

**Wichita Community Theatre**  
**258 N. Fountain, Wichita KS 67208**

**Information for Directors at Wichita Community Theatre**  
**February 2013**

**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:**

**Financing:**

A budget of between \$1200 and \$2000 is established for each production. This includes the cost of scripts, performance rights and printing of programs. The budget has been set up to leave approximately \$400 for set materials, costumes, props and any other direct costs incurred by the show. Please email the proposed production budget for set materials, costumes, props and any other direct costs to the Set Construction Coordinator ([setconstruction@wichitact.org](mailto:setconstruction@wichitact.org)) and the Technical Director ([techdirector@wichitact.org](mailto:techdirector@wichitact.org)) prior to the first scheduled work day.

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 production staff. Reimbursement for show expenses is handled through the Board Treasurer ([treasurer@wichitact.org](mailto:treasurer@wichitact.org)). Those wishing to be reimbursed will need to provide their name, address and phone number. All receipts for reimbursement need to be turned in to the treasurer prior to opening night.

**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 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 either email the final cast list to all that auditioned or email the final cast list to the Online/Social Media Coordinator ([webmaster@wichitact.org](mailto:webmaster@wichitact.org)) to be posted on the website and Facebook.

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You may also choose (but are not required) to have understudies for your production. This is a good way for less experienced actors to have an opportunity to experience the rehearsal process and fill in at times when the primary actors are unavailable for rehearsal due to conflicts, etc. It is recommended that you choose understudies from the audition pool of your production.

**Access to the Theatre:**

Each director will receive a key to the theatre from a board member to use during rehearsal and production. The stage manager will also receive a key to the theatre to use during the rehearsal and production. These keys will need to be passed on to the director and stage manager of the next show at the end of your run. Keys may also be issued to members of your production staff on a case-by-case basis. If a director needs access to the theatre office or storage sheds, please contact a board member.

**Rehearsals:**

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, are to 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. It is recommended that the front doors of the theatre remained locked and that cast/crew use the designated smoking area at the back of the theatre. If a current board member and/or their guest needs access to the theatre during your rehearsal for non-production reasons (for example, to borrow costumes and props), they should contact you prior to coordinate a time that will minimize the disruption to the rehearsal process. Board members and their guests have been asked to avoid interrupting the rehearsal process but if this should occur have the right to ask them to leave.

This policy ensures that the cast and crew are not distracted in the short time we have set aside for rehearsal.

**Timekeeping of Volunteer Hours:**

The theatre periodically applies for grants and many require an accurate account of hours spent by volunteers at the theatre performing theatre related business. There are time tracking sheets that the theatre asks volunteers to track their hours spent at auditions, rehearsals, work days, performances, etc. Please contact the Grants Coordinator ([grants@wichitact.org](mailto:grants@wichitact.org)) to receive a copy of this form.

**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 the search.

**Assistant Director:** If the director wants an assistant director, that position must be approved by the Director Selection Committee.

**Directing Apprentice:** If a director has been matched with a directing apprentice, they will need to schedule a meeting with the directing apprentice prior to auditions to discuss and agree on production

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responsibilities and expectations. The apprentice is expected to observe the rehearsal and directing process and learn from the director. Directors may also wish to assign a scene for the apprentice to block and/or direct or have them work with individual actors on character and scene development. At the end of the rehearsal process, the director will receive a survey to evaluate the apprentice. This survey will be used to assist the Director Selection committee should that individual apply to direct a production in a future season. The directing apprentice will also receive a survey to evaluate their experience and the results will be used to improve the mentoring program in the future.

**Stage Manager:** Contact an individual to function as a stage manager. Contact the Technical Director or the Volunteer Coordinator if assistance in finding volunteers is needed. 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
- 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 ([setconstruction@wichitact.org](mailto:setconstruction@wichitact.org)) 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 strive for at least 80 seats, but we have 100 chairs available). 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 686-1282, and let them know the number of available chairs. This should be done by Sunday tech rehearsal.

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**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.

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 director will need to hold an initial production meeting with production staff to review the requirements for a show and identify any “gaps” in providing necessary elements. Additional meetings may be necessary. At the very least, the director should agree with all production staff that they will “touch base” with the director at least once a week during the rehearsal process.

**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. The director can then create a simple email distribution list or have telephone numbers to contact the cast.

It is highly recommended that directors create a private Facebook group with all of the 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 assistance is needed for setting this up.

**Publicity:**

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Contact the Marketing/Publicity Coordinator/Committee to coordinate all publicity for your production at [publicity@wichitact.org](mailto:publicity@wichitact.org). The director 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. The director may be contacted by the Marketing/Publicity Coordinator or a member of the Publicity/Marketing Committee to schedule interviews with local media about the production.

**Website and Social Media:**

In addition to publicizing productions through traditional media, WCT also publicizes production on it's website, Facebook page, Twitter and YouTube. The Online/Social Media Coordinator will create a 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.

The director may also be contacted by the Online/Social Media Coordinator to schedule taping of videos to be uploaded to WCT's YouTube channel.

**Posters and Programs:**

The Marketing/Publicity Coordinator along with the Marketing/Publicity Committee will design the show poster, programs, and show announcement email. The mailing will be ready to go out at least two weeks before the show opens. Posters will be printed and distributed throughout the community by the Publicity Committee.

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 outside assistance has been negotiated, or borrowed from another theater or individual. Ads are available in the program, and sell for \$25 (business card size), \$ 50 (half page), \$100 (full page). Please make sure to get this information to the Publicity/Marketing Coordinator by the mutually agreed due date.

**House Management:**

A board member will be assigned to the production as the House Manager to coordinate opening the safe, printing off the box office/snack bar work schedule, handling any theatre emergencies and counting of proceeds after each show (See for a complete description of the House Manager duties).

The Buildings/Grounds Coordinator ([building@wichitact.org](mailto:building@wichitact.org)) 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.

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The Quartermaster ([quartermaster@wichitact.org](mailto:quartermaster@wichitact.org)) will coordinate pop delivery and candy supplies. There is a whiteboard in the office that supplies that are needed can be listed 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 from the House Manager.
- Help fold programs if necessary
- Be available to sell tickets and mark reservations off the reservation list and track walk-ins.

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
- Stock the soda, water and snacks/candy from the shelf in the office.
- Be available to sell snacks during intermission.

**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.

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**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. You will receive a list from the house manager for the cast and crew to sign up the individuals who will be using their comp tickets. Suggest 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 (after cleaning) and props to their storage areas. If any damage has occurred, inform the technical director so these items can be repaired or replaced.

**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 leaving the theatre.

The designated smoking area for actors during rehearsal and production is in the back of the theatre through the kitchen/dressing room area. The designated smoking area for patrons during productions is the area to the south of the main entrance to 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.

There is a severe weather action plan for the theatre. Please review it at the end of this document.

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**WCT Board 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@wichitact.org">president@wichitact.org</a> (316) 680-2108 (mobile) (316) 523-5473 (work)
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 & Director Selection Committees.	<a href="mailto:vicepresident@wichitact.org">vicepresident@wichitact.org</a> (316) 880-9605 (mobile) (316) 677-1012 (work)
Reel, John	Treasurer	Creates yearly budget, pays monthly bills, point-of-contact for financial decisions and rights-holding organization	<a href="mailto:treasurer@wichitact.org">treasurer@wichitact.org</a> (316) 788-9521 (home) (316) 523-5147 (work)
Tush-Green, Mary	Secretary	Takes and distributes minutes from monthly board meetings, keeps board directory up-to-date, sends out thank-you notes	<a href="mailto:secretary@wichitact.org">secretary@wichitact.org</a> (316) 393-0380 (mobile)
Tanner, Jane	Technical Director	Coordinates technical needs for the directors of each production, negotiates contracts and bids	<a href="mailto:techdirector@wichitact.org">techdirector@wichitact.org</a> (316) 617-2641 (mobile)

<b>Wichita Community Theatre At-Large Board Members</b>			
Name	Title	Responsibilities	E-mail Address
Criss, Michael	Reader's Theatre Coordinator	Coordinates reader's theatre productions at the theatre,	<a href="mailto:readerstheatre@wichitact.org">readerstheatre@wichitact.org</a>



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		Chair of Reader's Theatre Committee	
Fisher, Jessica	Scholarships Coordinator	Coordinates scholarship application and selection process, Chair of Scholarship Committee	<a href="mailto:scholarships@wchitact.org">scholarships@wchitact.org</a>
Jacobson, Julie	Building/Grounds Coordinator	Coordinates maintenance and cleaning of the theatre building and grounds	<a href="mailto:building@wchitact.org">building@wchitact.org</a>

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Jacobson, Leslie	Assistant Publicity Coordinator	Assists with publicity and communication campaigns with local media and organizations for productions and special events	<a href="mailto:asstpublicity@wichtact.org">asstpublicity@wichtact.org</a>
Jewell, Heather	Volunteer Coordinator	Coordinates volunteers for box office/snack bar, work days and special events. Sends out weekly Volunteer Newsletter.	<a href="mailto:volunteer@wichtact.org">volunteer@wichtact.org</a>
Makar, Paula	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@wichtact.org">publicity@wichtact.org</a>
Meek, Crystal	Cashier	Coordinates counting of proceeds after each show and makes deposits.	<a href="mailto:cashier@wichtact.org">cashier@wichtact.org</a>
Pursell, Cindy	Fundraising Coordinator	Coordinates fundraising events and opportunities for the Theatre. Also plans opening night events for each production, Chair of Fundraising Committee	<a href="mailto:fundraising@wichtact.org">fundraising@wichtact.org</a> <a href="mailto:openingnight@wichtact.org">openingnight@wichtact.org</a>
Ryder, Robert	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>
Schuster, Mark	Social Media/Online Coordinator	Coordinates communication updates via the theatre's social media channels and website.	<a href="mailto:webmaster@wichtact.org">webmaster@wichtact.org</a>
Smith, Meagan	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>
Sowers, Kevin	Special Events Coordinator	Coordinates details for special events at the theatre	<a href="mailto:specialevents@wichtact.org">specialevents@wichtact.org</a>
Sullivan, Mitzi	Grants Coordinator	Coordinates writing and maintenance of grants, Chair of Grants Committee	<a href="mailto:grants@wichtact.org">grants@wichtact.org</a>
Williams, Glenn	Quartermaster	Procures and replenishes supplies needed for operation of the theatre	<a href="mailto:quartermaster@wichtact.org">quartermaster@wichtact.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 gather in the concession area to wait out the storm and the performance will continue after the severe weather has concluded.”