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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

(Reports to Treasurer)

Chairperson – Position open

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

(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

No one is to enter the annex alone. Plan ahead so that the TM or designee can accompany anyone pulling or returning items. Appoints can be made through the TM. Keys will be collected from individuals in possession. Code will be made available to people on as needed basis. Only the TM and GM should have personal keys. [Voted on August 17, 2008, effective immediately]

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 Manager, 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 [modified to 5 point system May 2010]

1	=	Did little acting; missed lines; not in character
		Showed little in role; mechanical; lacked understanding
2	=	Adequate, but that's all. Brought little to role. Not ready, but trying for characterization.
		Pg 5
3	=	Average performance. Knew lines. May have lacked necessary skill,

		timing or direction to totally believable and consistent.
4	=	Person has brought something to the role. Believable, good timing and well prepared. Well above average. Good overall performance.
5	=	Excellent pace, timing, character. Clear, consistent and relating to rest of cast. 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, Production generally poor. Slow pace. Miss-casting. Awkward blocking
2	=	Two or three actors carrying show. Number of bad scenes. Missed lines
		Casting uneven. Pace and timing fair. Some weak scenes. Some major problems
3	=	Casting adequate. Major roles good. Minor problems.
	=	Production moves well. Most scenes well done. Characterization good
4	=	Most problems resolved. All scenes at good level performance. Needs only minor work.
	=	Better than average production. Might have need a little more editing or rehearsal time.
5	=	No problems, meaning and intent clear. Production consistent
	=	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: Steve 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

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Annex Committee
All Production Staff

BANQUET COMMITTEE

(Second VP/Artistic Manager)

Chairperson: Richard Brousil

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, etc.

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 /Treasurer/House Manager)

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]
also active military with ID, students with ID
 - 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. ArtsTx exchange for "real" ticket
 - g. Comps for judges and media
 - h. Cast/Crew comps good for only the first two weekends
 - i. Non reservation student - \$7, subject to availability, wait until 10 minutes before curtain for discount only if seats are available [\[amended 2008\]](#)

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 [Peggy Schneider]/House Manager [Jennifer Haaff]

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. Keep 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
GM to create tickets and vouchers
Secretary to create list of production box office/DOD staffing
Office Committee for condition of the office and copying needs
ACT Rep for judging forms

Members: Peggy Schneider Gretchen Pili
Steve Rich Julio Mas
Kelli Harless Lynnea Weissman
Kevin Jones Steve Warrick

B. House Care Committee Reports to House Manager [Jennifer Haaff]/Angel Coordinator [need position filled]

Chairperson: Steve Rich

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

Members: Peggy Schneider Gretchen Pili
Steve Rich Helgard Deuel
Kelli Harless

C. Backstage Committee Reports to Technical Manager [To be filled]

Chairperson: Steve 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

Members: Peggy Schneider Gretchen Pili
Miranda Porter Vesta Gleissner
Stephen Rich Kelli Harless

D. Annex Committee Reports to Technical Manager/First VP

Chairperson : Frank Gutierre
Purpose: Maintain storage annex as a useable resource. Insure proper storage of costumes and props. Organize work parties at least 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

Members: Peggy Schneider Gretchen Pili
Miranda Porter Brenda Townsend
Frank Gutierre Kelli Harless

E. Publicity Committee Reports to 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

Members: Kevin Jones Gretchen Pili
Peggy Schneider Judy Conlan for newsletter
Stephen Rich Jim Clevenger
Jennifer Haaff Kelli Harless

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 phone solicitation.

Partners: Publicity Committee

Members: Brenda Townsend Gretchen Pili
Peggy Schneider Jim Clevenger
Kelli Harless

G Youth Committee Reports to Artistic Manager/First VP

Chairperson: Brenda Townsend

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

Members: Peggy Schneider Gretchen Pili
Mary Bright Kelli Harless
Brenda Townsend Jim Clevenger
Sandy Tate (Per LW)

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)

Members: Gretchen Pili Peggy Schneider Connie Boyd Kelli Harless

I Play Reading Committee Reports to Artistic Manager

Chairperson: Jim Clevenger

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 October of previous season so that the next season can be approved by the Board in November, dates determined and rights procured in January, brochure created in March 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	
Members:	Peggy Schneider	Gretchen Pili
	Steve Rich	Julio Mas
	Jim Clevenger	Steve Warrick
	Dick Gant	Connie Boyd
	Kelli Harless	

J Office Committee Reports to Secretary/House Manager

Chairperson: Jennifer Haaff

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

Members:	Gretchen Pili	Peggy Schneider
	Dan Townsend	Steve Rich
	Kelli Harless	Frank Gutierre

K. Angels Committee Reports to Treasurer

Chairperson: open position

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

Members:	Helgard Deuel	Kelli Harless
	Peggy Schneider	Gretchen Pili

L. Banquet Committee Reports to Second VP

Chairperson: 2nd VP or appointee

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

Members:	Peggy Schneider	Gretchen Pili
	Steve Rich	Helgard Deuel

Brenda Townsend Kelli Harless

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

Members Helgard Deuel Kelli Harless
Peggy Schneider Gretchen Pili
Dick Gant Jim Clevenger

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

Members: Gretchen Pili Peggy Schneider
Kelli Harless Dick Gant

O. Internet Technology Committee Reports to General Manager, Artistic Manager, Publicity

Chairperson: Frank Guttiere

Purpose: Keep our computer running smoothly, maintain internet security, keep us up to date with social networking, maintain our website, create and update database, advise Board on innovations in technology

Partners: All committees, especially publicity

Members: Peggy Schneider Kelli Harless
Dan Townsend Jennifer Haaff
Chris DeArmond Jim Clevenger
Rick Ashcroft Judy Conlan
Gretchen Pili Kevin Jones

COMMUNITY OUTREACH COORDINATOR

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

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 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) [Miranda Porter]

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) [Amended May 2011]
(To be shared by all members of the BOARD)

1. Arrive AT LEAST 60 minutes before curtain and plan to stay about 30 minutes after the show.

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PRESHOW:

2. Put out the sign boards – one in front of Patio and one on corner of Grand and Kalmia
Make sure arrows face toward theater on both signs
3. If Friday, take updated Yahoo sheet of reservations to parking lot crew. This can be

- printed off the Yahoo website or copied from the copy the Box Office person has
4. Make sure bathrooms are taped open so key is not needed. Check condition. Let VINZ know if there are any problems. Patio can provide toilet tissue if necessary from our bathroom stash.
 5. Check that theater is clean:
Lobby – trash cans useable, floor clean, tables tidy and up to date
Audience area – seat streamers straight and on correct seats, floor and chairs clean
View through concessions window – cover if you can't remove eyesore
If there's anything major you can enlist help from stage manager
 6. Unlock back door and gate for fire safety
 7. Check that exits are safe = both exit lights are on and pathway is clear. Is fire extinguisher hanging up?
 8. Is thermostat set at 72 degree? Turn on heater/cooler, fan set to automatic, not to on.
 9. Fold programs if necessary
 10. Bring ticket podium out to where you or your partner will be collecting tickets and handing out programs.
 11. Stash a flashlight in the podium in case it is needed. Should be one in the office. Locate intermission bell and stow where you can find it.
 12. Put on a name tag or an "ASK ME I'M THE DOD" button so guests know you
 13. Ask Stage Manager how you can help him/her if necessary. Wait for Stage Manager To announce it is OK to "open" doors for the guests to enter. **Keep door closed to Help air conditioning work. [Amended May 2009]**
 14. About 10 minutes before show remind VINZ we are performing. Request outside speakers to be turned off. If there's a band the volume should be low.
 15. If you have any time offer help to the box office person and/or concessions.
 16. Greet guests as they enter, take tickets [or bring a friend to do that], help guests find their seats. Point out trip hazards. Be prepared to trouble shoot.
 17. Close lobby curtain before show starts.
 18. If show doesn't have a recorded announcement** present a quick "No cell phones, No flash, No video taping, location of bathrooms, exits, etc" and plug membership.
 19. Turn off AC unless director/stage manager has indicated it should be left on.
 20. Take ticket podium into the office

DURING SHOW

21. Help with late arrivals
22. Stay alert to noise levels, guest behavior, anything that could interfere with the quality of the performance.

INTERMISSION

23. Open lobby curtains and open door
24. Point out restrooms
25. Help keep the lobby traffic flowing
26. Turn on air conditioning if needed
27. Be available to sell/discuss membership/season tickets especially if box office person did not stay to see the performance
28. Watch for people who may be in restroom as intermission period nears end. Advise

- Stage Manager. Ask if your help is needed backstage.
29. Continue to monitor activity and noise at VINZ
 30. Are bathrooms still OK?
 31. Ring the bell to signal time to return to seats
 32. Help guests return to their seats
 33. Close lobby curtains
 34. Turn off air conditioning depending on Director/Stage Manager input

DURING SHOW – same as before

AFTER SHOW ENDS

35. Thanks guests for attending
36. Help guests exit safely
37. Be prepared to sell/discuss season tickets/membership
38. Early in season hand out brochures
39. Clean theater – empty and take out trash if you feel safe doing so.
40. Lock back gate and door
41. Bring in sandwich boards, store against window, not walls
42. If VINZ is closed remove tape from bathrooms, otherwise it can stay
43. Turn off heater/air conditioning
44. Check with Stage Manager regarding which of you will lock up the theater
45. Double check that safe is locked
46. Make sure the phone is turned ON
47. Help stock refrigerator
48. Encourage concessions staff to clean up, including cleaning coffee makers and warmers.
49. If concession staff left without cleaning please clean for them and notify Melissa Farlow to follow up on their training.
50. If the box office needed to remove chairs to assist ADA patrons, return chairs to audience area.

THANK YOU

** We really should try to always have a DOD recorded announcement as some folks who DOD are not comfortable with this duty. Some folks are more effective than others. Recorded option needs to be kept handy. Peggy has created one and can update it if needed. Please find and keep in booth so it can be used if necessary. Arrive to theater at least one hour before curtain. Help to trouble shoot, greeting 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.

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 (Publicity Coordinator with 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. Pg 20

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 normally 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

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

HOUSE MANAGER

(House Manager)

This position is appointed by the Board. Refer to 4.4.1.3 of the By Laws

The House Manager will coordinate and maintain communication with those individuals, committees or groups which function for the physical and financial benefit of the organization. Examples include but are not limited to: Artistic Manager, Volunteer Coordinator, General Manager, Treasurer, and Stage Manager of each production; including visiting organizations or individuals. The goal is to consistently maintain a safe and clean facility throughout the season.

JUDGING - SEE AWARDS COORDINATOR

JUDGING COMMITTEE

(Artistic Manager/Awards Coordinator)

Chairperson: Helgard Deuel

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

Partners: Secretary
Banquet Committee
Box Office Committee
ACT Rep

KEYS

(General Manager)

Keys to main door, office, and annex are kept in lock boxes located near the box office window, in the mail closet, and the annex. These boxes can be opened using codes which the General Manager will maintain. Individuals wishing to have keys to keep must request them from the General Manager who will in turn poll the opinion of the Board before assigning keys. No copies of any keys should be made without the authorization of the General Manager.

LENDING AGREEMENT see Production Packet Appendix XII

LIGHTING DESIGNER see PRODUCTION PACKET

LOBBY

(Technical Manager, House Manager, General Manager)

The lobby is the first thing our patrons see. It should be kept clean and attractive at all times. Access to the concessions stand, theater seating, office, and exit must be unobstructed and safe. Nothing should be placed on or against the wall without the approval of the Technical Manager. (See Signage.)

Directors and Producers may want to decorate the lobby to provide ambiance for their specific production. This is permitted and even encouraged as long as the above conditions are honored. Proposals for lobby decoration must be submitted to the Technical Manager, House Manager, and General Manager at least two weeks before the lobby decoration can begin. All three managers must agree that the proposal is appropriate or they may request modifications or veto the project entirely.

MEETINGS

(President)

Typically, held the third Sunday of each month at 6:30 p.m. in Escondido. President can ask Board to alter the schedule. Year's meeting schedule should be posted on the website. See bylaws 2.2.4 & 2.2.5

President will determine agenda items and run the meeting. Typical agenda should follow Robert's Rules of Order. See Appendix IX

MEMBERSHIP

(Secretary, Treasurer)

Membership in the Patio Playhouse will be given for various levels of donations. The following are current levels of donations and type of membership available.

\$ 25	Supporting	Vote for Board of Directors, Vote for awards, Mailing Newsletter,
\$ 50	Patron	Supporting plus one complimentary pass
\$ 100	Sponsor	Supporting plus two complimentary passes
\$ 250	Sustaining	Two sets of season tickets
\$ 500	Benefactor	Sustaining plus two tickets to award banquet
\$1000	Producer	Benefactor plus ¼ page ad
\$2000	Mogul	Producer plus private Thursday performance

[Subject to availability for show of choice, Kalmia only](#)

Multiple members living in the same household may receive separate ballots if their membership level breaks down to at least \$25 per ballot received at that address. Membership information should be included in the season brochure, all programs and all newsletters.

The secretary should maintain, or arrange for someone to maintain, a record of members, their membership levels, and address on the computer. Membership is not prorated and runs from July 1 to June 30 each year. Membership requests received after March 1 will be applied to the following year. [\[Modified May 2010\]](#)

MEMBERSHIP GALA

(Artistic Manager, 2nd Vice President)

In the month of June the regular Sunday Board meeting will be replaced by a Membership Gala to be held in the late afternoon of the 3rd or 4th Saturday. The purpose of this Gala will be to elect new officers and to inform the members of the new season. Brochures, membership cards and season tickets/vouchers will be available. Ideally, short scenes from each production will be presented, light refreshments served Page 24

MEMBERSHIP/VOLUNTEER COORDINATOR

(Reports to Treasurer)

Shall be responsible for Membership/Volunteer information. Refer to section 4.14.1 of the bylaws.

The Membership/Volunteer Coordinator shall be responsible for keeping the volunteer data base up to date, advise of the availability of volunteers for specific tasks and shall be responsible for encouraging membership and active participation in the functions of Patio; and for passing applications for membership to the Treasurer. The treasurer will collect and process the funds involved, record the membership information and return the information to the Membership/Volunteer Coordinator for processing again. The records of the Membership/Volunteer Coordinator and those of the Treasurer will act as a check and balance to maintain the accuracy of the current membership/volunteer list.

The Membership/Volunteer Coordinator shall be responsible for presenting a slate of 10 to 30 potential Advisory Board Members for Board approval at the first Board meeting following the election.

NEWSLETTER

(Public Relations Coordinator)

The newsletter should be created electronically and made available via the postal service and through our website www.patioplayhouse.org to anyone expressing any interest in Patio Playhouse. It is intended to give current, interesting and pertinent information to the membership and others on the mailing list regarding Patio Playhouse activities, plans, status and meeting times and locations. It is best if it is sent two or three weeks before auditions so that audition information can be included and avoid additional mailing expenses. Each member of the Board of Directors and/or their committees should be solicited for material to be included in the newsletter.

OFFICE COMMITTEE

(Secretary/House Manager)

Chairperson: Jennifer Haaff

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 doors, card stock for creating tickets, scotch tape, writing implements, printer ink cartridges, DOD badges and the like.

Partners: Box Office Committee

Backstage Committee

PAINT [added Sept 21, 2008 meeting]

In an effort to protect the environment of both the planet and the theater's plumbing Patio Playhouse uses only Latex based paints. All painting supplies [rollers, brushes, mixers, etc.] should be allowed to dry thoroughly and then be thrown away in the regular trash. Do not wash out these items. A huge amount of potable water is lost in attempting to clean these items. The plumbing might be affected. Latex paint when thoroughly dry does not present a danger to the environment and after drying is not a problem in the water ways or landfills. Drying and tossing is our policy.

Absolutely never pour anything involving paint, solvents or any non- edible item in the kitchen sink.

If anything spills or splashes in the kitchen sink or on the walls clean it immediately so the sink and walls are not stained. Remember we serve food.

PERFORMANCES - see PRODUCTION PACKET

PHOTO CALL see PRODUCTION PACKET

PLAY READING COMMITTEE

(Artistic Manager)

Chairperson: Jim Clevenger

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 so that season can be approved by the Board in October, dates determined and rights procured in early April, 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

PLAY SELECTION

(Artistic Manager)

Play selection for the next season should begin shortly after the close of the first production of the current season. The Artistic Manager will determine how the plays are selected and how the Play Reading Committee will assist in the process. The following steps are suggestions only:

1. By the end of April of the previous season individuals interested in assisting with the process should be informed of any special considerations for the next season and encouraged to submit at least three plays they would like to see done at the theater.
2. In June of the previous season potential Directors should be asked to look over the list of submitted shows and indicate any they have a strong preference for and the dates they would be willing to direct.
3. Early in August of the previous season the Play Reading Committee should begin discussing the merits of the shows and begin eliminating some plays in favor of others. It is suggested that Patio Playhouse plan to produce 5 to 6 adult shows running 4 to 5 weekends each, and 2 to 3 youth shows running 2 to 3 weekends each, along with “specials” that only run a few days. The goal should be to provide a well-rounded season with various types of shows. The following categories are suggested: Musical, Comedy, Drama, Classic, Melodrama/Farce, Mystery/Thriller. The marketability and commercialism of each play should be considered and discussed.
4. All plays that remain for consideration after this process should be read by at least three members of the Play Reading Committee during the next 6 weeks and evaluated. See appendix X for Play Evaluation form.
5. Between mid August and early October of the previous season meetings should be held to discuss what plays should be included in the season.
6. The audiences for one show might be polled to get our patron’s opinions on the season.
7. In early October of the previous season the Artistic Manager should determine the season and suggest dates. The Board of Directors should have the opportunity to discuss and approve the season at the October meeting of the previous season.
8. Once the Board of Directors has approved the season the Artistic Manager should secure the rights, notify all the directors and begin creation of the season brochure, remembering to include membership and season ticket information. There should be a place to write name, address, and phone number.
9. Directors should be encouraged to present a short scene from each play at the Saturday member’s gala in June. Brochures should be available at that meeting.

POSTERS

(Public Relations Coordinator)

Posters, fliers and quarter page handouts, should be ordered for all productions. Preliminary designs should be submitted to the Director prior to the auditions, with a final draft ready to take to the printers at least three weeks before opening and ready to be sent on the internet.

It is suggested that the same graphic artist be responsible for the actual production of all posters for a season to assure continuity and to avoid communication lapses.

Posters should include:

Patio Playhouse Community Theatre proudly presents....

Our location

Performance dates and times

Author's name (consult contract for size of print and other legalities)

Publisher (consult contract for size of print and other legalities)

Director

Producer

Ticket prices

Reservation information like Box office hours and phone number

PROGRAM BIOGRAPHY FORM see PRODUCTION PACKET APPENDIX XI

PRESIDENT

(President) [Kelli Harless]

The President shall preside at all membership meetings, at all meetings of the Executive Committee and of the Board of directors and shall perform such duties as may be assigned by the Board of Directors or prescribed in the by-laws or procedures manual. In order to qualify for the office of President the candidate must have served on the Board of Directors for at least two of the previous ten years to the date of the candidate's election to the office.

PROCEDURES MANUAL

This procedures manual is intended to support the by-laws by defining the various positions and functions with Patio Playhouse in a detailed but simple to understand format. While the by-laws require a 2/3 vote to change and should seldom be modified, procedures will probably change with regularity as our Board and facilities change. A simple majority vote can amend anything in the procedure manual. Items that relate directly to the authority of any given committee or voted office can be changed simply by that committee or officer submitting a report to the Board during any Board meeting.

The General Manager will notify the Secretary of all approved changes and it will be the responsibility of the Secretary to maintain an up to date copy on both computer disk and hard copy in the office. The procedure manual should be easily accessed by any

interested party. Individuals can copy the manual as his/her expense. Voting members should receive a copy at Patio's expense when they first are elected to office and encouraged to modify their copy as changes occur.

PRODUCTION BALANCE SHEET see PRODUCTION PACKET APPENDIX XII

PRODUCTION BUDGET see Treasurer for yearly budget

PRODUCTION DEFINED (versus rehearsal)

An event is no longer a rehearsal if:

1. Cast is in make up and costume, lights, sound and prop crews are required to participate, more than 20 minutes of the play is performed, and more than 10 people who are not part of the cast and crew are present.
2. We charge admission or ask for donations
3. So many guests are expected that a DOD is necessary

All productions are subject to royalties.

Adding an additional production night to the schedule, even if it replaces a rehearsal night, requires Board approval.

The only exception to the above is the tradition of an invitational dress the final rehearsal before opening.

PRODUCTION PACKET see separate section of this manual

PROGRAM ADVERTISING

(Fund Raising Coordinator, PR Coordinator, Treasurer)

All voting members should try to sell advertisements which will appear in the program. The proceeds of these sales are intended to defray the cost of printing the program throughout the season. Currently advertisements are changed with the second production of the season and remain in the program for one year.

By the closing performance of the final show of each season the Treasurer should send an invoice to current advertisers and ask them to renew their advertising. If a new ad is required that information needs to go to the PR Coordinator for the creation of an ad and determination of where it should be placed in the program.

A copy of the second program of the season should be sent to each advertiser.

Business card.....	\$100
Quarter page Ad.....	\$150
Half page.....	\$300
Full page.....	\$500

PROGRAM CREATION

(Public Relations Coordinator/ Producer)

Typically a program will consist of three double sided 8.5 by 11 sheets of paper. The outside page will be colored paper, perhaps of a slightly heavier stock than the inner pages. The outer page will be the same for all Adult productions in the year. The top side will display the same art work as the production poster. The other 4 sides should display text and art work purchased by advertisers. The inner most page should include the cast, production crew list, special thanks, and a synopsis of scenes, [see appendix XII Production Packet]. The pages between the front cover and the cast list should display Patio information such as Board members, advisory members, general membership, ACT information and Director's notes. The pages from the production crew to the back cover should display short biographies of the cast.

Variations of the above design may be needed depending on the necessary content. An additional page may be need for a very large cast or if we are fortunate to sell a large number of ads.

Remember to include ¼ page ads from producer level members in the ad section of the program.

If spaces remains photos of the production may be displayed on the back cover.

PROPERTIES COORDINATOR

(Technical Manager, Chairperson of Annex Committee)

This position is appointed by the Technical manager and will be part of the Annex Committee and Technical Staff.

Duties shall include:

- 1) Maintain organization of the properties and set piece storage areas. Keep the areas clean and accessible.
- 2) Keep an inventory of properties and set pieces. Periodically, go through to sort out those items in need of repair and those items that are unusable and can be discarded.
- 3) Develop and implement, with the Technical and Artistic Managers, procedures regarding renting and lending of properties and set pieces.
 - a. Outside groups borrowing Patio Playhouse materials must leave a credit card number or \$200 to insure the return of items promptly and in good condition.

b. Patio staff is expected to return all items in a timely fashion and in good condition to the area in the annex where each item was originally found.

4) Be available to assist Properties Managers and other crew members of each production, to familiarize them with the annex facility, organization and procedures so that organization may be maintained.

PROPERTIES MANAGER see PRODUCTION PACKET

PUBLIC RELATIONS COORDINATOR

This position is elected by the general membership to the Board and then appointed by the Executive Committee. Refer to 4.4.1.7

This is a voting position of the Board and shall be responsible to:

1) Develop and maintain procedures regarding publicity for each production. This position shall also be responsible for implementation of these procedures including publicity photos, press releases for newspapers and periodicals, radio and television P.S.A.s and paid advertising done by Patio Playhouse. Deadlines should be established, communicated and enforced. The publicity budget for each production is around \$400.

2) Develop and pursue promotional avenues for Patio Playhouse as a theatre organization.

3) Give input to a newsletter to be sent to members, volunteers, season ticket holder, etc. containing relevant news of Patio playhouse activities and general points of interest.

4) Shall be responsible for working with the media and any other related private and public/community organizations as may be appropriate to promote awareness of Patio Playhouse functions and goals, subject to Board approval. The PRC shall be responsible for advertising and disseminating information approved by the Board subject to budget approval and available funding. The PRC will be responsible for the creation of the individual programs for each production.

5) All Patio mailings should say "Return Service Requested"

PUBLICITY COMMITTEE

(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

PUBLICITY DEADLINES

(Public Relations Coordinator)

The following deadlines and guidelines should be adhered to when doing the publicity for each production:

- 1) Calendar releases – Ten weeks prior to the opening of a production. This release should contain a brief description of the show, the name of the Director, production dates, performance times, ticket prices, and the Box Office number.
- 2) Newsletter Audition notices – Two weeks prior to the audition dates.
- 3) Final Press Releases – Three to four weeks prior to the opening of a production. Photos should be sent to the major newspapers and offer of complimentary press passes. This release should contain a brief description of the show, the name of the Director, a list of cast members, production dates, performance times, ticket prices, and the Box Office number. Be sure to mention Reservations are Required.
- 4) Program information – Two weeks prior to the opening of each production.

See Production Packet:

- Photo Call
- Program Information
- Audition Notices

RENTAL CONTRACT – SEE APPENDIX XIV

RENTAL PROCESS

(Artistic Manager, General Manager)

Patio Playhouse is available to the community as a rent space for meetings, parties, plays, musicals, recitals or other events. The going rate is \$50 per hour with a cap of \$150/day. The Board can vote to modify that rate depending on previous experience with the renter or other factors the Board finds relevant. The renter must agree to, and sign, a rental contract.

Before allowing an outside group to rent the theater all precautions must be taken to insure the quality of Patio's season. The Artistic Manager, General Manager and Board of Directors will consider rehearsal needs, construction time, and other needs of the Patio Productions before giving up time and space to another entity. Page 32

See appendix XIV

RESERVATIONS PROCESS

(Treasurer and Box Office Committee Chairperson)

Committee members will divide up the week, each individual taking responsibility for checking reservation related messages on the phone, email, and Ticketleap site on a specific day.

The Box Office Chairperson will set up a notebook page on our Yahoo account and ticket sales on our Ticketleap account.

The reservations will be recorded on the Yahoo page. The committee members will call back our patrons to confirm the reservation and notify them of any special circumstances like Street faire or Cruisin' Grand. Remind our patrons that we have open seating, specific seats can be arranged for ADA appropriate situations and groups of 10 or more., box ooffice opens 45 minutes before the program starts. The door opens 30 minutes before the show starts. See appendix II a-b

The Box Office Chairperson will assign seats to Patrons based on ADA concerns, Season ticket holders, Ticketleap and other prepaid tickets,date of reservation. {modified April 2010)

RIGHTS TO SHOWS

Rights to shows should be procured as soon after the Board approves he season as possible. Deposits for every show of the season should made as soon as possible after that.

SCHOLARSHIP COMMITTEE

(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)

SCRIPT LIBRARY

(Secretary, Artistic Manager, Office Committee)

The library of scripts and theatre books are kept in the Box Office, in alphabetical order by the title of the play. The theatre information books are kept separate from the scripts.

Scripts and books may be checked out by the following procedures:

- 1) Choose the script(s)/book (s)
- 2) Fill out an “OUT” index card and include the following information:

Name of the script/book
Name of the person checking it out
Telephone number
Date removed from office

Materials checked out should be returned within two weeks.

SEASON

(Artistic Manager)

The Patio Playhouse season shall begin and end around the 1st of July each year. It contains a total of six to twelve productions, including five to six adult productions, two to three Youth productions and two to five “Special Fund Raisers”. Adult productions will run for four to five consecutive weekends with Friday night, Saturday night, and Sunday matinee performances and possible Thursday night performances. Youth shows may have performances during the week for school groups at Patio Playhouse or traveling. Youth theatre will typically run for two or three weekends Friday and Saturday nights and Sunday matinees. Specials may run for only one day or as long as two weekends. Specials may also travel to other locations.

The adult season is selected by the Playreading Committee as determined by the Artistic Manager. The youth season is determined by the Youth Committee. Specials are submitted by interested members and approved by Board vote. All dates are determined by the Artistic Manager and submitted to the Board of Directors for final approval.

SEASON TICKETS

(Treasurer)

Patio Playhouse shall offer Season Tickets with the announcement of the new upcoming season. The brochure should be ready for the Membership Gala in June. This brochure should be a professional, eye-catching presentation to be available at the box office and to be mailed.

As orders for season tickets come in the Treasurer will record a list of names and then pass that information on to the Secretary. Season Tickets should remain on sale until the close of the first production. Beginning with the second show season tickets are replaced by season vouchers purchased in the same number for the same cost as the original season tickets.

The current price for regular season tickets is \$60.00. The current price for the senior rate is \$50.00. The season for 2008-2009 will be 6 shows. This means 6 vouchers are also \$60.00 or \$50.00 for regular vs. senior tickets.

SECRETARY

(Secretary)

This position is selected by the general membership vote. Refer to 3.3.45 of the by-laws.

This is a voting position of the Board and shall be responsible to:

1) Take minutes of all Board meetings and special meetings. Copy and distribute to all Board meetings prior to the next scheduled meeting.

2) Keep a current, updated copy of the by laws on file in the box office for inspection by the membership.

3) Handle all correspondence on behalf of the Board.

4) Maintain an updated copy of the procedure manual, after approval from the General Manager, in the box office for inspection by the membership.

5) Staffing box office and DOD for each date of each production or delegate a person to accomplish this task for each show. The Secretary will give this list to the House Manager to post in the box office.

SET DESIGNER see PRODUCTION PACKET

SIGNAGE [modified 2008-2009]

(Technical Manager, Public Relations Coordinator, House Manager, Box Office Chair)

1) Any and all signs displayed where guests can see them will be computer generated and maintained in good condition to present a professional appearance.

2) Care will be taken to protect the surface to which the signs are affixed.

3) Signs will not be affixed to the lobby walls without the approval of the Technical Manager.

4) Regardless of location, if the public sign is temporary and tape is used to affix the signs

a. the tape will be of a cellophane or scotch tape nature, [except for the lobby walls where only painters tape is permitted] and

b. rolled and placed under the sign so that it is not visible, and

c. the sign will be removed as soon as it is no longer needed.

5) Signs on the door to the theater indicating sold out, quiet, do not enter and other common communications can be found in the box office notebook.

SOUND DESIGNER see **PRODUCTION PACKET**

SPECIAL EFFECTS DESIGNER see **PRODUCTION PACKET**

STAGE MANAGER see **PRODUCTION PACKET**

STRIKE PRODUCTION see **PRODUCTION STRIKE in PRODUCTION PACKET**

STUDENT RUSH

Student Rush [\[added November 16, 2008 meeting\]](#)

Individuals carrying student ID may elect to wait to see if seats are available 5 minutes before any show time and pay half the full adult price. Right now that means they would pay \$7.50 for regular shows, \$9.50 for musicals, and \$5 for youth shows. These students would not be placed on any waiting list or otherwise receive seats before other walk up guests who pay full price. If students wish to reserve seats they must pay the full student price which is currently \$12.00 for straight shows, \$15.00 for musicals and \$10 for youth programs. If students are 16 years of age or younger that individual qualifies as a Youth and the price for reserved seats would currently be \$7.00 for all shows. The STUDENT RUSH option represents a benefit for those students 17 years of age and older.

TECHNICAL MANAGER

(Technical Manager)

This position is elected by the general membership to the Board and then appointed by the Executive Community.

This is a voting position of the Board and shall be responsible to:

1) Maintain all stage equipment in working order including lighting equipment (light board, dimmers, instruments, cable, etc.); sound equipment (recorders, speakers, microphones, wiring, etc.); communication equipment (headsets, intercom system, etc); and shop equipment (drills, saws, ladders, paint supplies, vacuum cleaners, etc.).

2) Maintain proper care for stage material and stock such as flats, curtains, set pieces, properties, etc.

3) Maintain supplies for production use including paint, hardware, lumber, muslin, gels, and lamps. Etc.

4) Establish and maintain organization and order throughout the backstage area, specifically the light booth, paint roll up, and annex, as well as the stage itself.

5) Assist in various technical areas, as required, for each production to assure proper care and use of tools, materials, and stock. Also, advise individual production staff of which merchants and other resources to use to obtain needed supplies.

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6) Organize and maintain a technical staff to assist with the above mentioned responsibilities, possibly including specific areas light costume, properties, lighting, etc.

THEATER RULES see PRODUCTION PACKET

THEATER SCHEDULE

(General Manager and Artistic Manager) Peggy Schneider Jim Clevenger

A calendar of all Patio Playhouse events including but not limited to rehearsals, performances, meeting, work parties, outside rental groups, and special events shall be maintained by the Artistic Manager and displayed for all interested parties. The calendar should not be altered by anyone but the Artistic Manager or a person designated by the Artistic Manager. One way to do this is a write protected calendar program similar to what is provided by internet servers like Yahoo!

All changes to the calendar should be approved by the General Manager. A “hard” copy of each month’s activity should be posted in the office and in the kitchen for people who do not have easy access to a computer.

TREASURER

(Treasurer)

This position is a member of the Executive Board and is elected by the general membership. Refer to bylaws section 3.3.3.4.

This is a voting position of the Board and shall be responsible to;

1) Maintain accurate accounting of the Patio assets and liabilities including property, leases, capital, and surplus. This is to include accounts of all the committees and any special projects.

a. Cashflow – indicates how funds are spent/received on a day to day basis

b. Show by show – indicates how each production spent/received funds

c. In and Out – Gross indicator of financial situation for immediate future, usually about 6 weeks ahead

2) Make deposits of all income and disburse funds as necessary.

3) Keep records of all transactions and report to the Board each month. Also reply to any Board member request for information. Documentation should be easily understood.

4) Advise the Board of Patio Playhouse financial status and provide counsel when appropriate.

5) Provide records to outside accountant for tax purposes and to qualify for continued non-profit status.

6) Check the post office box for mail and maintain box fees and bulk mail fees

VICE PRESIDENT – FIRST

(1st Vice President)

This position is elected by the General Membership Refer to bylaws section 3.3.4.2.

This is a voting position of the board and shall be responsible to:

- 1) Fill in during the absence or disability of the President.
- 2) Assist in any capacity as required by the President or the Board of Directors
 - a) Assist the Artistic Manager and Judges coordinator with the yearly awards banquet.
 - b) Assist in funds acquisitions through outreach, grant writing or other activities

VICE PRESIDENT – SECOND

(2ND Vice President)

This position is elected by the General Membership Refer to bylaws section 3.3.4.3.

This is a voting position of the board and shall be responsible to:

- 1) Fill in during the absence or disability of the President.
- 2) Assist in any capacity as required by the President or the Board of Directors
 - a) Solicite individuals interested in running for Board offices.
 - b) Create a ballot for election by April each year and submit that list for Board approval at the April meeting.
 - c) Assist the Secretary with mailing of ballots.

V.I.P NIGHT

(1st Vice President)

Ideally a V.I.P. Night would take place once a year but some seasons lend themselves better to the practice than others. A V.I.P. night is not a rental night. It is intended to increase the Patio Playhouse exposure through civic and private organizations and their leaders.

This event is centered around a Thursday night performance of one of the season productions. Leaders of civic, fraternal, and social organizations as well as city officials and business owners should be invited to attend. This is a complimentary event. A presentation should be made prior to the performance expressing the goal of the evening: Increased support from the community through donations of goods, services, or monies; spreading the word, publicizing Patio Playhouse as a quality entertainment opportunity in Escondido; and volunteerism. Light refreshments should be served, all Board members should be present and a great deal of socializing and networking should occur.

The best timing suggests that a V.I.P. Night should occur in the late spring to coincide with the Membership Gala. Some productions better lend themselves to this type of activity so the available productions should also be considered when decided when and if to hold a V.I.P. night.

VOLUNTEER FORM

(Secretary)

See Appendix XV

This form should be completed by individuals wishing to be placed on the mailing list or those interested in volunteering to assist at Patio Playhouse. It is suggested that these forms be made available for visitors of the theater and their use encouraged to assure that everyone has had an opportunity to volunteer.

WARDROBE COORDINATOR

(Artistic Manager)

This position is appointed by the Technical Manager and shall be part of the Patio Playhouse technical staff. Duties should include:

- 1) Maintain organization of the costumes. Keep costumes clean and accessible.
- 2) Keep an inventory of the costume stock. Periodically, go through and sort out those items in need of repair and those items which are unusable and can be discarded.
- 3) Develop and implement, with the Technical Manager, procedures regarding costume lending and rental.
 - a) Currently all individuals or groups borrowing Patio Playhouse materials are required to fill out a lending agreement [see production packet].
 - b) It is highly recommended that borrowers who do not have an established history with Patio playhouse be asked to make a deposit or leave a credit card number to insure the return of items on time and in good condition.
- 4) Be available to assist the Costumer Designers of each production and familiarize them with the facilities and procedures so that organization can be maintained.

WEBSITE and INTERNET TECHNOLOGY COMMITTEE

(Artistic Manager/Public Relation Coordinator)

Chairperson: Frank Gutiere

Purpose: Keep our computer running smoothly, maintain internet security, keep us up to date with social networking, maintain our website, create and update database, advise Board on innovations in technology

Partners: All Committees, especially Publicity

WINDOW DISPLAY

(Publicity Manager) {Modified 2009-2010 Season}

The Window Display is defined as the outside surface of the windows, visible from the public patio area. This does not refer to the inside surface of the window board. That surface is considered part of the lobby. (See Lobby)

The front window is intended to advertise our season as a whole, highlight the current production, and peak interest in the next production. Due to several factors the amount of space needed for each of these functions may vary throughout the season. It will be the responsibility of the Public Relations Coordinator, or designee in the absence of the Coordinator, to determine how the available space should be shared between these functions.

It is the responsibility of the Directors and Producers to notify the Public Relations Coordinator at least two weeks in advance of any desired use of the window space. The Public Relations Coordinator may deny the proposal, and request modifications.

YOUTH COMMITTEE

(Artistic Manager/First VP)

Chairperson: Brenda Townsend

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

YOUTH THEATRE CHAIR

(Technical Manager / Artistic Manager/First VP)

This position is elected by the general membership and then appointed by the Technical Manager and Artistic Manager.

This is a voting position of the Board and shall be responsible to:

- 1) Represent the Board to the Youth theatre Committee and report on the Youth theatre to the Board.
- 2) Enforce Board decisions as they apply to activities of Youth theatre.