

# WCT Director Checklist

## 2017-2018 Season

### After being selected to direct:

- Attend Director's Information Meeting
- Budget amount for all expenses is \$1400
  - This includes royalties that average \$100 per performance, scripts that average \$10 each, and all production costs

Recruit technical staff. Check with WCT Tech Director if assistance is needed.

- Stage Manager
- Set Designer
- Set Builder
- Costume Designer
- Properties Designer
- Lighting Designer
- Sound Designer
- Light Board Operator/Technician (if designer not running)
- Sound Board Operator/Technician (if designer not running)
- Running Crew (if applicable)
- Musical Director (if applicable)
- Choreographer (if applicable)
- Pianist (if applicable)

### Prior to auditions:

- Create a private Facebook group for cast and technical staff. Contact WCT Social Media Coordinator for assistance.
- Schedule and hold a meeting with Director Apprentice (if applicable) to discuss and agree on production responsibilities and expectations
- Schedule and hold a production meeting with technical staff, including WCT Tech Director.
- Ask your Set Designer to contact WCT Tech Director to discuss staging space of theatre prior to set design and construction.
- Consult the script rights information or WCT Executive Board to make sure any potential changes are in accordance with the contract rights holding organization for the show.
- Create audition form or get a copy of the generic WCT audition form by contacting WCT Secretary.
- Key will be given to director for entry into the theatre for auditions and rehearsals. You may share this code or key with your stage manager and other technical staff. This key will be returned at strike.

- Auditions dates have been assigned and are included on your contact information. If dates do not work, please contact WCT Secretary for dates available on WCT master calendar.

### **During auditions:**

- Welcome auditioners to the theatre and explain the show and any background information of characters that you would like to share. Also communicate where the restrooms are, entrances to the theatre, places to rehearse auditions, etc.
- Let auditioners know an approximate time of when and how cast will be announced (i.e. on WCT website, WCT Facebook page, email, etc.)

### **After auditions:**

- Contact auditioners to offer roles using contact information on audition form.
- Once cast list is finalized email list to WCT Secretary for WCT Newsletter and WCT Publicity for WCT Facebook and website. You may also email all volunteers who auditioned using contact information on audition forms.
- Add cast to private Facebook group.
- Determine tentative rehearsal schedule and number of crew and email that information to WCT Secretary for the WCT Master Calendar.
- Ask your Set Builder to contact WCT Secretary for Volunteer Newsletter and WCT Publicity for Facebook and Website with scheduled work days for the production.
- Schedule and hold a production meeting with technical staff, including WCT Tech Director
- Contact director of the prior show for the following:
  - To avoid conflicts if beginning rehearsals prior to when the preceding show's run ends.
  - To find out when they will be having strike for their production. Strike is generally done following last performance (Sunday matinee)

### **During strike of prior show:**

- Attend with your set designer and/or set builder the strike of the prior show to determine what set pieces can be used for your production. The set designer and/or set builder should coordinate how the platforms and remaining set pieces should be left for rehearsals and the next work day.
- Be sure*** to have someone to perform this function if either you, the set designer or set builder cannot attend strike.

### **Prior to first scheduled work day:**

- Contact WCT Publicity to determine due date for program information (cast/crew bios, director notes, work day volunteers, special thanks, ad trades for services/goods provided, etc.)
- Contact WCT Publicity, Social Media, and Secretary about dates and times for workdays.

### **During rehearsals:**

- Maintain a closed rehearsal environment. In addition to cast and technical crew, only approved guests of the director and/or WCT board members should be allowed at rehearsals.
- Contact WCT President if you have any questions, concerns or issues during rehearsals.

### **At each scheduled work day:**

- Have volunteers sign in with their name and their time in/out. Put this in the WCT Publicity mailbox at the end of each work day for inclusion in the program. Each volunteer receives 1 comp ticket for the production

### **Prior to tech week:**

- WCT likes to have production photos for each show. If you do not have someone who is able to do this and provide WCT with the photos, please contact WCT Publicity. Rehearsal photos are also encouraged. Contact WCT Publicity with any such photos.
- Determine number of audience seats for your production and call the answering service at 316-262-8282 to let them know
- Contact WCT Publicity to get required information for curtain speech.
- Contact WCT Opening Night Coordinator to coordinate ideas about themes, special food and prizes for the Opening Night party.
- Schedule and hold a production meeting with technical staff, including WCT Tech Director

### **Tech Week:**

- Proof (along with cast and crew) show program.
- Ask cast/crew and set designer to help set up audience seating, clean the theatre lobby and pass-through room no later than final dress rehearsal. Contact WCT Build Schedule and hold a production meeting with technical staff, including WCT Tech Director and Grounds Coordinator if you need board assistance.
- Prior to dress rehearsal, remind cast/crew of where to park during production and Comp Ticket policy. (enclosed)
- All receipts **must** be turned in to the WCT Treasurer mailbox with payment information.

**During Production Run:**

- Give curtain speech before each performance. You may have director apprentice or other designated person, preferably board member, give curtain speech if you prefer.
- Stage Manager runs production prior, during and after performance.
- Coordinate with House Manager regarding any theatre-related issues (box office, snack bar, patrons, emergencies, severe weather, etc.)

**Strike:**

- Coordinate with technical staff (costumes, props, set, lights) and WCT Tech Director to make sure materials and equipment are put back in their proper place and that borrowed items are returned.
- Make sure the dressing room and backstage areas are cleaned and organized.
- Return key to Tech Director.

By my signature, I understand my responsibilities if chosen to direct for the 2017-18 season.

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Signature