



## Guidelines for Directors

The following guidelines are to clarify the procedures for productions at Gemco Players Community Theatre. They outline the responsibilities of the both the Director and Gemco Players and what is required from both parties.

- Prospective Directors should submit two choices of plays for consideration. Gemco prides itself on its diversity, and its encouragement of new writers. If a play has not previously been published, please indicate this on the submission form.
- The director will be required to provide a script for the Future Productions sub-committee.
- The Director should indicate any time during the next two years when they are unavailable.
- Gemco Players will provide director's with at least 6 months notice if their application is successful.
- Gemco Players will appoint a Production Coordinator to be the liaison between the director and the Committee. All decisions regarding the spending of monies need to be made in consultation with this Production Coordinator.
- There will be a number of pre-production meetings prior to auditions which the director will need to attend.
- At this pre-production meeting, the Director will need to submit a budget proposal, including the cost of performance rights. The Director should also have a detailed plan of what will be required for the set; a model of the set would be ideal. He / She should also have details on what they will require in regards to lighting, sound, props, costumes, rehearsal dates, and any other support they may need.
- The Director is responsible for setting audition dates and times, making audition pieces available, organising that audition forms be filled out, and notifying actors of casting decisions. The PC will work closely in conjunction with the director to ensure these processes run smoothly.
- Gemco Players will assist in finding support people for the production; including Stage Manager, Crew, Technicians, etc. However, if The Director wishes to use people outside of Gemco Players, this will need to be cleared with the PC. We are fully supportive of outside support staff being involved.

- All people involved in the production in any capacity are expected to become financial members for insurance purposes.
- Membership costs are \$15.00 for single and \$25.00 for families. Show fees are also payable which cover costs involved in the production.
- Regular production meetings will take place during the rehearsal period which the PC and Director can organise between themselves.
- The Director will need to complete a Biog and some director's notes for publicity purposes.
- Gemco will provide a seat for the director at each performance, and two complimentary tickets which can be used for any show in the season provided they are booked in advance.

NOTE: This form can be filled out in Word, saved, then emailed to [gemcoplayes@gmail.com](mailto:gemcoplayes@gmail.com) to make your submission. Alternately, print, then fill out this form and post it to:

Director/Play Submission  
PO Box 480  
Emerald, 3782

Director's Name: \_\_\_\_\_

Home Phone no: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed play: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Brief Synopsis: \_\_\_\_\_

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Please provide basic details on an alternative submission:

Alternate play: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

Brief Synopsis: \_\_\_\_\_

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Cast Requirements \_\_\_\_\_ Male characters \_\_\_\_\_ Female characters

Give details of each character[ age/type ]:

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Please provide a few details of how you would envisage staging this play:

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End of form.