



## **Halifax Thespians Production Policy**

The Halifax Thespians Ltd are the producer of all their productions presented.

This role is delegated by the Board jointly to the Stage Director and the Artistic Director and/or their representatives.

All production expenses must be approved by the Stage Director who has responsibility for the stage-related budget. This includes Set, Props, Wardrobe, Lighting, Sound and Special effects (but does not include publicity, purchase of scripts and licensing)

It is the Stage Director's responsibility (or their representative) to find and appoint the backstage staff:

Set Designer

Set Build Team

Prompters

Wardrobe

Props

Stage Management (and crew if appropriate)

Lighting design and operation

Sound Design and operation

The director of a production may undertake set, light and sound design if they wish or collaborate with the backstage volunteers appointed to those roles.

It is the responsibility of the Stage Director to ensure that a risk assessment is undertaken for any production that is not covered by the "generic backstage" risk assessment (i.e., use of pyrotechnics, firearms or other weapons, stage combat, intimate scenes – this list is not exhaustive)



The Artistic Director and production director along with the Play Selection and Casting Group are responsible for the casting of productions in line with the Society's Casting Principles.

### **The production director will**

- Produce a character breakdown for issue with the casting announcement.
- Choose appropriate audition pieces if casting is to be by audition.
- Take part in the casting of their play.
- Produce a schedule/call sheet for the whole rehearsal period (not calling actors unnecessarily – see best practice guidelines)
- Produce tech plots for Lighting, sound and backstage.
- Run their rehearsals.
- Attend production meetings as agreed.
- Obtain authorisation for any purchases from the Stage Director before purchase is made.
- In conjunction with the production stage manager run the technical rehearsal
- Report any problems to either the Artistic Director or Stage Director as appropriate.
- Cooperate with other departments for example publicity.

### **The producers will**

- Provide support and advice to the production director as and when required.
- Provide technical support/ advice on staging requirements, for example special effects, projection, and sound.
- Assist in resolving any problems which arise during the rehearsal period and performance run.
- Arrange for an experienced director to shadow inexperienced directors, if required (this person will be there to provide advice and constructive feedback, not take over directing the production)