

ADVISORY COMMITTEE

The Advisory Committee shall consist of members of the community, and leaders from various community segments, (civic, education, etc.). Members of the Advisory Committee are subject to the approval of the Board of Directors. The Advisory Committee shall be non-voting members of the Board of Directors. They shall receive minutes of all Board of Directors meetings, participate in Director on Duty and Box Office functions, participate regularly in at least one designated titled committee, attend a majority of the meetings and are required to be a member of Patio Playhouse. The Advisory Committee members must participate in at least 25% of Patio's functions as set out in Appendix III Criteria for Advisory Membership level.

The purpose of the Advisory Committee is to provide assistance to the Board of Directors concerning long-range goals, involvement in the community, routine theater activities and functions, and special projects or situations.

ANGELS COMMITTEE

(Treasurer)

The committee's primary activities include fund raising for the general account, fund raising for the scholarship account, manning the concessions area, taking tickets and distributing programs at each performance.

Purpose: Provide customer service on production nights including but not limited to staffing concessions, taking tickets, delivering programs, ushering, cleaning kitchen, monitoring concession supplies and notifying treasurer of status of those supplies.

Partners: Backstage Committee
Box Office Committee
Office Committee

(Fund Raising, Scholarship, House Management [Concessions], General needs)

SEE "CONCESSIONS"

ANNEX COMMITTEE

(Technical Manager/First VP)

Chairperson : Chris DeArmond

Purpose: Maintain storage annex as a useable resource. Insure proper storage of costumes and props. Organize work parties 4 times a year to keep materials in useable condition. Assist in creation of website to advertise

available materials to rent/loan. Support strike events. Teach rehearsal groups proper use of the annex. Develop system to maximize use of materials. Monitor condition of shelves, restroom, lighting and such.

Partners:
Technical Manager
Back Stage Committee
All Production Staff

ARTISTIC MANAGER Executive Committee Member
(Sets Artistic Policies with approval of the Board, appointed by the Board)

This is a voting position of the BOARD and shall be responsible to do the following:

- 1) Chair the Play reading Committee. Find directors and productions suitable for the upcoming season. Make a proposal of this season to the Board of Directors, by the October meeting of the previous season, for approval. Assist the Public Relations Coordinator in the production of the season brochure by the end of April.
- 2) Supply support to each production to assure quality and maintain high Patio standards
- 3) Assist the Secretary in maintaining procedures manuals for the various theater positions. Let Secretary know of any modifications as they occur. Make manuals available to new volunteers or individuals performing new tasks so they understand their specific duties within the Patio organization. (Producer, Director, Stage Manager etc.)
- 4) Discuss with the Treasurer, if necessary, the budget for each production for the upcoming season by the end of June.
- 5) Work with Judging Coordinator to determine categories and awards for the season by the end of July of the season.
- 6) Maintain events calendar including rehearsals and rentals by outside groups.
- 7) Handle offers for Thursday groups who buy out the house.
- 8) Along with General Manager handle approval or rejection of “outside” groups wishing to perform in or rent out Patio Playhouse theater space.
- 9) Arrange for directors and/or play selection pieces to be presented at the general meeting in June.
- 10) In the event of change in personnel, the previous AM is encouraged to assist with the season determined during his/her term in office.

ASSISTANT DIRECTOR see **PRODUCTION PACKET**

AUDITIONS see **PRODUCTION PACKET**

AUDITION FORMS see **PRODUCTION PACKET** appendix

AUDITION NOTICES

(Created by Producer of production and Public Relations Coordinator and with input from Artistic Manager if necessary)

Three to six weeks prior to audition, a general publicity release should be sent out to certain media announcing the audition dates, times and name of production. At least three weeks before auditions notice should also go to qualified actors in the Patio Playhouse data base. Information should include, from the director, a list of characters to be cast, a brief description of the characters and a synopsis of the show at least four weeks before the audition dates.

Members should be notified of “mailing party” after the release has been created to prepare the copies for bulk mailing. The Treasurer should be notified a few days before the actual mailing to insure there are funds in the bulk mail account.

AWARDS BANQUET

(Second VP chairs, Artistic Director, Outreach Coordinator, and Judging Coordinator)

Planning for the annual Awards Banquet should begin in February of each year, setting the date and reserving a location. Ideally the banquet should occur in late July or early August. Considerations should be made for entertainment, emcees, food, decorations, invitations, programs, door prizes, raffles, silent auction, set up and clean up.

All plans are subject to Board approval and should be submitted by the end of May.

Invitations to the banquet should be mailed as early as possible, June is ideal, to the complete mailing list in the Patio Playhouse Members Data Base with special attention that all nominees are invited. More invitations may need to be sent out as the judges' results come in during June.

Ticket prices should cover all expenses and make a slight profit.

Outreach Coordinator should begin soliciting raffle/silent auction items in March and select items for silent auction packages and items for raffle. These monies are used first to pay any shortfall in the expenses of the banquet. Funds go to the General Fund with 1% going to the Evelyn Spring Memorial Fund Scholarship.

Judging Coordinator will take care of balloting, awards and selections of presenters.

AWARDS COORDINATOR/JUDGING COORDINATOR

(Appointed from Members at Large, works with Artistic Manager)

Secure at least 10 judges who will commit to attend all adult performances. Orient the judges to the guidelines and procedures.

Each judge receives a complimentary ticket, in addition to the judge's admittance ticket for that play he/she judges.

Send out letter prior to season thanking them for their participation. Include with the letter:

- Guidelines for judges
- Brochure for that season
- Membership packet
- Explain the procedures

Send out a reminder about a week before the show opens.

Get names from the director for the acting and production categories. Work with ACT Rep to create ballots.

Guidelines for Judging

Sound Design

- Appropriate to the play
- Consistent with the dialogue in play (does telephone ring at right time...door bell...thunder... etc.)
- Music before and during play
- Quality and appropriate volume of sound

Lighting Design

- Daylight, dusk, sunset, moonlight, lightning are examples
- Is lighting appropriate to mood of play or scene
- Consistent with dialogue
- Sufficient lighting? (can we see what needs to be seen?)
- Does lighting contribute to total artistic picture?

Set Design

- Does set work in relation to play, to facility, to audience?
- Well constructed, functional, flexible
- Suitable to needs of play, its style and mood
- How total facility and stage area are used
- Sight lines well designed
- Appropriate to era of play and life-style of characters
- Set decoration—complete and appropriate

Costume Design

Appropriate to era
Fit
Not distracting
Appropriate to character
Consistency (to era, persons or changes throughout play)
Changes for major and minor characters
Make-up
Hair
Consistent with mentioned weather conditions
Condition of costumes; ironed, clean, etc. jewelry, accessories

Technical Effects: Anything extra special that does not come under lighting or sound and would need special equipment to produce.

Examples are:

Rain on window; snow
Water running from fountain, pump or faucet
Carousel, pictures that move,
Use of props
Anything else particularly notable

Actors and Actresses

Believability
Relating to others in cast
Sustaining character
Timing
Energy
Command of lines
Cue pick-up
Projection
Diction: manner of speaking or singing—expression in words
Enunciation: pronouncing words clearly and distinctly; articulation
Movement—how, not where
Stage presence

Numerical ratings for Actors and Actresses

1	=	Did little acting; missed lines; not in character
2	=	Showed little in role; mechanical; lacked understanding
3	=	Was trying, but not adequate for part. Badly overacted or under acted
4	=	Adequate, but that's all. Brought little to role. Not ready, but trying for characterization.
5	=	Average performance. Knew lines. May have lacked necessary skill, timing or direction to totally believable and consistent.

6	=	Slightly above average. Reasonably good characterization.
7	=	Person has brought something to the role. Believable, good timing and well prepared.
8	=	Well above average. Good performance overall.
9	=	Extremely good performance. Excellent pace, timing, character. Clear, consistent and relating to rest of cast.
10	=	Truly outstanding performance. Professional quality.

Directors

Primary responsibilities

Casting	Editing	Blocking
Pace	Timing	Lines
Scene meaning	Projection of cast	Voice qualities
Characterization	Intermission interval	Author's intent
Curtain Calls		

Secondary responsibilities

Costumes	Set design	Set dressing
Lighting	Properties	Special effects

Numerical ratings for Directors

1	=	Most of the above missing or bad
2	=	Production generally poor. Slow pace. Miss-casting. Awkward blocking
3	=	Two or three actors carrying show. Number of bad scenes. Missed lines
4	=	Casting uneven. Pace and timing fair. Some weak scenes. Some major problems
5	=	Casting adequate. Major roles good. Minor problems.
6	=	Production moves well. Most scenes well done. Characterization good
7	=	Most problems resolved. All scenes at good level performance. Needs only minor work.
8	=	Better than average production. Might have need a little more editing or rehearsal time.
9	=	No problems, meaning and intent clear. Production consistent
10	=	All aspects excellent. No weak scenes or characters. Technical well done.

Fill out the form and put copies in envelopes with judges' names on them and give them to TREASURER or HOUSE MANAGER to place in Box Office before opening night.

Upon receipt of the reviews, mark them accordingly.

After the last play of the season, list the top 5 names for the following category for membership voting: All acting categories, and production. The winner for the categories for the technical categories such as sound, set design, direction, costume, etc. is determined by the highest rating given by the judges.

Get mailing labels from Patio Playhouse and send out ballots to all members.

Patio Playhouse Community Theatre

Category

Best Actor In A Lead Role

Best Actress In A Lead Role

Best Actor In A Supporting Role

Best Actress In A Supporting Role

Best Actor In A Minor Role

Best Actress In A Minor Role

Best Ensemble

Best Production

Tally votes as the ballots are returned.

Give names of winners and categories to company making award plaques.

Pick up the plaques and deliver to award banquet.

Make up cards and envelopes for the announcer of each category.

Work with 1st VP, Artistic Manager and Outreach Coordinator to plan the award banquet program. Many of these tasks could be assigned to another member of this committee.

BACKSTAGE COMMITTEE

(Technical Manager)

Chairperson: Stephen Rich

Purpose: Support backstage efforts of season's productions. Includes but not limited to working stage crew, running lights, running sounds, building and painting sets, sweeping and painting stage floor, maintaining lighting booth, assisting with creation of production sets and with strike after each production, collection and storage of props and costumes.

Partners: House Care Committee
Annex Committee
All Production Staff

BANQUET COMMITTEE

(Second VP/Artistic Manager)

Chairperson: Mary Bright

Purpose: Set up dates and location for annual awards banquet. Coordinate with other committees to create smooth running enjoyable evening.

Partners: Judging Committee
Fund raising Committee
Treasurer
Secretary

BOARD OF DIRECTORS

The Board of Directors shall be responsible for all operations of the Patio Playhouse and shall consist of Executive Board, Members at Large, and Advisory Committee.

The Executive Board will consist of the following

President	elected
1 st Vice President	elected
2 nd Vice President	elected
Secretary	elected
Treasurer	elected
General Manager	elected to Members at Large and then appointed by the Officers
Technical Manager	elected to Members at Large and then appointed by the Officers
Artistic Manager	elected to Members at Large and then appointed by the Officers

The members at Large will consist of eight other individuals elected and leading committees dedicated to the following areas** of operation:

Education Coordinator/ Youth Theater
Fund Raising
House Manager
Outreach Coordinator/ Program Ads, Membership, Season Tickets, Volunteers
Public Relations Coordinator/ ACTion magazine, other media, fliers, programs
Angel Committee Chairperson
Scholarship Coordinator

Data entry and accuracy/ Data base for members, actors, crew members, season tickets
Website/ Entry updates, accuracy
Sound & Electronics Manager
Costume Manager
Props Manager

Up to 30 non-voting, Advisory Committee members appointed by the President or Board.

**Overlap in these areas of operation is optional to allow for individual strengths and preferences. The Members at Large may appoint someone from the Advisory Committee to chair or coordinate any one of these areas as long as a voting member is also a member of the particular committee.

Subcommittees can be created out of these major areas. Some areas to address include but are not limited to Historian, Art Work, Computer Service, (2nd VP, Outreach Coordinator, and Secretary)

A nominating committee of no less than three members with the 2nd VP as the chairperson shall present to the current Board of Directors a slate of candidates at least 45 days prior to the elections. The election will take place at the General Membership meeting in June. The slate must contain at least one person for each office and at least 15 individuals for Members at Large. Nominations will be open until the elections. Nominations can be made from the floor if nominees are eligible.

Ballots should be printed and mailed to the General Membership within one week after receiving approval. This mailing should also announce the General Membership meeting and encourage attendance. The Treasurer will collect these ballots from the post office and keep them safe until they can be counted at the June meeting. Election shall be by plurality of the members who voted by mail or in attendance at the meeting. The elected BOARDS terms begin immediately.

BOX OFFICE COMMITTEE / PERSONNEL

(General Manager and Treasurer)

Members of the Board are expected to participate in some element of customer service for each production [see Appendix II Advisory Criteria] Some responsibilities include, but are not necessarily limited to the following:

1. Answer the phone and take messages off the service per directions attached to the phone and tacked up on the office bulletin board. Provide information about auditions, classes, performances, volunteer opportunities, etc. Take reservation information and call back to confirm reservations.

2. Enter reservation information on the Yahoo! Notepad system. Directions for how to do this will be given to participants during their training. That information can be obtained from the Secretary or Treasurer.
3. Regularly check emails and Ticketleap for reservations and enter into Yahoo! Notepad.
4. Keep the office neat and organized.
5. Maintain the Script Library
6. Assist with the operation of the computer to print mailing labels, update membership files, word processing functions and the like.
7. Staff the box office and record receipts each night. See Appendixes III a-e. See guidelines for setting up and running the Box Office in the white box office notebook in the upper left hand drawer. Box Office reports can also be found in that drawer.
8. Check that judges packets are available for ACT or Patio judges each performance night. If envelopes are not available contact the ACT representative.
9. Types of tickets
 - a. General Admission \$14 [\$17 for musicals to offset royal costs]
 - b. Senior Admission for guests 60 and older \$12 [\$15 for musicals]
 - c. Youth Admission for guests 16 and younger \$7 [same price for musicals]
 - d. 2 for 1 the second ticket of equal or lesser value is free, exchange for "real" tickets
 - e. Ticketleap computer print outs, exchange for "real" tickets
 - f. ArtsTxs exchange for "real" ticket
 - g. Comps for judges and media
 - h. Cast/Crew comps good for only the first two weekends

See Appendix III a-e.

BYLAWS

(Secretary/General Manager)

The current By Laws were proposed and adapted by the Board of Directors in October 2004. An up to date copy of the By Laws is to be kept on file in the Box Office for inspection by Board of Directors members, Patio members, or any other interested persons with reasonable intentions. The By Laws may be amended as per sections 5.1 and 5.2 of the By Laws.

A copy of the By Laws and of this procedure manual should be given to each new Board of Directors member as they accept the position on the Board of Directors.

CLOSING NIGHT/STRIKE PARTY

(Artistic Manager, Outreach Coordinator, Technical Manager)

Each production will strike the same evening as closing. Beginning in July 2007 each show will be budgeted \$100 specifically to defray the cost of a closing night. The

location of the party is up to the cast and crew. The party may not begin until after the strike has been completed and materials returned to the annex. If the production team elects to have a cast party on a different night there is no money budgeted for that event.

COMMITTEES

A. Box Office Committee Reports to Treasurer/House Manager

Chairperson: Peggy Schneider

Purpose: Take reservations from phone, walk ups, Ticketleap and other resources. Enter information on the Yahoo notepad. Work as Box Office or DOD person on nights not filled by other Board members; secretary will advise. Maintain box office notebook and cash box. Keeps a supply of season tickets, vouchers, box office reports, judging labels and envelopes, show tickets and related materials on hand.

Partners: Treasurer for money supply/report.
Secretary to create tickets and vouchers and create list of production box office/DOD staffing
Office Committee for condition of the office and copying needs
ACT Rep for judging forms

B. House Care Committee Reports to House Manager/Angel Coordinator

Chairperson: Helgard Deuel

Purpose: Keep audience area, dressing room, kitchen and other common areas useable. (This does not excuse production cast and crews from cleaning these areas before during and after productions. Every production will be considered a member of this committee during the run of their show.) Mopping, sweeping, wiping surfaces, notifying House Manager/Treasurer when supplies of toilet tissue, paper towels, cleaning materials and other supplies run low. Emptying trash. Notify Treasurer when recycling piles up.

Partners: Angels Committee to insure clean area and supplies for concessions
Backstage Committee

C. Backstage Committee Reports to Technical Manager

Chairperson: Stephen Rich

Purpose: Support backstage efforts of season's productions. Includes but not limited to working stage crew, running lights, running sounds, building and painting sets, sweeping and painting stage floor, maintaining lighting booth, assisting with creation of production sets and with strike after each production, collection and storage of props and costumes.

Partners: House Care Committee
Annex Committee
All Production Staff

D. Annex Committee Reports to Technical Manager/First VP

Chairperson : Chris DeArmond

Purpose: Maintain storage annex as a useable resource. Insure proper storage of costumes and props. Organize work parties 4 times a year to keep materials in useable condition. Assist in creation of website to advertise available materials to rent/loan. Support strike events. Teach rehearsal groups proper use of the annex. Develop system to maximize use of materials. Monitor condition of shelves, restroom, lighting and such.

Partners: Technical Manager
Back Stage Committee
All Production Staff

E Publicity Committee Reports to /Public Relations Coordinator/Artistic Manager/Second VP

Chairperson: Kevin Jones

1. Outreach Subcommittee/Nomination Committee
Purpose: Seek groups/businesses to place program ads, rent theater, place fliers in business windows and place those fliers, place brochures in hotels and motels, recruit new members, season ticket and voucher sales, publicize these efforts. Recruit Board members and nominate officers each April.

2. Publicity
Purpose: Increase public awareness of Patio Playhouse throughout the North County community. Place ads in media sources. Take pictures promoting activities.

Partners: All Directors and Producers
Treasurer

F Fundraising Committee Reports to First VP/Treasurer

Chairperson Brenda Townsend

Purpose: Investigate methods of raising funds beyond box office, ad placement and memberships. Includes but is not limited to activities like raffles, rummage sales, Street Faire, auctions, grant development, and solicitation.

Partners: Publicity Committee

G Youth Committee Reports to Artistic Manager/First VP

Chairperson: Lynnea Weissman

Purpose: Produce at least two youth productions per year. Ideally at least one would travel to schools. Encourage involvement of community youth under 16 and their parents. Liaison with schools and other youth organizations like Boys and Girls club and YMCA.

Partners: Backstage Committee
House Committee
Annex Committee

H Scholarship Committee Reports to Treasurer

Chairperson: Peggy Schneider

Purpose: Select high school senior(s) from Escondido public schools for scholarship award. Determine criteria for reward and attend awards programs at appropriate school awards program. Promote Patio Playhouse involvement in the academic community. Appropriate funds raised from March 2 to March 1 each year. Alert school advisors to scholarship potential by March 15 each year. Determine scholarship winner(s) by May 1 each year.

Partners: Publicity Committee - place ads announcing winner(s)

I Play Reading Committee Reports to Artistic Manager

Chairperson: Brian Weissman

Purpose: Assist Artistic Manager and Patio Board of Directors with the selection of each season's shows. Criteria and process to be determined by Artistic Manager, and selections approved by Patio Board of Directors. Ideally the season should be determined by early October of the previous season so that season can be approved by the Board in October, dates determined and rights procured in early May, brochure created in May and season presented to membership in June. Typically patrons will be allowed to give input to committees' list of possible season selections.

Partners: Publicity Committee
Office Committee

J Office Committee Reports to Secretary/House Manager

Chairperson: Gretchen Pili

Purpose: Maintain appearance and function of the office area. Maintain and organize filing cabinets including archives, scripts, insurance info, audition forms, contracts, business license, computer equipment and supplies, desk supplies. Clean and organize all office cabinets and drawers at least three times a year. Of special concern duct tape for restroom drawers, card stock for creating tickets, scotch tape, writing implements, printer ink cartridges, DOD badges and the like.

Partners: Box Office Committee
Backstage Committee

K. Angels Committee Reports to Treasurer

Chairperson: Helgard Deuel

Purpose: Provide customer service on production nights including but not limited to staffing concessions, taking tickets, delivering programs, ushering, cleaning kitchen, monitoring concession supplies and notifying treasurer of status of those supplies.

Partners: Backstage Committee
Box Office Committee
Office Committee

L. Banquet Committee Reports to Second VP

Chairperson: Mary Bright

Purpose: Set up dates and location for annual awards banquet. Coordinate with other committees to create smooth running enjoyable evening.

Partners: Judging Committee
Fund raising Committee
Treasurer
Secretary

M. Judging Committee Reports to Artistic Manager

Chairperson: Helgard Deuel

Purpose: Selection of judges for each season, collecting judges packets, recording judges input, advising judges, creating member ballot, counting ballots, creating trophies.

Partners: Secretary
Banquet Committee
Box Office Committee
ACT Rep

N. Historical Committee Reports to Secretary

Chairperson: Gretchen Pili

Purpose: Archive and display past Patio productions and events. Create and maintain notebooks to place on display in bookcase in lobby showing press releases, head shots and other interesting information about Patio Playhouse history.

Partners: Secretary
All Producers
House Committee
Angels Committee

O. Website Committee Reports to Artistic Manager/Publicity Chair

Chairperson: Judy Conlon

Purpose: Maintain Patio Playhouse website.

Partners: All Committees, especially Publicity

COMMUNITY OUTREACH COORDINATOR

(1st and 2nd Vice Presidents, Public Relations coordinator)

Refer to bylaws section 4.1.8

Community Outreach Coordinator shall be responsible for structuring the promotional activities of Patio, including VIP nights, Membership Gala, and any other event planned by the corporation.

COMPLIMENTARY TICKETS

(General Manager, Producers)

Complimentary tickets and 2 for 1 coupons (two of each) are to be given to each member of the cast and crew of each production. Complimentary tickets will only be valid the first two weekends of the run. The Producer of each production shall be responsible for requesting and obtaining these tickets from the General Manager and distributing them to the production members.

Complimentary tickets may also be used, with the approval of the General Manager, to barter for goods and services to assist the production, and reduce monetary expenses.

Complimentary tickets may, with the approval of the Public Relations Coordinator, be given to members of the media in hopes of procuring a review or additional publicity for the production and the theater in general.

Complimentary tickets will be given to the ACT and Patio judges by placing two tickets in the judging packets they pick up at the Box Office window.

The General Manager may also honor requests from Charities, School Groups and other community organization with two complimentary tickets upon receipt of a written request.

CONCESSIONS

(Treasurer, House Manager, Angel Committee Chair)

The concessions stand will be "manned" by members of the Angels Committee and scheduled by the Angels Committee Chairperson. The individuals working each evening are responsible for preparing the food and beverages for sale by arranging them attractively before our doors open. They should arrive one hour before curtain.

See Appendix IV for step by step details for set up and operation of Snack Bar.

The Angels are responsible for providing good customer service and a healthy atmosphere. There should always be at least two Angels so that one may handle food while the other handles the money.

Angels are also responsible for restocking the refrigerating and notifying the Treasurer of any supplies that are running low. If any volunteer has difficulty lifting or otherwise performing the tasks necessary the Director on Duty or House Manager should be called on for assistance.

The concessions are actually given to our guests on a suggested donation basis. The suggested donations are treated as listed prices and are posted on the side of the refrigerator.

Concessions should be ready to operate as soon as the house is opened and during any intermissions.

The concessions area must be cleaned each evening. Cleaning can be delayed until the close of the show each night so that the Angels may enjoy the production. A detailed explanation of how to open, operate, and clean up the concessions area is posted on the frig and can be found in Appendix IX a-b of this procedures manual.

COSTUMES COORDINATOR see WARDROBE COORDINATOR
(Technical manager/1st Vice president) [ARLENE DARDEN]

COSTUME DESIGNER see PRODUCTION PACKET

COSTUME MEASUREMENT FORM see PRODUCTION PACKET
appendix IX

DIRECTOR see PRODUCTION PACKET

DIRECTOR LETTER see PRODUCTION PACKET appendix V

DIRECTOR ON DUTY (D.O.D)
(To be shared by all members of the BOARD)

Arrive to theater at least on hour before curtain. Help to trouble shoot, greet patrons, and keep operations running smoothly. This position is responsible for the smooth running of the performance and the comforts of the patrons. The Stage Manager and Director are responsible for the activity behind the curtain.

Before the Show:

1. Put signs out to advertise show
2. Unlock back door gate for fire safety
3. Tape open bathroom doors on both floors
4. Be sure entry way is clean

5. Help Box Office person check the number of seats available in the house and place ADA and group reserved seats
6. Put on name tag
7. Open door for patrons after checking with Stage Manager, usually about 30 minutes before curtain
8. Help people find seats
9. Make sure phone has been turned off about 5 minutes before curtain
10. Move ticket box in to the office when show is ready to start
11. Close curtain to Lobby
12. Close outside door, put up performance in progress sign
13. On Cruisin' Grand nights put up Quiet Please sign on outside of door

During Performance:

1. Keep door closed
2. Watch for disruptive individuals inside and outside the theater and attempt to keep all situations controlled
3. Seat late comers only if it will not disrupt the show, otherwise ask late patrons to wait
4. Make sure donation box is set up before intermission begins

At Intermission:

1. Open curtain to Lobby
2. Assist any patrons who need help coming down steps, getting wheel chairs, strollers, walkers, etc.
3. Look out for challenges in patron comfort, restrooms, weather, concessions and other situations.
4. Ring bell and otherwise give patrons a two minute warning
5. Help patrons return to their seats
6. Close curtain to Lobby before next Act begins

After the Show:

1. Open curtain to Lobby
2. Have season brochures (especially early in season) and current flyers ready for patrons to take on their way out
3. Remove tape from bathroom doors on both floors and make sure they are locked
4. Lock the back door gate
5. Turn the phone back on
6. Bring in the signs
7. Collect and take out the trash
8. Assist Angel Committee to restock concessions
9. Notify Stage Manager or General Manager of any concerns

In case of an emergency the Director on Duty should decide what course to take, call 911, call the General Manager, Police Department, etc. If the show must be stopped confer with the Stage Manager first and then notify the audience. Advise the audience of the situation and provide necessary directions.

DISPLAYS

(Public Relations Coordinator, Website Manager, House Committee)

Banner sign needs to be kept cleaned. (House manager)

Rolling electronic sign needs to be updated regularly (Secretary, PR Coordinator, Producer) The programming device for the Moving Message lighted sign is kept in the lower left hand drawer of the box office desk. Take the back panel out of the northern front window and unhook the sign from its supporting chain. Place it on a chair or table and insert the connection cord from the programmer into the slot behind the sign. To stop the sign, press STOP, then press PROGRAM. DEL to delete existing letters, then spell out the desired letters, using the keypad. Experiment with the different features to regulate speed, wipe, rotate, and so forth to achieve special effects. When finished, press RUN and check for errors and omissions. Then hang the sign in the window and replace the back panel. See Appendix VI

Sign Boards need to be updated for each show (Producer)

Window (Producer)

DONATION FORMS

(Treasurer or Producers)

See Appendix VII for the form to be used to acknowledge, for tax purposes, a donation to Patio Playhouse for an individual or business making a contribution. It is also intended to express gratitude.

EDUCATION COORDINATOR-See YOUTHEATRE CHAIR

ELECTIONS

(2nd VP, Outreach Coordinator, and Secretary) Refer to bylaws section 2.2.1

A nominating committee of no less than three members with the 2nd VP as the chairperson shall present to the current Board of Directors a slate of candidates at least 45 days prior to the elections. The election will take place at the General Membership meeting, typically in late June. The slate must contain at least one person for each office and at least 15 individuals for Members at Large. Nominations will be open until the elections. Nominations can be made from the floor if nominees are eligible.

Ballots should be printed and mailed to the General Membership within one week after receiving approval. This mailing should also announce the General Membership meeting and encourage attendance. The Treasurer will collect these ballots from

the post office and keep them safe until they can be counted at the June meeting. Election shall be by plurality of the members who voted by mail or in attendance at the meeting.

As stated in the bylaws, the newly elected officers take office immediately. "Immediately" is defined as meaning July 1, the same date that the new season begins. [amended 2007-2008 season.]

The Executive Team Managers (General Manager, Artistic Manager, and Technical Manager) may be appointed by the new Officers anytime after July 1, but no later than the July board meeting, at a time and place determined by the new President. Refer to bylaws section 2.2.1.1 for criteria for Manager selection

FUND RAISING COMMITTEE

(1ST Vice president)

Chairperson Brenda Townsend

Purpose: Investigate methods of raising funds beyond box office, ad placement and memberships. Includes but is not limited to activities like raffles, rummage sales, Street Faire, auctions, grant development, and phone solicitation.

Partners: Publicity Committee

1. Develop, plan and implement fund raising activities.
2. Solicit advertising for the program, working with the Public Relations Coordinator to assure that all information is properly compiled and completed prior to the first production of each season.
3. Assist the General Manager and Treasurer with membership and season ticket drives.
4. Solicit for grants, donations by researching foundations and determining specific areas to use grants and other funding.

GENERAL MANAGER

(General Manager)

This position is appointed by the Board. Refer to 3.3.4.6 of the By Laws

All projects report to the General Manager to maintain communication between all activities of Patio Playhouse. The General Manager does not create policy but rather suggests operation procedures subject to Board approval and encourages all individuals to honor Board policy.

Change lock codes on theatre, office, and annex periodically to insure security. Give new codes only to individuals with a current need for entry. This will always

include the Officers, Concessions Coordinator, current Stage Manager, current Producer, current Director, Graphic Artist, Public Relations Coordinator and Executive Team Managers.

Disburses complimentary tickets and 2 for 1 tickets to Producers for each production, and any others, including charities and other groups, as deemed reasonable.

HISTORICAL COMMITTEE

(Secretary)

Chairperson: Gretchen Pili

Purpose: Archive and display past Patio productions and events. Create and maintain notebooks to place on display in bookcase in lobby showing press releases, head shots and other interesting information about Patio Playhouse history. Collecting newspaper clippings, programs, posters, and other memorabilia for patio playhouse productions and other activities.

Partners: Secretary
All Producers
House Committee
Angels Committee

HOUSE CARE COMMITTEE

(House Manager/Angel Coordinator)

Chairperson: Helgard Deuel

Purpose: Keep audience area, dressing room, kitchen and other common areas useable. (This does not excuse production cast and crews from cleaning these areas before during and after productions. Every production will be considered a member of this committee during the run of their show.) Mopping, sweeping, wiping surfaces, notifying House Manager/Treasurer when supplies of toilet tissue, paper towels, cleaning materials and other supplies run low. Emptying trash. Notify Treasurer when recycling piles up.

Partners: Angels Committee to insure clean area and supplies for concessions
Backstage Committee