

POLICY NUMBER: 6.16	DATE ADOPTED: Historic
POLICY TYPE: Production Job Descriptions	DATE AMENDED: Dec 20/13
POLICY TITLE: Foyer Display	

Foyer Display

The Foyer Display person is responsible to the Administrative Producer, though the display should be acceptable to the Director in terms of the overall artistic vision of the production.

This position may be filled by the Photographer.

RESPONSIBILITIES

1. Read the script thoroughly, jotting down any ideas you have.
2. Obtain production photographs from photographer.
3. Mount pictures attractively. Think about colour, texture and composition, keeping in mind the theme of the production.
4. Portraits: neatly print name of actor or technician under portraits. Spell names correctly.
5. Production shots: Neatly print names, scene, character, etc. in production shots. ALWAYS DOUBLE CHECK FOR CORRECT SPELLING.
6. Display photographs in place designated by producer prior to preview.
7. Consider displaying related items, exhibits or graphic elements to enhance the display.
8. The photo display is our public image; take time, use your imagination and make it as attractive as possible.
9. At the end of the run, remove the display from the Green Room.

Striking

1. Dismantle the display, removing all temporary materials from the walls.
2. Photographs and materials with archival significance placed in the appropriate filing cabinet drawer in the office