

## THE ARTS – DRAMA AS MISSION - Producer's Notes

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Vital Church Maritimes, September 30 ,2016

### Pre-licensing activities

Select the play (Google the title), secure the venue, select the production dates, select a director

Establish a budget, get the support of the Priest/council/vestry...prepare the congregation

Find the teams;( set design, stage management, props, wardrobe/costumes lights, sound, hair, make-up, publicity, tickets/house, program/playlist, canteen)

Secure the rights...pay up front in \$US(ouch)

### 90 Day Countdown

Day 90-scripts in hand, make audition call-hold auditions as soon as possible

Cast selection-read through, musical sing through; release forms/semi-contracts

At least two rehearsals a week

Day 60-Off book as soon as possible, blocking, set construction should soon begin

-costumes and props acquired, as soon as possible, props gathered

Day 45-Publicity campaign started in full, posters, promos set, bulletins, community notices, press

releases, cast photos

Day 30-reality check...props/sets/costumes/lights/sound/ promotion...start ticket sales...have cast

Prepare short biographies for program and marquis

Day 14-breathe-time full run through, prepare program And marquis, promote!! Hair and make-up

TECH OR HELL WEEK- Tech rehearsal (lights/sound) on the Monday, dress rehearsal on the Wednesday and again on the Thursday if needed.

Opening Night- prepare the Green room at least with flowers. Be punctual with curtain time

Closing Night-theatre's tradition is flowers at least for directors and key crew members, but thank you's for all...given by the Producer. Striking of the set...get help form cast to do this-breathe.