



PRODUCTION PROPOSAL VILLAGE GREEN THEATRE GROUP INC

Please email the completed first four pages of this proposal to the villagegreentheatregrp@gmail.com with any additional information you believe necessary or helpful for the management committee to consider your proposal.

If shortlisted you will be required to present your pitch to the VGTG committee who may have questions or ask for further information.

NAME OF PROPOSED PRODUCTION:

Proposed Show Dates:

Number Required	Male Age Range & Numbers	Female Age Range & Numbers
Leads/Principals		
Major Chorus/Cast		
Minor Chorus/Cast		

- Productions with ANY under 18's involved **MUST** have a nominated responsible adult as a contact person for under 18's and all cast & crew including musicians and any other assistants **MUST** provide a valid Blue Card Number along with their date of birth and full name to the Production Liaison **PRIOR** to the commencement of rehearsals.
- All cast must become members of VGTG
- Director or rep will need to attend the monthly/bi-Monthly Committee meetings.
- Standard performance times are 2:00pm and 7:30pm – variations require Committee approval.

I have read the director's notes and role statements and understand that in taking on this role I make a commitment to the VGTG to communicate frankly and regularly, to manage the finances accurately, to follow the requirements listed in the documents, to aim for and work towards a quality production, to ensure a safe work environment and to try to make this an enjoyable experience for all involved. I understand that I may ask committee to provide help and guidance if, or when, I have problems with the production. I understand that there may be multiple directors wanting the same timeslot, and committee will need to be aware of the flexibility of the timing of this show.



Production Dates

Proposed show dates:

Number of shows proposed:

Proposed Number of Matinees:

Proposed Number of Evenings:

PRODUCTION TEAM – Please provide the names of production team members you have already secured. Leave blank the roles you will need VGTG to assist in filling.

Director:

Musical Director (if applicable):

Assistant Director:

Lighting Designer:

Sound Designer:

Bio Box Operators:

Stage Manager:

Stage Crew:

Set Designer:

Set Builders:

Costume Designer:

Wardrobe Supervisor:

Choreographer (if applicable):

Props Coordinator:

Publicity Coordinator:

Contact for Under 18's (if applicable):

Production Liaison: This role will be appointed by the committee for all successful applications.



Budget Required

Details of performing rights/license fees \$ per performance:

Script Hire or purchase \$

Set Build including paint & consumables \$

Props \$

Costume, Wig & Make Up Costs \$

*Musical Director/Musician costs if applicable \$

Miscellaneous (any other costs you believe will be required for the production) \$

TOTAL EXPECTED EXPENDITURE (PRODUCTION COST) \$

*IMPORTANT – Please read the section titled: Cash Payments, Gifts and Honorariums on page n

Please note: The following, separate, documents form part of the 'Director's Notes' below.

Director Signature

Print Name:



1. The Village Green Theatre Group Inc (VGTG) constitution
2. The VGTG Code of Conduct

DIRECTOR'S NOTES

PART ONE: THE BASICS

Show Dates:

1. Your show dates (performances) must be as notified to the committee and shown on the performing rights application
2. There is a maximum of one preview – Date agreed between Director and Committee depending on availability of Performing Arts Complex

Show Times:

1. Evening performances commence at 7:30pm; Matinee performances commence at 2:00pm - any variation must be approved by committee

Rehearsals:

1. Where committee members are cast in a production, they need to be made available for committee duties if a committee meeting falls on the same night as a rehearsal.
2. Committee should be advised by email of rehearsal, set construction and lighting programming schedules and any major alterations to these.
3. Time must be allocated for programming lighting & sound and for full tech rehearsals.

Communication:

1. The director is expected to attend committee meetings during the rehearsal period to report on progress (in person or via Zoom). The theatre president will attend rehearsals from time to time.
3. A cast list **MUST** be provided to the Production Liaison prior to the commencement of rehearsals to confirm that they are all financial members and, if required, to have a Blue Card registered with VGTG. Any changes to cast, crew, musicians, assistants must be communicated to the Production Liaison immediately.

Advertising:

1. Program advertising is to be arranged by the committee.
2. The committee coordinates the banner signwriting and books 'hanging space' at chosen venues.



3. The committee is responsible for ordering any advertising posters or fliers and for their distribution (committee can recommend the best value printing business to use).
4. All advertising and articles displaying ticket prices MUST include the Trybooking on-line booking fee (currently \$0.50), so, for example, "Adult - \$25.50 inclusive of on-line booking fee"

Media, Electronic and Print

1. The director or producer is to liaise with the relevant committee member/s to provide regular publicity and promotion.
2. Producers and directors must adhere to VGTG Electronic and Print Media Protocols.

Program:

The director's choice of program options – size, price, colour, cover details, quantity etc should be presented to the treasurer or committee prior to ordering. The treasurer has statistics on usual numbers of programs sold per show. Unless there is good reason to vary this number, sales usually run at 20% - 23% of actual audience numbers, so a maximum of 25% of all seats available is recommended.

Front of House:

1. The committee member responsible for Front of House needs a list of show dates and times, group bookings and a cast list at least 6 weeks before the preview.
2. Front of House must be provided with show 'run times' including interval/s (usually 1 x 20 minutes) and notified FOH if any cast will be entering/exiting via the foyer during the show.

Security:

1. The director is responsible for ensuring that the PAC and storage facilities are securely locked; lights and air-conditioning turned off; fire doors and curtains closed and that all external doors to the PAC are locked securely following each rehearsal, set build and performance.
2. Cast are to enter and leave via the stage door. The foyer door should be locked when the foyer is not in use.
3. ALL cast, crew and visitors are to sign in and out of the theatre premises on every occasion.

Cleaning:

1. Director must ensure that rehearsal and performances spaces are left clean and tidy after every rehearsal.
2. Rubbish and building materials are not to be left lying around outside the theatre. It is up to the show to organize removal of all rubbish and waste created by the show.

PART TWO: SUPPLIES

Costumes:



Liaise with the committee member/s responsible for wardrobe for assistance in sourcing costume items from our wardrobe department. There is also a supply of fabric available.

Building Materials:

1. Where possible please make use of the building supplies that are in the shed.
2. Do not cut up or deface any flats
3. If you need any tools that are not in the VGTG tool room discuss with committee prior to making any purchases.

Bio Box:

Contact the responsible committee member/s to source additional stage lighting items or if unsure of any operational procedures.

Props:

1. Liaise with the committee member responsible for props for assistance in locating specific items owned by VGTG
2. Keep receipts for all props purchased elsewhere, including from Vinnies, Sallies etc. If purchased via garage sale then the treasurer will provide you with a 'no invoice' form to be completed to claim reimbursement.

Alternatives:

Anything you purchase elsewhere for the show can be claimed back by providing the treasurer with the following documentation promptly:

1. The tax invoice/receipt from the purchase with a note stating the area to which the item is to be charged (eg, costumes, props, set build etc)
2. Your bank account details for payment to be transferred to you. (Name in which account is held, BSB and account number)

PLEASE NOTE that there is no petty cash float.

Cash Payments, Gifts and Honorariums:

1. VGTG cannot make cash payments to anyone. This includes reimbursements to people who have purchased supplies or who have worked on the production in any way.
2. Under the VGTG constitution (and the QLD Department of Fair Trading regulations) VGTG must apply its funds and assets solely in pursuance of the objects of the association and must not conduct its affairs so as to provide a pecuniary gain for any of its members.
3. Honorariums and gifts in exchange for work are not permitted under current Australian Tax Laws.
4. If the director has budgeted payment for people involved in the show in a professional capacity (for example, musicians) payment can only be made on the provision of a tax invoice to VGTG. Payment will be by bank transfer.



Charity/Fundraising

1. VGTG cannot legally fundraise on behalf of any other charity – we can only raise funds for our own organization. This includes selling tickets for other charities.
2. Charity groups who book a 'group night' can run their own raffle in conjunction with that group night.
3. VGTG provides supper or afternoon tea as part of the group fund raising shows. Groups cannot provide their own food or drink due to food handling laws.

PART THREE: Other matters

Laws have changed and continue to change...VGTG is an incorporated, not for profit entity and comes under close scrutiny of the ACNC, the ATO, ROCO, the QLD Department of Fair. Regulations from these bodies are often revised. Please keep in touch with the treasurer and compliance officer to ensure that you are acting within these regulations. Workcover requires that you conduct a risk assessment for all proposed theatre activities.

1. The director and producer should be familiar with both VGTG's constitution and code of conduct (both of these documents are available on the VGTG website).
2. No open flames are permitted on stage or in the auditorium, no matter how well protected.
3. Directors are responsible for ensuring that no set piece, stage prop or on-stage action is used unless it is safe to use as directed. For adult only productions the insurers will usually accept 'reasonable' guidelines and expectations of common sense and behavior. Under 18's are to be specifically instructed about all 'reasonably identifiable' risks. For example, warning someone that a chair is not stable and then asking them to sit on it 'carefully' is NOT a reasonable expectation of safe use and behavior.
4. Performing rights requirements must be adhered to stringently. Check if the licensing body wishes to give pre-approval to flyers, posters, programs and adhere to their guidelines.
5. Performing rights often come with a detailed list of requirements and you will need to make a check list and keep to it. Be especially aware of return dates for scripts, scores etc and restrictions on changes to the material
6. Do not breach copyright laws either in photocopying or using images for posters, programs or set design.
7. All cast and crew must be financial members throughout the life of the production.

MUSIC AND SOUND EFFECTS

1. Other than in a musical, where the music forms part of the license agreement, ONE MUSIC AUSTRALIA must give approval for ALL music used within a production once the lights go down, including set change music.



2. Music piped to the foyer and the auditorium prior to 'lights down', during interval and once the lights come up after the show is over is covered by our ONE MUSIC AUSTRALIA retail background music license and you can use any music you are legally entitled to play such as original CD's or digital music that you have legally purchased (that is, has not been 'pirated').

3. The only exception to these licensing arrangements is if you purchase original music from a specifically royalty-free site such as 123rf.com or sounddogs.com where you are purchasing the right to use the music or sound effect without having to pay additional royalties to, or get approval from, ONE MUSIC AUSTRALIA.

LIGHTING

1. The lighting designer must be provided with a 'brief' and a marked-up script indicating the director's lighting and sound requirements.

2. The bio-box and lighting equipment is to be left as it was found at the beginning of the show.

3. No programs are to be stripped from the computer in the bio box

4. Care is to be taken to not introduce potential security threats to the bio-box computer. The committee person responsible for the bio box will ensure security updates are performed.

5. The operating system must not be altered

PART FOUR – ROLE STATEMENTS

Director:

The director of a VGTG production is responsible for the artistic vision of the production. The director:

1. Obtains performing rights for the production and confirms that payment with the treasurer

2. Selects the support crew including the producer, stage manager, lighting designer, FX designer, bio box operators, set construction crew, costume designer & wardrobe manager, publicity person, photographer, program designer and so on.

3. Auditions and selects the cast to best fit her/his vision of the production

4. Designs (or guides the design of) the stage layout and selects the props

5. Schedules and runs rehearsals to ensure the cast and crew are 'show ready' by opening night.

6. Monitors the progress of the set construction and decoration

7. Holds regular production meetings with the producer, wardrobe, stage manager and light and SFX volunteers to manage progress and ensure everyone understands the vision

8. Designs (or guides the design of) the program & organizes the decoration of the foyer

9. Attends, and reports to, the monthly management committee meetings for the duration.

10. Ensures all cast and crew are aware of, and are advised to abide by, all VGTG policies and guidelines.



The committee will appoint a Production Liaison who will be responsible for:

1. Keeps track of the expenses associated with the production and ensures all expenses are passed to the treasurer.
2. Keeps notes from the production meetings.
3. Ensures that all cast & crew are familiar with all workplace health and safety requirements including, but not limited to, emergency evacuation procedures
4. Runs at least one impromptu fire drill during the rehearsal period

PLEASE NOTE - Any notifiable incident (criminal or civil, accident or insurance) MUST be reported to the VGTG president immediately. If uncontactable, then the vice-president. The 'Incident Report' folder stored on the stage manager's desk contains forms which must be filled out and handed to the president asap.