

**Wichita Community Theatre**  
**258 N. Fountain, Wichita KS 67208**  
**Information for Directors at Wichita Community Theatre**  
**April 2012**

**Due to the all-volunteer nature of Wichita Community Theatre, production directors here have extended responsibilities. The Technical Director and the Board of Directors are available to assist directors in any capacity.**

**The following are guidelines for producing and directing a Wichita Community Theatre production:**

**Mission Statement:**

The mission of Wichita Community Theatre is to be an all-volunteer organization that promotes quality, affordable live theatre and informal learning opportunities.

**Values:**

Professional Ethics – We behave in a professional, ethical manner.

Respect – We respect diverse ideas and people.

Audience – We are mindful of our audience when making decisions.

Volunteers – We depend on volunteers for everything we do.

Creativity – We foster artistic expression.

Safety – We require emotional and physical safety for our audience and volunteers.

Fun – We promote play.

**Financing:**

A budget of between \$1200 and \$2000. is established for each production. This includes the cost of scripts, performance rights, postcard printing/mailing and printing programs. The budget has been set up to leave \$400 for set materials, costumes, props and any other direct costs incurred by the show. The director will want to periodically monitor the production's expenses. This is one of the most crucial aspects of the periodic "touch base" sessions with the technical support staff. Reimbursement for show expenses is handled through the board treasurer ([treasurer@wichitact.org](mailto:treasurer@wichitact.org)).

**Auditions/Casting:**

As soon as possible, determine an audition date by consulting with the director of the preceding show in production/performance to discuss potential scheduling conflicts. Most WCT auditions occur at the theater, in the afternoon on a Saturday and Sunday, or the evening of a Monday and Tuesday.

**Email the audition information to the following WCT board members: Volunteer Coordinator ([volunteer@wichitact.org](mailto:volunteer@wichitact.org)), Marketing/Publicity Coordinator ([publicity@wichitact.org](mailto:publicity@wichitact.org)), and Social Media /Online Coordinator ([webmaster@wichitact.org](mailto:webmaster@wichitact.org)). Notices need to be emailed at least three (3) weeks ahead of time. Include the show title, dates and times of auditions, where they are being held, if you will be reading from the script or want monologues, your name and phone number for further information. **The audition information will then be sent out by the Volunteer Coordinator in our weekly Volunteer Newsletter. Additionally, the audition information will be publicized by the Publicity /Marketing Coordinator to the local media (including the newspaper). Finally, the Social Media Online Coordinator will post the audition information on the WCT website and will create Facebook events for the auditions.****

**Generic audition forms are available in the WCT office or you may create your own.** WCT auditions are always open auditions. At auditions, the director should let the auditioners know when casting decisions will be

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made and if/how those who are not cast will be notified. WCT does not allow pre-casting of roles. If at the end of auditions, the director does not feel that enough people have shown up to be able to successfully cast all roles, he or she may continue to recruit other actors until all roles are adequately filled. **We ask that directors email the final cast list to the Online/Social Media Coordinator ([webmaster@wchitact.org](mailto:webmaster@wchitact.org)) to be posted on the website and Facebook. You may also choose to email the final cast list to all that auditioned.**

**Rehearsal time:**

Productions are given 4 to 5 weeks of rehearsal time in the WCT space. If a director wants more rehearsal time in the evenings, the director must find a location away from WCT for those rehearsals, or coordinate with the preceding director on sharing the space. Rehearsals at WCT typically run between 7pm and 10pm, Monday through Friday.

Rehearsals, up to and including tech week and dress rehearsal, will be closed. The only people allowed in the theatre during those times are director-chosen cast and crew, as well as current board members and their specified guests. This policy ensures that the cast and crew are not distracted in the short time we have set aside for rehearsal. If there will be a work day on a Saturday, volunteers will receive an email or Facebook announcement regarding that particular day for that particular show during the week previous. If a volunteer has not received an email from the Volunteer Coordinator or the director (or their designate) regarding a particular Saturday, the theatre is considered closed. Some productions will require rehearsals outside the Monday through Friday rehearsal process. Just like Monday through Friday rehearsals, the director or current board members can designate individual people for special tasks on those days. If there has not been an open work day call for that day, and you have not been individually invited, you cannot come to the theatre.

If a volunteer arrives at the theatre during a closed rehearsal, regardless of the day-of-the-week, they will be politely asked to leave.

Please note: This policy is designed to promote the concentration of our volunteers' talent on the days and times it will be most useful. We appreciate all offers of help, and are working to try to avoid "burnout" of some of our more involved volunteers, including our board members. Please help us to keep this policy enforced.

**Production Staff:**

Every production will require at least some of the following technical positions, to be recruited by the director. If you do not have someone in mind, **the Technical Director and/or** Volunteer Coordinator can assist in your search.

**Assistant Director:** WCT has a mentoring program for anyone interested in directing for WCT. The individuals in the mentoring program are assigned to productions and function as an assistant to an experienced director. Any Assistant Director must be approved as a mentee by the Play Selection Committee.

**Stage Manager:** Contact an individual to function as a stage manager. Contact the Technical Director or the Volunteer Coordinator if you do not have a specific person in mind. This individual may have any or all of the following responsibilities:

- take down the director's blocking
- hold the script during rehearsals
- create a contact sheet for the cast and crew

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- notify cast and crew of rehearsals, workdays, and other information
- assist in the running of rehearsals by setting up furniture and monitoring the actors' activity
- contact cast members who are late or absent from a rehearsal
- run the show during the performances including communicating with each evening's house manager. This includes unlocking and locking the four exterior exit doors each night, and making sure all the appropriate exit signs are lit.
- other duties as mutually agreed

**Set Design and Construction:** Contact an individual(s) to be responsible for the set design and construction. This person will be responsible for:

- **Consulting with the Set Construction Coordinator prior to set design to avoid issues due to the unique staging space of the theatre.**
- Establishing the requirements of the set and set dressing with the approval of the director. Our audience has come to expect extensive use of our versatile space. Feel free to do productions in the round, thrust, proscenium, or some other arrangement.
- Determining the **workdays** for construction and painting. The most popular workday time for our volunteers is Saturday from 10am to 2pm, but this can be expanded as necessary. Inform the Volunteer Coordinator as soon as possible with the scheduled work days at ([volunteer@wichitact.org](mailto:volunteer@wichitact.org)).
- Selecting existing scenery and flats for reuse. Lumber and permanent set pieces are stored outside in the large shed. Most of what you will need, like flats and jack braces, can be found in here. Other items include doors, platforms, windows, and columns.
- **Selecting existing furniture and set dressing for re-use.** Most of the furniture is stored in the small shed outside, but certain items are "stored" in the lobby and pass-through room. Some additional furniture is in the "bonus" room above the stage right dressing room. **Set dressing is available in the cabinets near and in the sound booth and light booth upstairs.**
- Deciding the configuration of the seating area. We have access to 100 chairs for audience seating. The typical arrangement has space for 80. When the final number of audience seats has been calculated, contact the answering service at 262-8282, and let them know the number of available chairs. This should be done by Sunday tech rehearsal.

**Costumes:** Contact an individual to design, gather and/or make the needed costumes. Costumes may be borrowed from several local theatres depending on their policies and production needs. Please note that WCT does not own a sewing machine. Costumes are stored in three separate rooms upstairs. Men's costumes are stored in the middle room, and women's costumes are stored in the far room. The "shoe room" contains shoes, purses, and our furnace equipment. To save energy, please ensure the doors to all but the "shoe room" are closed.

**Props:** Contact an individual to gather or purchase props. Most of the prop storage is in the near room in the hallway upstairs. Additional props can be found in the cabinets near the sound booth, in the sound booth, and in the light booth. Kitchen-related props like liquor bottles, tea sets, and serving trays can be found in the cabinets in the main dressing room. Contact the WCT Technical Director with any questions.

**Lighting Design and operation:** Contact individual(s) to design the light scheme and someone to run the light board during performances. This may be the same person.

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The lighting equipment at Wichita Community Theatre consists of a permanently-mounted 12 channel analog dimmer, at 2000 watts per channel, and a 24 ceiling socket patch panel. We also own three DMX satellite dimmer boxes that are regularly used on the lighting grid. We have at least 20 fresnel and 20 ellipsoidal fixtures, two scoops, and one spotlight. We also have a selection of gels and frames.

**Sound Design and operation:** Contact an individual(s) to design the sound and someone to run the sound during performances. This may be the same person.

The sound equipment at Wichita Community Theatre is a consumer-level CD changer and receiver, connected to a four channel switching box, which is, in turn, connected to four wall-mounted speakers. We also have line-in capability to run sound off of a laptop or other portable device.

**Production Meeting:**

The initial production meeting is to review the requirements for a show and identify any “gaps” in providing those necessary elements. Additional meetings may be necessary. At the very least, the director should agree with all technical people that they will “touch base” with the director at least once a week during the rehearsal process. Each director will receive, from a member of the Board of Directors: keys to the theatre, and the combinations to the sheds and the office.

**Communicating with Cast and Production Staff:**

**It is recommended that you collect all of the contact information for cast members via the audition forms during auditions and the production staff during the production meeting. Give this information to the Stage Manager to create a contact sheet. You can then create a simple email distribution list or have telephone numbers to contact the cast.**

**It is highly recommended that you create a private Facebook group with all of your cast and crew as members as this will make it very easy to communicate any issues during production. Contact the Online/Social Media Coordinator if you need assistance setting this up.**

**Publicity:**

Contact the Marketing/Publicity Coordinator/Committee to coordinate all publicity for your production at [publicity@wichitact.org](mailto:publicity@wichitact.org). **You will need to provide a synopsis of the show to the Marketing/Publicity Coordinator to use in press releases and other publicity.**

Wichita Community Theatre also uses many different types of media and sponsorships to promote productions, and the publicity committee may have specific ideas to promote the show. **You may be contacted by the Marketing/Publicity Coordinator or a member of the Publicity/Marketing Committee to schedule interviews with local media about your production.**

**Website and Social Media:**

**In addition to publicizing productions through traditional media, WCT also publicizes productions on its website, Facebook page, Twitter and YouTube. The Online/Social Media Coordinator will create an official Facebook event for your production.**

**Please send a synopsis of the show to the Online/Social Media Coordinator to be posted to the website and on the Facebook event.**

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You may also be contacted by the Online/Social Media Coordinator to schedule taping of videos to be uploaded to YouTube.

**Postcards and Programs:**

The Marketing/Publicity Coordinator along with the Marketing/Publicity Committee will design the show poster, postcards, and show announcement email. The mailing will be ready to go out at least two weeks before the show opens. Ads are available in the program, and sell for \$25 (business card size), \$ 50 (half page), \$100 (full page). Please contact the Publicity/Marketing Coordinator with the cast list, list of scenes, cast and crew bios, and any notes from the director. Also include a list of Special Thanks if you have negotiated outside assistance, or borrowed from another theater or individual.

**House Management:**

A board member will be assigned to your production as the House Manager to coordinate opening the safe, printing off the box office/snack bar work schedule, handling any theatre emergencies and contig of proceeds after each show. The Buildings/Grounds Coordinator will coordinate cleaning the theatre and restrooms before opening night. However, it is very important that cast and crew maintain a tidy environment as much as possible throughout the rehearsal process. The building is old, and pests can enter if the environment is enticing enough. After each performance, the production crew needs to make sure the theatre and restrooms are clean and the pop machine and candy are restocked.

The Quartermaster will coordinate pop delivery and candy supplies. **There is a whiteboard in the office that you can write supplies that are needed and the Quartermaster will check this periodically to replenish them.**

**Box Office and Snack Bar:**

The Volunteer Coordinator will contact volunteers for running the Box Office and Snack Bar for the production.

The Box Office volunteer will have the following responsibilities (see <http://wichitact.org/wp-content/uploads/2012/02/Box-Office.pdf> for more information):

- Get the money for the box and bar from the house manager. After the performance, return the money to the house manager.
- Get the reservation list from the answering service if it isn't on the fax machine or desk. It should also have been emailed to the [wichitact@gmail.com](mailto:wichitact@gmail.com) address. Contact a board member to get the username/password to log in to this email address. The Answering Service can be contacted at **316-262-8282**.

The Snack Bar volunteer will have the following responsibilities (see <http://wichitact.org/wp-content/uploads/2012/02/Snack-Bar.pdf> for more information):

- Get the money for the Snack Bar from the house manager. After the performance, return the money to the house manager.

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- Stock the soda, water and snacks/candy from the shelf in the office.
- Be available to sell snacks before the performance, and during intermission.
- To ensure our audience is seated on time for the start of the show, no concession sales will occur during the five minutes prior to the beginning of the show.

**Director Attendance at Run:**

**It is highly recommended** that the director attend every show of the run. If this is not feasible, a dependable stage manager may be designated for any concerns that may come up.

**Curtain Speech:**

Before each performance, the director or a board member will welcome the audience with a short speech before the show begins. Key items to mention are the length of each act, the length and presence of an intermission, and any upcoming auditions and special events.

Usually, there are also sponsorship mentions, like KMUW. **Please contact the Marketing/Publicity Coordinator prior to the opening of the show to verify what mentions need to be made at the curtain speeches.**

There will also be an opening night party that should be mentioned, as well as whomever sponsored the party with donations. Please contact the Opening Night Events Coordinator to get this information.

If there is a chance of inclement weather that night, mention the severe weather action plan to the audience.

**Final Dress Rehearsal:**

Wichita Community Theatre has a select number of invited guests that come to see final dress rehearsal. This is not a paying audience, and we do not pay royalties for this, as it is not a performance. If the director wishes to have additional people see this rehearsal, this must be discussed with the Board of Directors to determine if royalties must be paid.

**Opening Night Party:**

**There will be an opening night party scheduled for each production. The Opening Events Coordinator may be contacting you to get ideas about themes, special foods and prizes that coordinate with the production.**

**Complimentary Tickets:**

Each cast and crew member receives two complimentary tickets to the show. **Suggest strongly to the cast and crew to use their comp tickets on nights which typically do not have sold-out houses.** For three-week shows, these are Thursdays and Sundays other than opening and closing night, and the first and second Fridays.

**Strike:**

Due to the next production having to go into rehearsal the Monday after your show closes, it is essential to strike the set in an organized fashion. Negotiate with the next director on what set pieces should be struck. Make certain the dressing room and other backstage areas are clean and organized. Return all costumes to the

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appropriate storage areas. **Please contact the Technical Director to determine which items can be laundered, which items can be dry cleaned, and which items need extra special care.** Return props to their storage areas. If any damage has occurred, inform the technical director so these items can be repaired or replaced. During the next week, collect all your receipts for reimbursement, and send them to the treasurer.

**Miscellaneous:**

The house lights are in the corner of the southeast wall of theatre. Use these lights for rehearsals rather than stage lights. All lights need to be off when you leave the theatre. Per Wichita City Fire Code, during the performances, all exterior doors need to be unlocked. Be sure to re-lock all doors before leaving.

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**Contact Information:**

<b>Wichita Community Theatre Executive Board</b>			
Name	Title	Responsibilities	E-mail Address
Blankley, Ben	President	Runs monthly board meetings, facilitates strategic planning, Emergency point-of-contact, Vote tie-breaker	<a href="mailto:president@wichtact.org">president@wichtact.org</a>
Eubank, Casey	Vice-President	Runs monthly board meetings in absence of President, point-of-contact for external communication via phone/e-mail, Chair of Play Selection Committee	<a href="mailto:vicepresident@wichtact.org">vicepresident@wichtact.org</a>
Reel, John	Treasurer	Creates yearly budget, pays monthly bills, point-of-contact for financial decisions and rights-holding organization	<a href="mailto:treasurer@wichtact.org">treasurer@wichtact.org</a>
Sabala, Liz	Secretary	Takes and distributes minutes from monthly board meetings, keeps board directory up-to-date, sends out thank-you notes	<a href="mailto:secretary@wichtact.org">secretary@wichtact.org</a>
Tanner, Jane	Technical Director	Coordinates technical needs for the directors of each production, negotiates contracts and bids	<a href="mailto:techdirector@wichtact.org">techdirector@wichtact.org</a>
<b>Wichita Community Theatre At-Large Board Members</b>			
Name	Title	Responsibilities	E-mail Address
Anderson, Mark	Set Construction Coordinator	Consults with and assists set designers in building of sets for each production	<a href="mailto:setconstruction@wichtact.org">setconstruction@wichtact.org</a>
Criss, Michael	Partnerships Coordinator	Point-of-contact and coordinates partnerships between the theatre and outside companies/organizations.	<a href="mailto:partnerships@wichtact.org">partnerships@wichtact.org</a>
Fisher, Jessica	Scholarships Coordinator	Coordinates scholarship application and selection process, Chair of Scholarship Committee	<a href="mailto:scholarships@wichtact.org">scholarships@wichtact.org</a>
Jacobson, Julie	Building/Grounds Coordinator	Coordinates maintenance and cleaning of the theatre building and grounds	<a href="mailto:building@wichtact.org">building@wichtact.org</a>
Jewell, Heather	Volunteer Coordinator	Coordinates volunteers for box office/snack bar, work days and special events. Sends out	<a href="mailto:volunteer@wichtact.org">volunteer@wichtact.org</a>

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		weekly Volunteer Newsletter.	
Meek, Crystal	Cashier	Coordinates counting of proceeds after each show and makes deposits.	<a href="mailto:cashier@wichitact.org">cashier@wichitact.org</a>
Phipps-Winfrey, Mary Lou	Marketing/Publicity Coordinator	Coordinates publicity and communication campaigns with local media and organizations for productions and special events, Chair of Publicity Committee	<a href="mailto:publicity@wichitact.org">publicity@wichitact.org</a>
Pursell, Cindy	Opening Night Events Coordinator	Coordinates details for opening night events for each production	<a href="mailto:openingnight@wichitact.org">openingnight@wichitact.org</a>
Schuster, Mark	Social Media/Online Coordinator	Coordinates communication updates via the theatre's social media channels and website.	<a href="mailto:webmaster@wichitact.org">webmaster@wichitact.org</a>
Sowers, Kevin	Special Events Coordinator	Coordinates details for special events at the theatre	<a href="mailto:specialevents@wichitact.org">specialevents@wichitact.org</a>
Sullivan, Mitzi	Grants/Fundraising Coordinator	Coordinates writing and maintenance of grants and fundraising, Chair of Grants & Fundraising Committee	<a href="mailto:fundraising@wichitact.org">fundraising@wichitact.org</a>
Williams, Glenn	Quartermaster	Procures and replenishes supplies needed for operation of the theatre	<a href="mailto:quartermaster@wichitact.org">quartermaster@wichitact.org</a>

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**Severe Weather Action Plan:**

Tornado Siren:

In the event of a Tornado Siren warning, the following action will be implemented.

If the show is in progress, the light and sound technical staff will:

Lower the stage lights.

Raise the house lights to Full.

Set the sound system to KFDI radio station 101.3 for weather information.

The Stage Manager will make the following announcement to the audience.

“Due to the tornado siren, we have halted the performance. Our radio is set to KFDI for weather information. You are welcome to move to our basement to wait out the storm and the performance will continue after the severe weather has concluded.”