

## *Electric City Playhouse*

### Production Committee

The Production Committee shall support all facets of pre-, during-, and post-production of all shows to ensure quality experiences for the crew and cast as well as for the audiences attending each ECP show.

The committee shall:

- Maintain and revise as needed protocols for auditions, rehearsals, and performances,
- Maintain and revise as needed checklists for
  - Production Manager,
  - Pre- and post-production meetings,
  - Set strike, and
- Maintain and revise as needed up-to-date production forms.
- Present proposed revisions to the production manual to the Policy and Procedures Committee;
- Work with the Policy and Procedures Committee to refine recommendations for presentation to the Board of Directors for final approval; and
- Provide training/mentoring, formally or informally (based on need) for
  - Production Managers, stage managers, other crew members of a production, and
  - New Board members.

The Committee shall be chaired by an ECP Board Member.

The Committee shall consist of three to six additional members.

Members of the committee shall include

- One Member-at-Large of the Board of Directors, unless all members of the Board are currently serving as chairpersons of standing or ad hoc committees;
- At least one person holding current membership status, not seated on the Board of Directors; and
- At least one person from the community at large. *Such person(s) may attain membership status after appointment to the committee. Such does not negate membership on this committee.*

The ECP president shall serve as an ex-officio member of the committee.

The Chair shall solicit and appoint members of the committee. Committee members' names shall be submitted to the President no later than the February Board meeting.

The Chair shall appoint at least one SubCommittee Chair

1. Pre-production Volunteer Scheduling; filled by a Board Member-at-large. In such case as all Board Members are chairing standing and ad hoc committees, Pre-production Volunteer Scheduling may be chaired by another member of the Production Committee. It is the responsibility of the Pre-Production Volunteer Scheduling SubCommittee to work with the Production Manager and primary crew to solicit and confirm volunteers for set construction, painting, set dressing, costumes, props, lighting and sound operation, etc.

## ECP Policies/Procedures

The Committee shall meet at least three times per year. The committee chair and committee members are encouraged to maintain regular contact between the minimum number of meetings as set forth in policy by utilizing technology.

No later than ten calendar days prior to each scheduled full committee meeting, the Chair shall provide the date, time, and place of each to the President for inclusion on the ECP master calendar.

