

## Production Coordinating – Dinner Theatre

Aside and separate from the production/technical aspects of the Dinner Theatre as expressed in a rehearsal schedule, there are a number of jobs and duties that must take place at specific times prior to opening night to ensure a successful run. Based on prior experience those jobs are outlined below with a generalized timeline with Opening Night as the target date with the job indicated as being *assigned* to people, *started*, *in progress* or *completed*. Notes, hints and known contact people will be included as guides. Job descriptions and duties will be also included. Timeline dates are months, weeks or days PRIOR to Opening Night.

Production Coordinator (PC) – Assigns administrative jobs to individuals, ensures that

- They understand their duties and timeline involved
- Collects names, addresses, phone numbers, email, etc of people doing the jobs for program/publicity
- S/he is the final authority in any dispute and/or questions concerning the administrative jobs

The position of PC should not be filled by either the Director or SM unless absolutely necessary because of a lack of a volunteer. There should be only one PC to avoid confusion. If two or more people volunteer to do a specific job listed below, the PC must make sure that each understands what specific portion of the job they are responsible for to avoid duplication of effort, conflicts or a job not being done because each individual thought the other was supposed to do the task. The PC must have good organizational and people skills and will report progress/problems and needs directly to the Board. The Board is responsible to see the PC's needs are met. In confirming the productions' Director, the Board should also see that the PC for the show is appointed. The PC must also maintain good communication with the SM and those performing the tasks listed below to ensure smooth melding of Rehearsal/Production Administrative schedules and needs.

Although the PC does not necessarily need to personally do the tasks listed below, they need to ensure that SOMEONE does them and that information of the status of the tasks is communicated to the SM and Board.

Jobs and sub-tasks administered/managed by the PC:

- I. Venue Coordinating
  - a. Date Confirmation – Show dates/Load-in and out dates and times
  - b. Menu Selection – Selects Menus Ticket prices, and any discounts
  - c. Table Decorations
  - d. Greeters
- II. Reservations
  - a. Telephone Volunteers/Scheduling
  - b. Reservation forms/records are kept
  - c. Reservation confirmation/callback

- d. Patron info kept for future use
- e. Venue notification of number and menu choices

### III. Publicity

- a. Articles/photos for publication
  - i. Daily Review
  - ii. Evening Times
  - iii. Star Gazette
  - iv. Canton Sentinel
  - v. WATS/WAVR
  - vi. Website
  - vii. BCRAC Newsletter
  - viii. Other
- b. Posters
- c. Mailings
- d. Ad Selling for Program
- e. Surveys/Feedback

### IV. Program

- a. Scene Synopsis
- b. Cast Bios and Photos
- c. Credits and Thank-you
- d. WRP Statement
- e. Ad Inclusion
- f. Copying and stapling sufficient programs for reservations

### V. Transportation

- a. Reserve U-haul or vehicles for set move
- b. Recruit volunteers with muscle
- c. Load-in/out

### Generalized Timeline – All dates relative to Opening of Show

When	Who	What
At end of previous Dinner Theatre	Previous PC	Pencil in dates for next year's Dinner Theatre with Venues
Spring of Year	Artistic Director, Board	Select Dinner Theatre Play, Director, SM, PC
6 Months	PC for Production	Round up volunteers to handle Venue Coordinating, Reservations, Publicity, Program, Transportation
6 Months	Artistic Director	Confirm Show Availability
3 Months	Venue Coordinator	Confirm Show Dates with Venues. Establish Menus
	Artistic Director, Production Director	Confirm Cast, Draw up Rehearsal Schedule
	SM	Get Cast Bios, Program Credits to Publicity/Program
	Publicity	Plan Advertising strategy, get media contacts, plan campaign, begin selling program ads
	Reservations	Get menu/ticket info, set up phone coverage schedule, set up list of greeters
2 Months	Venue Coordinator	Table decoration decisions
	Publicity	Begin initial publicity, get menu/ticket info to hot list, web site, media alerts, get article to BCRAC for newsletter
	Reservations	Get reservation forms ready
1 Month	Publicity	Announce Show, Reservation info
	Reservations	Begin Taking Reservations
	Program	Draft Program
	Transportation	Recruit muscle and reserve wheels for set moving
	Venue Coordinator	Confirm load in/out dates and times with Venue Set up date/time for table decorations
2 Weeks	Publicity	Final publicity push
1 Week	Program	Finish, copy and staple program, get copies to Reservations
	Reservations	Get Reservation numbers and reservation sheets to Venue Coordination. Numbers to Program
	Venue Coordination	Get Numbers to Venue, Alert greeters
	SM	Coordinate with Transportation for load-in/out
0 - Opening	Reservations	Decorate Tables, Greet and seat patrons, distribute programs

The above is not graven into stone and is meant to serve as a suggested guide only. Duties may be combined or amended as needed.