

## **Westside Players Director Guidelines**

We are always excited to welcome new directors to Westside! Whether you have never directed here before, or this is your twentieth show, these guidelines contain useful information and reminders for all of our directors and should be shared with production staff.

### **SCRIPTS AND ROYALTIES**

Westside Players will order scripts for the director, actors, and designers and handle performance fees.

### **AUDITIONS**

- The director is responsible for providing audition information to the Production Committee four weeks before the audition date.
  - The date/time of the auditions
  - The roles available (gender, age range, etc.)
  - What type and length of monologue desired, if cold readings are available
  - The director's contact phone number
- Westside Players has an audition sheet template available or you may develop your own. You will need to make copies for auditions. We have a copy machine in the office, but it isn't the best quality.
- The director is responsible for providing any material for cold readings. It is up to the director whether they would prefer prepared monologues and/or cold readings. Just a note: we have had actors who read well, but did not memorize well.
- The director is responsible for securing his/her own staff (lights/sound, AD, Stage Manager, set builder, etc). The production committee is available to help in this effort if needed.
- Westside suggests directors call auditioners to tell them the outcome of the auditions. There is not a good place to post the cast list (some auditioners commute). You can contact David Montgomery-Blake on our Board to post the cast list on our website.

### **REHEARSALS**

- Building Use - Westside will provide you with a key that you may have from auditions until strike, then return. Remember that access to the building is for preparing the show, not for personal use. Please see BUILDING GUIDELINES below. We will also provide a key to your set builder who will receive his/her own set of guidelines, which are attached for your information.
- Lights - Please do not use the stage lights during rehearsals before tech. They are expensive to run and replace. There are stage work lights installed that you turn on with a light switch just inside the kitchen.
- Rehearsal Schedule - While the rehearsal schedule is at your discretion, please remember the actors are volunteers and have other commitments also.
- Feedback - While it is not required, some directors have asked for feedback on their shows. If you like, you are welcome to invite Board Members to view rehearsals and provide feedback; however, that should be done in advance of the final dress rehearsal week.
- Cast & Crew Bios - During the rehearsal process each member of the cast and crew will be asked to fill out an information sheet for bios to be included in the program. Your help in making sure they are turned in in a timely manner is appreciated.
- Final Dress - The custom at Westside Players is to have the final dress rehearsal at 8:00 pm on the Wednesday night preceding opening night. This night the cast and

crew may invite a few friends and family to watch the final dress rehearsal, but please tell actors not to take advantage of inviting everyone to a "free performance." Thursday night is customarily dark for the cast and crew to relax before opening night, but this is at the director's discretion.

- Building Use - If we have requests to rent the building while a show is in rehearsal, the director will be consulted before the requestor is allowed to use the building. The director has the discretion to say the building can't be used because there is a rehearsal on that day.

## **PRODUCTION COMMITTEE**

- Production Committee Meetings - Westside Players has a production committee that meets about every-other week while shows are being produced. You will need to attend the production committee meetings, which will be set with you to meet your schedule. These meetings involve all aspects of production Westside needs to oversee such as the lobby artist, posters, the menu, etc., as well as keeping in touch with progress on the show itself.
- Artist - The Production Committee consults the director about the art in the lobby. You can suggest an artist if you have someone you think would be a good fit for your show.
- Props - We have a variety of props in storage. When you need to purchase props, you or your props master/mistress may buy them and then provide a receipt to the treasurer for reimbursement. In exceptional cases you can request a check from the treasurer in advance. If it exceeds \$100, please contact a member of the Production Committee before purchasing.
- Posters - The director and/or production committee will design a poster for advertising. Some directors like to design it themselves and just get the production committee's approval. Some directors like to suggest ideas, but let the production committee create the poster. Either way is fine. If the director chooses to take control of poster production, he/she needs to consult with the Production Committee to ensure that all the necessary information is included and notify them when the posters are printed and at the Warehouse so the Board of Directors can distribute them. It works best if they are ready by the Board Meeting preceding the show's opening (the third Tuesday of the month). Information to be included on posters is below.
- T-shirts - Westside Players gives each member of a show's cast and crew (who request one) a t-shirt. The director and/or production committee need to design a graphic for it and choose a shirt at the Raven's Nest. You need to let the production committee know if you will do the design or if you need their help.
- Comp & t-shirt list - The director provides the production committee with a list of all cast and crew, with their t-shirt sizes. This will be for the Raven's Nest to make the t-shirts and issue the comp tickets. The comp ticket list also needs include the reviewer(s) and artist. More information about comp tickets below under Show Reservations.

## **POSTERS**

Information that needs to be on the posters for Westside:

- Westside Players presents
- Show Name
- Author's Name
- Dates of show (including year)
- Address of Westside
- Times of cocktail hour, dinner, show
- Prices of show (including ISU prices)

- Reservation Information – Raven’s Nest at 232-2232
- Rights Holder (Samuel French, Dramatists, etc.)
- Westside Logo
- Non-profit status

## **PHOTO SHOOTS**

Westside Players schedules two photo shoots that you will need to incorporate into your rehearsal schedule. During the production committee meetings, we will discuss dates, then a member of the committee will contact the photographer to set up the date/time.

1 - The first photo shoot usually takes place about 4 weeks before opening night. This shoot is for publicity - photos for the Idaho State Journal and photos for posters if needed. The costumer will need to have some costumes ready at this time, although they don't have to be the final product. The director needs to think about a location/background for the shoot as the set is usually not done at this time. Many directors use the lobby of Westside. The director will need to have some poses in mind for the photographer. Westside's publicity person will select the photos for publicity.

2 - The second photo shoot takes place about 10 days before opening night. This shoot is for our "story board." Again, the director will need to have some poses in mind for the photographer. The director can help select the photos for the story board, or leave that up to our publicity person who will put the board together. This shoot also includes a "cast and crew" photo, so you will need to have all of your crew there. You can see examples of the cast and crew photos in our lobby.

## **SHOW RESERVATIONS**

- All reservations for Westside Players’ shows are made through the Raven's Nest at 232-2232.
- Each member of the cast and crew gets one complimentary ticket. The comp ticket can either be used for one dinner and show **OR** two show only tickets.

## **PERFORMANCES**

- Parking - During performance and the final dress rehearsal, cast members should park behind the building and come in through the side entrance (facing Putnam St.).
- Eating - The cast and crew get a free dinner from the buffet each night of performance. The cast and crew eat only after all of the audience members (generally around 7:30pm). One of the crew members needs to check with the House Manager before serving the cast.
- Reviewer - The production committee always invites a reviewer from the Idaho State Journal to attend an opening weekend performance. The review is usually in the newspaper that Sunday.

## **STRIKE**

- The Director and Production Committee need to schedule a day to strike the set. The director of the next show should be consulted before tearing the set down.

## **HELPFUL CONTACTS**

- There is a roster of board members and their phone numbers in the office if you need to contact anyone.

## **BUILDING EXPECTATIONS**

Please respect our theatre by following the building guidelines listed below:

- No smoking (of any kind) is allowed in the building. This is an insurance and inspection issue. Smokers need to use the cigarette receptacles or another container and not leave cigarette butts on the ground outside.
- Please make sure all cast/crew put tools, props, furniture, clothing, etc. back where they came from.
- Before you leave the building, make sure:
  - all lights are turned off (including the basement and costume areas); the security light over the front stairs stays on all the time
  - the heat is turned down (not off) or the air conditioning is turned off
  - all doors are locked
- If there is a problem with lights, heat, plumbing, etc. call one of the Board Members on our building committee: Walt Mecham (chair), Tom Potter, or David Montgomery-Blake
- Please remember that props, costumes, furniture and tools belong to Westside. We need them and they should stay here.