

Williamsburg Players, Inc. Policy and Procedures Manual

Title: Co-Production Policy		Number:
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Date	Change Summary	
7/23/02	Approval for initial inclusion in P&P Manual	

(Note, policies are statements or rules, procedures are methods or courses of action.)

1. Objectives or Purpose:

To coordinate the submission, evaluation, and resolution of productions offered to the Williamsburg Players as Summer Co-Productions. Note that this does not encompass productions the Williamsburg Players elect to produce in the summer or otherwise outside the normal production schedule (“Sixth Show”). Also, this would not encompass the issues and requirements regarding the rental of the theater or building by another production company for mounting a production (a Building Lease and/or Equipment Lease).

The object of the selection is to balance the regular season of five shows, volunteer resources, and facility needs to provide opportunities for maintenance, and community education, as well as entertainment. There is always a struggle between art and finances, between well-known shows and first time runs. The key is balance and keeping the long-term organizational goals fixed in mind as well as the policies contained herein.

2. Policies or Procedures:

- A. The Williamsburg Players shall not be bound to either solicit or not solicit for summer productions, the option shall remain the sole discretion of the Board of Directors.
- B. The Board is not bound or required to approve a production, the option to produce a production outside the regular season shall be at the sole discretion of the Board of Directors.
- C. All productions being offered to the Williamsburg Players will be in a written application as noted herein and forwarded to the Season Selection Committee for coordination and review.
- D. The cut off date for shows to be presented in the summer will be November 1 for the following summer. Shows offered in other time slots will be reviewed based on timing for review and consideration on a case by case basis.

- C. The Season Selection Committee will forward to the Board of Directors with comments and recommendations **on or before the December** Board meeting for the following summer. Shows offered in other time slots will be reviewed based on timing for review and consideration on a case-by-case basis.

- D. The Board of Directors shall evaluate and determine if a proffered production will be presented on or before **January 31** for the following summer. Shows offered in other time slots will be reviewed based on timing for review and consideration on a case-by-case basis.

- E. All applications to produce a co-production shall be in writing and specifically address the following minimum issues (a model form is attached for use and or reference):
 - i. Organization making the proposal, including
 - (1) Key members of the organization
 - (2) Type of organization (single producer, corporate or organization, non-profit troupe, etc.)
 - (3) Reason for the proposal
 - ii. Information on the Proposed work, including but not limited to:
 - (1) A short synopsis of the show and characters
 - (2) A minimum of one (1) copy of the script, musicals should include a perusal copy of the score and/or sound track for review.
 - iii. Schedule of the production, including but not limited to:
 - (1) Auditions
 - (2) Rehearsal dates not requiring the use of the building
 - (3) Rehearsal dates requiring the use of the building
 - (4) Set construction period
 - (5) Open Night
 - (6) Production dates and times
 - (7) Closing
 - (8) Strike date
 - (9) All special events related to the production, parties, receptions, etc.
 - iv. Proposal of how to distribute proceeds. Note the costs should address:
 - (1) Expenses of production
 - (2) Ratio or other formulas
 - (3) Assumptions regarding use of stock scenery owned by WP (doors, flats, platforms, etc.)
 - (4) Distribution of concessions if required or included.
 - v. Services provided by each organization, including but not limited to
 - (1) Box Office Operations
 - (2) Ushers and Concessions
 - (3) Lighting and Sound Equipment
 - (4) Janitorial Services
 - (5) Water and other utilities
 - (6) Publicity through newsletters, programs, routine newspaper advertisements

- (7) Cooperation required for assistance in strike for last regular show and the proposed production as necessary.
 - (8) Management and payments of royalties.
- vi. Tickets
 - (1) Complimentary tickets provided or not
 - (2) Price schedule
- vii. If approved by the Board, the production will be coordinated by the Production Department in the same manner as a normal production.
- viii. All Season Selection Committee members will read or otherwise review the play or plays being evaluated. All Board members who wish to vote shall also read or otherwise become familiar with the production. Any Board member who is not familiar with the show or production may be asked to abstain from voting.
- ix. Although no production is automatically eliminated, productions shall be evaluated on the basis of the following points:
 - (1) Children's shows are not part of regular season and represent a unique opportunity to address a wider audience.
 - (2) Productions that are controversial are normally considered as those with a significant amount of obscene language or subject matter, or those that are generally classified as avant garde. As a normal course of business, the Williamsburg Players does not seek to be avant grade or controversial in nature.
 - (3) Shows that are inherently expensive or larger that can be reasonably handled in our facility are difficult to fully stage or support.
 - (4) The production should not have been done in our own season for the previous ten (10) years and should have not been done locally by anyone else in the last five (5) years.
- x. Although no production company is automatically eliminated, production companies shall be evaluated on the basis of the following points:
 - (1) Understanding of policies, procedures, norm's and values of the Williamsburg Players.
 - (2) Past evidence of cooperation and adherence to policies, procedures, norm's and values of the Williamsburg Players.
 - (3) Members of the production companies may be considered, not just the company.
- xi. Minimum Operational norms and conditions:
 - (1) The theater will not be available until 2 p.m. on the day of the strike of the previous show for set or material load in.
 - (2) Under no circumstances will the exit doors be blocked or made inaccessible by set or stage components.
 - (3) Unauthorized modification or alteration of the stage, wiring, props, or any equipment is strictly forbidden. (Disassembling lighting wiring to alter or revise the connections, reconfigure a two-fer as a three-fer, etc.) An additional fee or charge may be applied to the overhead expenses to replace damaged or altered equipment.

{Model} Proposal for Producing
{Insert Name of Production Here}
as a **{insert time frame}**
Presented to the Board of Directors
of the Williamsburg Players
Presented
{Date}
Presented By
{Production Company}

General:

{Production Company} proposes to co-produce {Author} {Title} as a {summer, fall, etc.} production in cooperation with the Williamsburg Players, Inc. to be performed at the James-York Playhouse (WP).

Production Plan:

{Title} would be presented {start and end run date}. The production is proposed with the following conditions:

1. Splitting the net proceeds of a {percentage} basis.
2. Limited use of the Theater from {date} to {date} for rehearsal as allowed by staff of last season.
3. Use of the theater from {date} to {date} for rehearsal, set construction, setting lights and performances and strike.
4. Schedule strike on {date}.
5. {Production company} would have use of stock scenery owned by WP (doors, flats platforms, etc.)
6. WP will provide the following services:
 - a. Box Office Operations
 - b. Lighting and Sound Equipment
 - c. Janitorial Service
 - d. Water and other utilities
 - e. Standard publicity through newsletters, programs, routine newspaper advertisements
 - f. Each organization will provide assistance in strike for last regular show and this summer production as necessary.
7. Set construction, costume expenses, royalties, extraordinary publicity, etc. would be deducted from the gross receipts before determining net profits.
8. Ticket prices: {cost} at the door, {amount} discount for seniors, students. {number if any} complimentary tickets provided.

Organization and Direction:

Who, how, etc.

Assumptions regarding schedule

- a. {number of } shows per week (Friday, Saturday, Sunday matinee)
- b. {number} week run
- c. Option {matinees, etc.}