POLICY NUMBER: 6.1.4	**DATE ADOPTED:** Historic
POLICY TYPE: Production Job Descriptions	**DATE AMENDED:** Aug 11/15
POLICY TITLE: Festival Producer	

Festival Producer

If a production is going to travel to a zone or provincial festival the additional responsibilities in this policy will apply for the show's Producer.

PLANNING

1. Submit the necessary festival entry forms by the deadline.

1. Review the Festival Package (normally sent out by the host club or planning committee) or otherwise obtain complete information about the theatre in which you will be performing: stage dimensions, lighting and sound equipment available, set up time allowed, rehearsal time allowed and other festival regulations. There is usually a "tech tour" organized to allow those responsible to visit the performance venue and learn first hand about the facility. Give all relevant information to the Stage Manager.

2. Determine the number of crew members needed to travel with the show, in consultation with the SM and adhering to festival regulations.

3. Ensure that absolutely everyone who travels with the show becomes a member of Theatre BC. If general finances permit, Shuswap Theatre will cover the cost of cast and crew memberships.

4. Prepare a separate festival budget and present it to the Board for approval.

5. Arrange transportation for set, lights, sound, props, costumes, makeup, in consultation with the SM.

6. Arrange transportation for cast and crew to the destination.

7. Arrange accommodation if needed for cast and crew.

WORKING

1. Have a meeting with cast and crew.

2. Hand out written information including: date, time, place, location of theatre, transportation and accommodation arrangements.

3. Distribute funds, it applicable.

ARRIVAL

1. Check that everyone has arrived well in advance.

2. Arrange for food for crew during set up.

3. Check with SM that all is under control and remain in the theatre in case problems arise.

UPON RETURN

1. Prepare a financial report for the festival and submit to the Board.