and Team for posts. SAC is a very busy event center with multiple projects going on all at once.
 - A weekly Marketing schedule is sent out at the beginning of the week, and each project needs to be represented on our Social Medias.

PERFORMANCES:

- ❖ Comps
 - All Actors, volunteers and designers get **one comp**. (unless worked out with management)
 - Comp codes will be given out to the production team and cast when tickets are released.
 - A staff member will explain comps to cast via discord
- ❖ Vizual Voices
 - Visual Interpretation of the production will be determined and arranged by management.

- Any special circumstances can be discussed with staff and production
- ❖ Audience & Ticket Issues
 - Any press tickets or comps need to be cleared by management and given with enough notice
 - Audience and ticket issues will be dealt with by SAC Admin.
 - Directors do not need to worry about setting up lobby, snack bar, tickets or auditorium seating.
- ❖ Call Times
 - Arrival times, Mic Checks are laid out on the **SAC Theatre Etiquette** and can be tailored to your production.
 - House Opening- 30 Minutes before Curtain unless there is a scheduled special event
 - House Holds are only to be used for emergencies. SAC advertises the house opening as part of promotions, and some Patrons are not able to stand for too long in our lobby waiting.
 - Intermission
 - Concessions are sold during intermission
 - If Production does not call for an intermission, please give SAC Admin notice to plan to set Lobby for sales before Curtain
 - Work with your production team to stay on schedule
- ❖ Technical Checks.
 - It is the duty of the stage manager to have all technical checks done with the help of the crew.
 - Fog machines on, lights plugged in, sound, projections, and lights checked.
- ❖ Technical Supplies
 - Plan ahead on replacement supplies. Notify management if more batteries, tap, fog juice or specialty props need ordering.
- ❖ Basement rules
 - **NO ALCOHOL OR DRUGS ALLOWED DOWNSTAIRS**
 - Housekeeping & trash
 - We do have Public Works that should be in Mondays and Friday Mornings, if trash begins to overflow downstairs, please notify management
 - Please throw Large trash items (pizza boxes, chip boxes, etc.) as well as *all food items outside*.

- The basement living conditions are the cast and crew's responsibilities.
 - Washer and dryer
 - Only to be used by Costumer/ Costume Crew, Stage Management, and SAC Management
 - Only to be used for items pertaining to the show
 - Cast/ Crew **cannot** do their personal laundry
 - Fridge
 - No one is permitted to use it outside of cast or crew.
 - Encourage Weekly Fridge Clean Outs to be done by Cast
 - **Fridge must be cleaned and sanitized during strike**
- ❖ Locking Up
 - Director and/or stage manager must lock up after performances (unless worked out with House)
- ❖ Be the Coach and Cheerleader
- ❖ Professionalism
 - Cast and Crew need to be professional at all times.
 - “Showmances” or intimate relationships between any two members of the company **should not** affect rehearsal process, performances, or other company members. No overtly public displays of affection, inappropriate behavior downstairs, backstage, or in stairwells. If two individuals find they cannot follow protocol, a meeting with SAC Admin can be arranged.
- ❖ Director is responsible for their actors while on City of Selma Properties or in City of Selma Buildings.
- ❖ Welcoming Message
- ❖ Content and Rating
 - Research your show and give an accurate Content Rating as well as Content Warnings to properly Advertise
- ❖ Alcohol
 - ABC License can be purchased for Social Hours, and with Director's Discretion, Actors 21+ may participate in social events
 - Please encourage Actors to be Responsible and not get out of hand
- ❖ Artwork
 - Artwork and Design to be discussed throughout regular check-ins with SAC Marketing Team
- ❖ Cabarets
 - Great easy way to fundraise and drive Alcohol Sales
 - Typically done after the Second Friday Performance

CLOSING:

- Invoices
 - W9s and Invoices need to be turned in **before** the final weekend.
- Reimbursements
 - Receipts & W9 must be turned in to management a week before closing.
 - **Card Reimbursements**
 - Finance requires a Scan or Picture of the Card used for purchase with Last 4 digits of card and Name on the Card showing
- Scripts
 - All rented scripts need to be returned to management by **closing weekend** or actors will be billed.
 - This is outlined in their Script Agreements at the first Company Meeting
- Strike
 - Typically 10AM Sunday Morning after closing night
 - All Cast and Production Crew are required to be present at Strike
 - Set time change must be cleared by SAC Management with enough notice. (Holiday, Special Circumstance, etc)
- Return Rentals
 - Arrange with SAC Admin for rental returns.
 - All borrowed items returned.
 - Borrowed items are the responsibility of the director if failed to be handled by Costumer, Wig Designer, Set Designer, Etc.
- Keys Return
 - All keys must be turned into SAC Management on the day of Strike
 - Keys must be returned in same or better condition than lent out