

## SEASON PLANNING GUIDELINES

Board Approved on February 25, 2020

- Season Planning Committee should begin accepting submissions in June for the next season. A social media post and/or invitations should be sent to previous & prospective Directors prior to the last General Meeting of the season
- Deadline to submit should be chosen by the committee, but usually lands in February.
- Interviews with prospective directors should be scheduled by the committee, but usually take place in early March.
- The next season should be selected by mid-March.
- Obtaining Rights for shows
  - Season Planning is responsible for obtaining the rights for all mainstage shows, Readers Theater events and any fundraising performances; such as any possible dinner theater events.
  - When obtaining rights for Readers Theater Events, the person applying should be extremely specific when applying so that we don't pay full price.
    - In the comments section of the online application process, it should be noted that no one involved is getting paid, audience members are not being charged, it's a 1-day event for a few hours, actors aren't memorizing lines, they are reading the script on music stands, there's no blocking, costumes, technical cues...etc.).
- Submission Process
  - Prospective Directors must fill out a submission form (provided by the committee)
  - PDFs of scripts should also be included
  - All documents must be emailed to [SeasonPlanningNLT@gmail.com](mailto:SeasonPlanningNLT@gmail.com)
    - Documents will be uploaded and organized to the Season Planning Google Drive for all members to access.
- Prospective Directors who have never directed at NLT before or who have never completed a workshop previously, must complete one of the three following options in order to submit:
  - Complete a workshop (Recommended)
    - Committee members should make an effort to attend workshops. Notes should be taken in the review form and saved on the Season Planning Google Drive..
    - Committee members should provide actors who participate in workshops with evaluation forms in order to gain feedback on directors. This too should be documented in the review form and saved in the Season Planning Google Drive.
  - Submit a video of previous directorial work
  - Invite Season Planning committee members to a current production they are working on. (Tickets must be provided to the members by the prospective director).
    - More than one committee member must be able to attend invited event. This event must be reviewed with the same review form for consistency and also saved in the Season Planning Google Drive.
- Committee should hold a "Directors Open House" on a Saturday or Sunday in the Fall.

- This invite should be advertised on Social Media and also emailed to see, prospective Directors
- Invite prospective directors to see our space
- Opportunity to get to know them better in a more casual atmosphere.
  
- Interviewing process
  - Committee should use their best judgement when interviewing prospective directors
  - Directors should be asked the same questions regarding their vision, casting, set design, budget, marketing and audience reach
  
- Season Planning should be responsible for researching and obtaining the rights to selected plays.
  
- Season should not be announced until all rights have been officially obtained.