

# COMMUNITY PLAYERS BOARD OF DIRECTORS MEETING - AGENDA FOR September 1, 2021

Call to Order  
Approval of the Minutes  
Treasurer's Report  
President's Report

## **Committee Reports**

Facilities	Ken Johnson
Grants	Gary Finley
Hospitality	Rusty Mumford
Membership	Cass Dasher
Newsletter	Rusty Mumford
Nominating	Sharon Benchoff
Patrons	Kel Nagel
Production	Kel Nagel
Publicity	Matt Hatfield
Scholarship	Lynne Bratten
Social Media	Shelbie Thompson
Tickets, Season Tickets	David Allen
Other Committee Reports	

## **OLD BUSINESS**

Maryland State Arts Council – Gary  
Noise Off – Ken  
Furnace Town Renaissance Faire - Sharon  
Poe Shows – Matt  
Concert On The Lawn - Rusty  
MTI Royalty Free Concert – Darrell  
Ticket Prices for 2021-2022 Season - Melissa  
Ticket Platforms – Darrell / Rusty  
Other Old Business

## **NEW BUSINESS**

Polo Shirts – Sharon  
Mad Hatter Café – Shelbie  
Pre-Production Committee Committee - Shelbie  
Copyright Infringement Lawsuit - Charlie  
Other New Business

**NEXT MEETING – Wednesday, October 6, 7:00 pm**

## **Community Players of Salisbury Production Committee Guidelines** **Established August 2021**

### **The Production Committee bylaws are as follows:**

The Production Committee shall be chaired by the Vice-President and be comprised of members appointed by the Vice President. Members of this committee should represent as many facets of theatrical experience as possible. The committee shall be comprised of nine members, including the committee chairperson. No member of the committee shall be a potential director submitting a show for consideration, nor a close relative of the director. **This committee shall receive the titles of shows from potential directors, members and non-members.** The committee shall read the shows and discuss the merits of producing each (considerations to include the type of show, cost of the show, cast size, cast type, show availability, etc.) The committee shall list all the shows they feel should be considered to the Board of Directors at the March meeting. There should be at least two (2) or more selections for each of the musical and drama categories. The committee will also recommend a slate of shows for the upcoming season (shows that the committee feels would make a well rounded season). The committee shall be responsible for distributing copies of all the scripts to each member of the Board of Directors (allowing ample time for reading prior to the April Board of Directors meeting).

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The following procedures and guidelines are recommended to streamline the processes of Community Players Production Committee year over year.

The Production Committee is to read musicals and plays submitted by anyone and evaluate each show based on specific criteria provided in these policies (and any other criteria thought pertinent by the group). Each show will be ranked and a four show season will be recommended to the Board of Directors at the March Board Meeting. A vote will be held at the April Board Meeting.

*\*\*The Production Committee is only to review and select shows for mainstage performances. All other shows for consideration of outdoor, partnership shows, other venue, or otherwise are to be reviewed and voted on by a 'Special Productions Committee'*

### **Schedule of Production Committee processes is as follows:**

Production Committee to be formed in October by Chairperson

Show Submissions open: November 1

Show Submission close: December 31

Have all directors by: January 31

Directors Pitch Meeting: Middle of February

Season Recommendation to Board: March Board Meeting

Board Vote on Season: April Board Meeting

### **Show Submissions to Production Committee:**

Any person can submit a show for consideration to the Production Committee by filling out the attached form (Article A). Shows may be submitted with or without a director interested and should be filled out with as much information as possible at the time of submission. Forms are to be returned to the Production Committee Chairperson before December 31.

*It is recommended that one person not submit more than two shows in the same season.*

After submissions close, the Board will receive an email listing all submissions and their directors (if applicable). Scripts will be available to the Board of Directors to read between this time and the April vote.

Shows submitted without directors will have an 'open call' for interested directors to apply. Those interested should fill out a submission form and return it to the Production Committee Chair. If multiple directors express interest in the same show, the Production Committee will hold one on one interviews with each potential director, allowing them to present ideas and any other pertinent information they have at the time (production team, set designs, vision, budgets, etc). Using this information, the Production Committee will select who they believe is the best fit director for each show.

If a member of the production committee expresses interest and is selected to be a director for a submitted show, that person will recuse themselves from discussions surrounding the 'type of show' they are directing (musical or play). The Production Committee will remain with as many members as possible that have not recused themselves to become potential directors.

### **Show Evaluation:**

The Production Committee will begin reading and evaluating potential shows as soon as submissions come in. The Chairperson will create and distribute a schedule to the committee, detailing which shows to read and discuss at a certain times. This will ease workload and keep committee members on the same page during their evaluations.

The Production Committee will discuss each submission in detail and rate it based on the following criteria. Criteria is subject to additions and/or changes at any time.

- Can Community Players physically do the show?
- Technical Demands
  - Set
  - Special effects
  - Lighting
  - Props
  - Rentals
  - Costumes
- Financials Demands
  - Royalties
  - Technical Purchases
  - Orchestra

- Rentals (Specific Costumes/Props)
- Audience Appeal and Name Recognition
- Content
- Cast Size & Diversity
  - Diversity within cast - Age, Gender, Race, etc
  - Diversity within season
    - A balanced slate of comedy, drama, play, musical, with casting options for variety of people and appeal to variety of audience members
- Acting, Singing, and Dance requirements

The Production Committee will have a ratings sheet (Article B) to track each show based on these criteria. Committee Members will rank each show, then a median total of ratings will be assigned to the show. This is to ensure total fairness and transparency in the committee members' opinions of each submission.

**Directors Pitch Meeting:**

A Director's Pitch Meeting will be held in Mid February. By this time, all submitted shows will be assigned a director. Prior to this meeting, Directors should fill out as much information about the show as possible, including a budget sheet (Article C) to the best of their ability. Each director will present their show to the Board and Production Committee, conveying their visions, why they want to direct their selected show for Community Players, and any other information they choose to share. It is recommended that all first time directors with Community Players have an experienced CPOS Director on their team as a mentor.

The Production Committee will ask directors any questions that have come up in discussions regarding their show. *Board Attendance is heavily encouraged at this meeting.*

**Selection Process and Board Recommendation:**

The Production Committee will take into consideration: discussions and ratings of each show, preferences of slot and venue, directors pitches, and more to recommend a well rounded season to present to the Board of Directors at the March Meeting.

The Chairperson will prepare a formal memo (Article D) listing the recommended season and all other submissions. Season recommendations should be as follows, with the recommended show bolded on top, and all other options for that slot listed underneath in descending rank order.

Example:

November	January	April	June
<b>Option 1</b>	<b>Option 1</b>	<b>Option 1</b>	<b>Option 1</b>
Option 2	Option 2	Option 2	Option 2
Option 3	Option 3	Option 3	Option 3
Option 4	Option 4	Option 4	Option 4

Scripts of all show submissions will be available for the Board of Directors to read and review prior to the April Vote. *Board Members are encouraged to read all scripts prior to voting.*

**Board Vote:**

The Board of Directors will cast their vote for the upcoming season at the April Board Meeting. Votes will be cast on a paper ballot (Article E) or in advance, electronically, if a board member is unable to attend. Votes will be tallied by the Production Committee chair, one additional member of the committee, and one Board Member NOT on the committee. In the event of a tie for any slot, a runoff election will be held between the two selections.

The four shows with the most votes will pass as the upcoming year's season of shows.

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**\*\*Special Projects Committee**

All performances that fall outside of the Mainstage performances are to be reviewed by a sub-committee. This Special Productions Committee will review all shows that are not submitted for consideration to be a mainstage show in one of the four 'typical' slots. This includes: Weekends on the Lawn, partnership shows with venues like Furnace Town, Christmas Shows, Dinner Theaters, Fundraisers, etc.

It is recommended that this committee be chaired by the Vice President, or whoever is the current Production Committee chair to ensure a well rounded season of performances for Community Players. Members of this committee can be the same, entirely different, or a combination of that year's Production Committee members.

*Article A*  
**Community Players of Salisbury 20xx-20xx Season Submission Form**  
Return to Production Committee Chairperson

Your Name: \_\_\_\_\_

Title of show you are submitting: \_\_\_\_\_

Type of show:  Musical     Play  Comedy     Drama

Provide a brief summary of the show:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you submitting as a director?:  Yes                       No (\*skip to last question)

Preferred slot:             November                       January             April  June

Preferred Venue:         WiHi                       Bennett             Parkside             WorWic             Other

Cast: \_\_\_\_\_

Orchestra Size (if applicable): \_\_\_\_\_

Any Technical Demands: \_\_\_\_\_

\_\_\_\_\_

Production Team (if known):

\*Why do you think this would be a good show for CPOS to consider?

Article B

**Production Committee Show Rating Sheet**

Title of show: \_\_\_\_\_

Style:  Musical     Play  Comedy     Drama     Other: \_\_\_\_\_

Director: \_\_\_\_\_

Directors Preferred Venue and Slot: \_\_\_\_\_

Overall Thoughts / Questions for Directors:

Technical Demands: (Light, Sound, Special Effects, Set)

Financial Demands: (Rights, Rentals, Orchestra, Props, Costumes)

Audience Appeal & Name Recognition:

Cast Size & Diversity (age, gender, race, etc):

Content Concerns:

Demands of Acting / Singing / Dance and Movement:

Show Rating based on information above:

1: Not Preferred for CPOS to produce

10 - Preferred for CPOS to produce

1	2	3	4	5	6	7	8	9	10
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Article C

**PROPOSED PRODUCTION EXPENSE WORKSHEET – PITCH FORM**

Show \_\_\_\_\_

Director \_\_\_\_\_

(Costs for previous productions)

Royalties, Script Cost	\$ _____	(Musicals \$3,500 -5,500 - Plays \$500-\$800)
Facility Rental	\$ _____	(High Schools \$4,700-7,300)
Custodian & Security	\$ _____	(High Schools \$500-\$1000)
Orchestra	\$ _____	(\$3,500 - \$9,000)*
Set	\$ _____	(Musical \$2,500-\$3,500 Play \$500-\$1,000)
Costumes	\$ _____	(\$250 - \$1,500)
Props	\$ _____	(\$150 - \$1,000)
Lighting	\$ _____	(\$60 - \$500)
Sound	\$ _____	(\$50 - \$500)
Make-up	\$ _____	(\$50 - \$100)
Special Effects	\$ _____	(\$0 - \$5,000)**
Cast Party	\$ _____	(\$350 - \$700)
Gifts	\$ _____	(\$120 - \$360)
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>	

**PRODUCTION STAFF**

Musical Director: \_\_\_\_\_

Producer: \_\_\_\_\_

Choreographer: \_\_\_\_\_

Stage Manager: \_\_\_\_\_

Costumes: \_\_\_\_\_

Sound: \_\_\_\_\_

Lighting: \_\_\_\_\_

**Cast** (size and make-up): \_\_\_\_\_

**Set Description:** \_\_\_\_\_

**Technical Demands:** \_\_\_\_\_

**Preferred Venue:** \_\_\_\_\_

\*Based on size at \$300 per orchestra member plus rehearsal pianist

\*\*Flying, fog, projections, etc.

*Article D*  
**Memo Template to present to Board**

# Memo

To: Board of Directors, Community Players of Salisbury  
From: [Name], Chair, Production Committee  
CC: Members of the Production Committee: [List member names]  
Date: March [date, year]  
Re: Recommendation for 20xx-20xx Season

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The Production Committee reviewed a total of [#] submissions for possible inclusion in next year's season. Those submissions were as follows:

Musicals:  
Dramas:  
Comedies:

The Production Committee used the following criteria for determining a well rounded and effective season:

- Technical Demands
- Financial Demands
- Audience Appeal and Name Recognition
- Content of show
- Acting, Singing, and Dance abilities
- Diversity in casting opportunities

Based on those criteria, the Production Committee recommends the following slate for the next season:

November [Show] —directed by [Name]  
February [Show] —directed by [Name]  
April [Show] —directed by [Name]  
June [Show] —directed by [Name]

[Personal Message from Committee Chairperson]

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We recommend that the Board of Directors, at its April 20xx meeting, conduct a vote that includes the following options:

November	January	April	June

[Personalized closing message from committee chair]

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*Article E*

**Board of Directors Vote for 20xx-20xx Season**

**Presented at April Board Meeting**

Select one show per column

--	<b>November</b>	--	<b>January</b>	--	<b>April</b>	--	<b>June</b>
	<b>Recommended</b>		<b>Recommended</b>		<b>Recommended</b>		<b>Recommended</b>
	Option #2		Option #2		Option #2		Option #2
	Option #3		Option #3		Option #3		Option #3
	Option #4		Option #4		Option #4		Option #4