



NEW MINOWA PLAYERS

DIRECTOR RECOMMENDATIONS

Thank you for your willingness to direct a show, and congratulations on being chosen as part of the NMP's season! The following items will help you be successful as a show director with NMP. These recommendations will save you time, headaches, and some frustration. Following them will help make the experience rewarding, fun, and more than likely life-changing for you, your cast, and your crew.

1. **When in doubt, ask!**

This means, lean on others that have gone before you. Ask how they did things. You don't have to follow their entire path. Keep your vision and your passion, but don't be afraid to ask your board liaison, a former director, or a board member. We all learn from each other.

2. **Secure the performance rights to your show.**

Most shows have rights that you must apply for in order to legally perform the show. You will need to determine the dates of the performances before beginning the process. The company who holds the rights to the show will have a form to fill out, generally online. Once NMP has been offered a contract to do the show, you will be securing a check from the NMP treasurer, Carl Peterson (cpeterson914@gmail.com, 563-202-0826). For any additional help, please consult with Sheryl Scheffert (sherylscheffert@gmail.com, 563-379-5738), Aaron Kvale (kvalaa01@luther.edu, 563-517-1064) or Rick Scheffert (spiritofclaypottery@gmail.com, 563-379-5739) Securing the performance rights should be done as soon as you have been notified that you will be directing the show, as long as the treasurer agrees that it is financially prudent.

3. **Decide on your show graphic. :-)**

Several shows have a logo pack that you can purchase. This is a great idea as it gives NMP the rights to use a logo which is already recognizable to others. Deciding on a graphic early is important as it will be used in all forms of publicity. Once this graphic is decided upon, send it to both Mette Hammer (mettehammer@wildblue.net, 563-277-0301) and Sheryl Scheffert (see above) so that it can be used on the website. You also need to share the graphic/logo pack with your production manager.

4. **Seek a Musical Director.**

If you are doing a musical, begin seeking your Musical Director as soon as possible. If you are unsure who to ask, consult your Board Liaison, a Board member, or someone that has directed a musical before at NMP. THIS IS REALLY IMPORTANT!

5. **Find out who your sponsors are.**

New Minowa Players has sponsors for each show. Please consult with Rick Scheffert (see item #2 above) for a list of your show's sponsors and communicate with your production manager to include the sponsors in ALL publicity materials.

6. **Share your progress with the Board.**

Each board meeting has a time for directors to give an update of their show. This is a time to share questions you have, progress you are making, and to make known any needs you have. You are welcome to attend board meetings, but it is not required. If you are unable to attend a board meeting,

please share a brief report with the board president. The Board is here to support you!

7. **Choose your Production Team.**

Roles can include an assistant director, stage manager, production manager, costumer, lighting and sound people, and possibly musicians. The attached document for the Production Team will give you guidelines for their roles.

8. **Your support on the NMP Website and Facebook page.**

Sheryl Scheffert is your contact to ***put items on the website***. This includes show dates, the venue, show credits, the show description (if different from your proposal), audition information, cast lists, and updates about the show. You will also want to share times/dates you are using the NMP building for rehearsals, set/prop creation days, and performances. This is posted on the website and helps others to know when the space is being used for NMP needs.

Sheryl has also agreed to ***do Facebook postings*** for shows; however, some production managers/directors enjoy doing this themselves. There is no right or wrong, just be sure there is a healthy social media campaign. Please communicate your wishes related to social media with Sheryl.

Mette Hammer works with ***pictures and graphics on the website*** and **creates our newsletter**. If you have pictures taken that you wish to have posted or if you wish to have Mette or someone else come and take them, it is best to communicate with Mette about this. Share audition information, cast lists, and show updates with her.

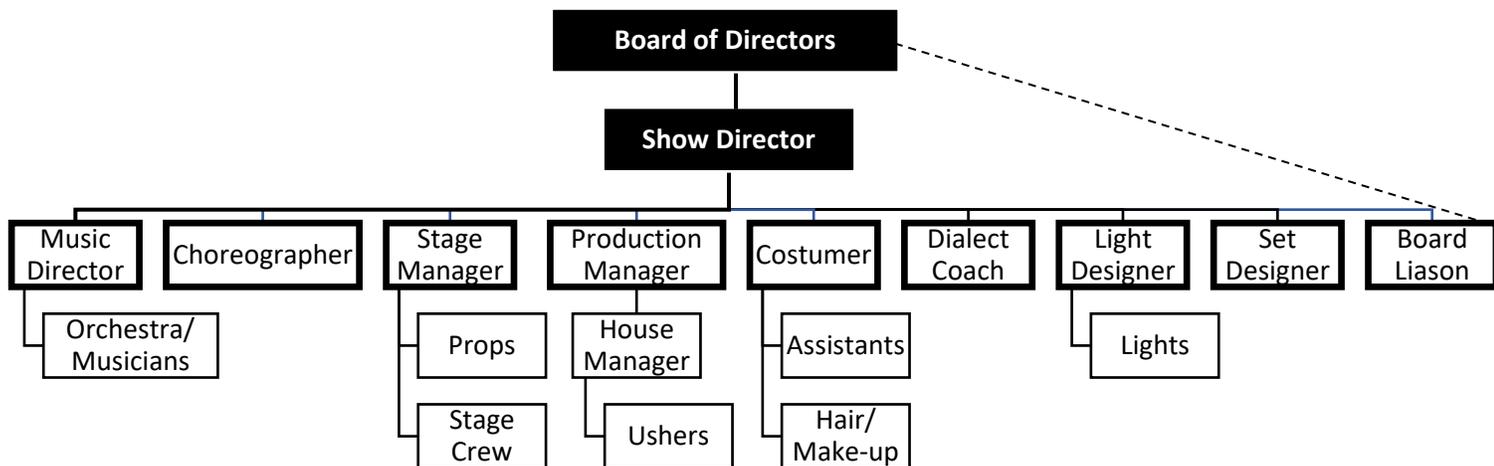
9. **Talk regularly with your Board Liaison.**

A board liaison has been assigned to your show. They cannot be in the show or be doing another role on your production team. The Board Liaison should be invited to all production team meetings you have. They are a support to help you.

10. **Be aware of finances.**

The “Average costs for shows at NMP” section (pages 4 and 5 of this document) is your best reference. Since every show is different there is not an exact budget. If you need to spend an amount substantially more than those referred for your time slot, consult with your board liaison.

The tree below shows the structure of a production.



The below items need to happen for you to have a successful production. It doesn't mean that you must do them, but you must make sure they are being done.

Task	Often done by
Order scripts (and music, if needed.)	Director
Obtain rights to do the show.	Director
Double-check the availability and logistics of the show venue.	Director
Create a production team to suit your needs which must include a production manager. Your board liaison is assigned to you by the board and is a team member.	Director
Create a rehearsal calendar.	Director
See to all the details of costuming, set design, props, sound lighting, orchestra.	Director
Submit rehearsal & performances dates & times to Sheryl to be on the website.	Director
Cast the show.	Director
Create and announce pre-show announcements.	Director
Strike the set, returning all lumber and other materials to their appropriate places in the wood room.	Director
Erase and return scripts and music.	Director
Make sure the venue is clean and ready for the next production. Board policy says this should be done within 2 days. If this isn't possible, notify the next director.	Director
Recruit and rehearse orchestra.	Music Director
Publicize auditions.	Production Manager
Announce the cast through the NMP newsletter and all media sources.	Production Manager
Ask the Corresponding Secretary to change the recording on the answering machine and to change the NMP email signature to reflect the current show.	Production Manager
Create a publicity plan, including news articles, posters (Copyland), radio advertising & interviews (KHAC/KVIK), photos for head shots (Chip), publicity photos in costume and arrange for an ad (Decorah Newspaper).	Production Manager
Create a call board and marquees.	Production Manager
Create, organize, and sell t-shirts to cast and crew. (If requested by the director)	Production Manager
Print, organize, and sell tickets online, at the Co-op, or box office. (consult Sheryl)	Production Manager
Discuss deadlines with Copyland for program pages to be submitted to them.	Production Manager
Arrange for house managers and ushers for each performance.	Production Manager
Clean and return costumes.	Costumer

Average Costs for shows at NMP					
	YPP	Children's show	January	Spring	Average/play
# performances	5	4	7	5	
attendance	239	274	348	182	261
Manageable Expenses					
Props/Set	\$437	\$35	\$112	\$290	\$218
Make up/Costumes	\$130	\$168	\$342	\$89	\$182
Copyland - excl programs	\$75	\$106	\$111	\$90	\$95
Copyland - programs	\$375	\$326	\$433	\$286	\$355
KDEC	\$216	\$181	\$179	\$278	\$213
Dec Newspapers	\$116	\$74	\$125	\$105	\$105
KVIK	\$187	\$86	\$158	\$80	\$128
Other	\$11	\$44	\$6	\$6	
TOTAL	\$1,546	\$1,019	\$1,465	\$1,224	\$1,297

