



PRODUCTION MANUAL

Please contact the Board of Directors with any questions or concerns regarding our policies and procedures.

www.fairfieldfootlighters.org

Mailing Address:
PO Box 181683
Fairfield, OH 45018

Fairfield Community Arts Center
411 Wessel Drive
Fairfield, OH 45014
513-867-5348



Mission Statement

Members donate their time and talents to bring live theatre to the residents of the greater Fairfield area. We are committed to making the theatrical experience more accessible to the public, and to provide more opportunities for young artists to enhance their dramatic skills. Our mission is to help Fairfield, and surrounding areas, grow in knowledge, appreciation and enthusiasm for the theatre arts.

Fairfield Footlighters is a non-profit Community Theatre and is registered as a 501(c)3 Ohio Corporation, #31-1809688.

The following general policies and procedures are set forth as a guide. They are subject to not only constant review and change if called for, but also intelligent administration. The implementation of each guideline recognizes that unique circumstances may well justify variations in application.

In this packet, you will find:

Contact Information

FAQ's

General Guidelines

Budget Information

Purchasing Information

Ticket Information

Production Guidelines

Web Site Information

General Forms (to be copied as needed)



Contact Information

Board of Directors

Victoria Bailey, President

Email: footlighterspres@gmail.com

Cell: 513-476-0723

Term: 07/01/19 – 06/30/22

Jason Hauslein

Email: jhauslein@fairfieldoh.gov

Cell: 513-341-5884

Term: 07/01/20 – 06/30/23

Dan Schindler, Vice-President

Email: djschindler60@gmail.com

Cell: 513-290-3403

Term: 07/01/20 – 06/30/23

April Osborne

Email: dimps93@yahoo.com

Cell: 513-295-5156

Term: 07/01/18 – 06/30/21

Melissa Noll, Secretary

Email: melissanoll24@gmail.com

Cell: 513-330-0223

Term: 07/01/19 – 06/30/22

Coby Osborne

Email: dimps93@yahoo.com

Cell:

Term: 07/01/18 – 06/30/21

Heidi Schiller, Treasurer, Webmaster

Email: flmngo.hs@gmail.com

Cell: 513-659-6603

Term: 07/01/18 – 06/30/21

Megan Sites

Email: meganasites@gmail.com

Cell:

Term: 07/01/19 – 06/30/22

Kevin Noll, ACT/OCTA Representative

Email: knoll826@gmail.com

Cell: 513-805-3910

Term: 07/01/20 – 06/30/23

James Davis

Email – dramads@aol.com

Term: Historian Emeritus

Facebook page: Fairfield Footlighters

Maintained by Victoria Bailey and Dan Schindler

Web site: www.fairfieldfootlighters.org

Maintained by Heidi Schiller

FAQ's

How many patrons does the theater seat?

237

How large is the stage?

42 feet wide, 24 feet deep

How many and how large are the dressing rooms?

There are 2 dressing rooms that each hold 8-10 people and a Green Room (which can also be used as a dressing room if need be for large cast shows)

Lighting and Sound Questions?

Contact Jason Hauslein at the FCAC at jhauslein@fairfieldoh.gov

Where are costumes and/or props?

We have a prop/costume storage area off the dock of the FCAC. Each director should take the time to familiarize themselves of stock before their show. It is your responsibility to make sure that all props are returned to their proper location during strike. DO NOT assume that you can use furniture or things found around the FCAC (including the Green Room).

Where/When are rehearsals held?

Rehearsals are held at the Fairfield Community Arts Center. Our typical rehearsal schedule is Mon-Thurs 6:30-8:30, but this is up to each director. The FCAC closes at 9:00PM on most nights and all rehearsals must end by 8:30 pm until the week of the production. All rehearsals MUST be scheduled with Jason Hauslein, our contact at the FCAC.

Please give rehearsal information to the President as soon as possible so that it can be put on the website.

General Guidelines

The following guidelines should be shared by the Director or Producer with the appropriate members of the cast and/or crew:

Membership

Annual membership (date of 1st scheduled rehearsal) fees will be as follows:

- \$10 for Individual Membership
- \$20 for Family Membership
- \$75 for Individual Lifetime Membership
- \$150 for Family Lifetime Membership

All participants in a Fairfield Footlighters production will be required to be paid members. This covers them on our \$1,000,000 insurance policy. No one is allowed to rehearse without paying their Membership Fee and filling out the Membership Form (See Forms).

All members are invited to participate in our monthly board meetings the first Monday of each month.

Smoking and Alcohol

Smoking is not permitted in the FCAC. Alcohol consumption prior to and during rehearsals is also prohibited for everyone's safety. Please use common sense here.

Rehearsal Space

The rehearsal space should be cleaned and straightened after each rehearsal. Each director is responsible for making sure that all garbage is cleaned up and the stage and dressing rooms are cleared EVERY NIGHT until tech week.

Load-In/Strike

All actors and crew members are REQUIRED to be at the load-in and strike for their show. This should be stressed at auditions and when recruiting crew. All members are asked to help with EVERY show. Load-in is typically the Sunday before opening and strike is immediately following the final show. Any cast member who does not participate in load-in and strike (unless there is an emergency situation, which will be determined by the director) will not be cast in a Fairfield Footlighters show for a period of ONE year. Any cast member under the age of 16 can be excused from load-in and strike by the director; however, they may be asked to have an adult participate in their place. No one under 16 years of age should be permitted to use any power tool!

Posters

Due to expense, posters are no longer made for each show. If you would like a flyer created, please let your Producer know.

Production Roles

All production roles for the Fairfield Footlighters are volunteer. Nobody will be paid for the following jobs:

Producer

The Producer of each show will be appointed by the Board of Directors unless the Director has someone in mind, in which case the Board will need to approve this person. The Producer's main task is to keep everyone on schedule and on budget as well as handle the "business end" of each production. They will facilitate auditions, collect membership money, collect T-shirt orders, collect any receipts for purchases to pass on to the Treasurer, collect ads, and handle programs and poster printing with supervision from the Production Manager. They are also responsible for the lobby display for their show and for giving reports to the Production Manager. Producers should plan to attend at least a portion of ONE rehearsal each week to collect receipts and gather information from the cast and crew.

Director

The Director of each show is appointed by the Board of Directors. The Director is the artistic leader of each production. The director creates and guides the collaborative nature of the production. The director is responsible for interpreting the play, choosing a style, and leading the actors and production staff. Each director should choose the following staff:

Assistant Director/Stage Manager

This person is responsible for, among many other things, supervising the actors, preparing the rehearsal space and keeping a record of acting directions in the promptbook. Some directors prefer to have the Assistant Director become the Stage Manager or to only have a Stage Manager, but this is strictly up to each director. The Stage Manager **MUST** be on the headset at all times during a production. The Stage Manager is also responsible for meeting with the technical director prior to strike and creating a Strike List.

Set Designer/ Technical Director

This is normally Jason Hauslein from the FCAC. He oversees all scenic elements and oversees construction and painting of the set. He coordinates with the Stage Manager all of the backstage work of the production, such as changing sets, moving set pieces, flying scenery, etc. Directors should contact him ASAP regarding your set or contact the Board for permission if there is a reason you need to use another designer (who would need to then meet with Jason to work out details, as Jason is still the Production Manager for the FCAC). Contact him at jhauslein@fairfieldoh.gov

Properties Manager

This person will be in charge of locating and/or borrowing set properties, hand props, and personal props. May also be asked to coordinate set dressing with Set Designer. Sets up and runs props during performances. Responsible for cleaning, repairing, and returning all props at strike. See FAQ's for more information.

Lighting/Sound

Jason will coordinate your sound and lights with his crew. Please coordinate your needs through Jason.

Costume Design/Costumer/Make-up

This person coordinates and/or builds the costumes. Designs hair and any special make-up needs. Responsible for cleaning, repairing and returning all costumes and supplies to their proper locations at strike. Can be more than one person.

Music Director/ Conductor

This person coaches the singers, plays the piano, and conducts the orchestra/leads combo musicians. Obtains rehearsal pianist (if need be) and coordinates musicians. Responsible for collecting and erasing scores.

Choreographer

Designs and teaches dance/musical numbers.

Budget Information

Each Director will receive a copy of the budget for his/her show. Each show's budget will vary depending on the individual show requirements. All budgets are subject to change at any time. Directors MUST be as conservative as possible with funds. Any request for additional budget must be voted on by the Board of Directors. Funds from Sets, Costumes, or Props MAY be reallocated as long as the bottom line does not change. All creative positions are voluntary; however, Musicians may be contracted for musicals if there is no other option. They will be paid a negotiated fee, including rehearsals and performances. They must sign a contract in order to be paid and will be paid at the end of the run. No changes may be made to the contract without permission from the Board of Directors. The Musician's Agreement is included in this packet. Keep in mind that paying musicians comes out of your show's budget.

Load-in and Cast Party Food

Each cast will be allotted money in their budget to feed workers at load-in, strike, and cast party. If no cast party is given, these funds will remain in the account. This money is not up for reallocation. The Producer will be in charge of setting up a location and giving the Director information about this if the cast/crew is interested in having one. Please let him or her know 3-4 weeks prior to opening weekend.

Purchasing Information

Footlighters maintains a business account with PNC Bank and the business credit card can be used to purchase items for a particular show.

Please check all materials we already have in stock before purchasing ANYTHING. Only purchase things that we do not have and that are necessary for the show. As a non-profit organization, we are tax exempt if using the Fairfield Footlighters credit card or checks. Please use applicable tax-exempt certificate (copies available for copying at the end of this manual). ALL RECEIPTS MUST BE TURNED IN TO THE PRODUCER who will give them to the Treasurer. The Producer is responsible for coordinating and keeping track of expense-to-budget. Please make sure that all receipts have the name of the purchaser and what it is for (example: Jane Doe – Costumes for SHOW XYZ) written on the receipt. Purchases made with personal funds are reimbursed after the fact and must be turned in by strike of the show. Purchasers must have a valid receipt attached to a check request form (see forms) that is to be given to the Producer. Please do not include personal items on receipts. Each check request must be filled out in full. Checks may take 15-30 days unless a special request is made for earlier payment on the check request form.

The Fairfield Footlighters have a relationship with certain local vendors. Please try to use them first whenever possible.

Costume Rentals:

Costume Castle
467 Wards Corner Road, # A
Loveland, OH 45140
(513) 831-8121

Ticket Information

Single Tickets for each season go on sale August 1st. To purchase single tickets, call (513) 867-5348 or stop by the Fairfield Community Arts Center or purchase tickets online by going to our web site www.fairfieldfootlighters.org. All tickets are subject to an additional processing fee. Purchasing season tickets waives this fee. Subscriptions may be purchased up through the first show of the season by calling the Fairfield Community Arts Center. Discounts are available for groups of 10 or more. Again, call the Fairfield Community Arts Center for details.

Ticket Prices: Adult \$16, Senior and Student \$14.

As of April 2014, Directors will be given six (6) complimentary tickets for their discretionary use. These tickets may be used for a companion seat with the Director for each show or can be given away by the Director.

Production Guidelines

Audition dates are set a year in advance. Any changes must be brought to the Board of Directors immediately. The Producer will coordinate the audition process (getting audition forms, writing down conflicts, taking pictures, etc.). An announcement must be made at each audition that load-in and strike are mandatory (unless the cast member is under 16, in which case an adult may be asked to participate in their place) and that each cast/crew member is required to pay the membership fee. Directors should make every effort to have a rehearsal schedule available to actors at the audition. All auditions are open auditions. Pre-casting is not permitted! Private auditions due to schedule conflicts can be scheduled, but two members of the production staff must be present. If the Director feels that a role cannot be cast from the auditionees who attend the published audition dates, a request can be made to the Board of Directors for an additional audition date. A copy of the cast list should be emailed to the Producer and Board of Directors before it is announced publicly.

If possible, black and white headshots of the cast should be taken for the show's lobby display. Producers should coordinate the photo shoot with the Producer at the start of rehearsals.

Producers should take photos of the final dress (or assign someone to do this) to be used on the web site. Please give a minimum of 5-10 pictures to the web master at the end of the first weekend.

Final dress may have an invited audience of no more than 20 at the Director's discretion. You must notify the FCAC of this in advance.

Programs: Once the Producer has finished the program, it will be given to the Director to proof read before final printing. Each program should contain a full cast list, a list of production staff, and acknowledgements. Bios and ads are included, along with a Director's note or any other helpful information. The program must go to the printer at least by the Friday before opening, so this **MUST** be completed by then.

Performances: Call is normally 1½ hours before curtain. No one is allowed to leave the building in costume. Actors - NO eating or smoking in costume. Also, no perfumes or colognes should be used on costumes. Musicians - No food or open drink containers are allowed on stage at any time. No cast or crew should be seen in the house or lobby before a performance unless it has been approved by the Director. The house opens 30 minutes before curtain. Visitors are not permitted backstage. The cast can meet and greet the audience in costume immediately following the show in the lobby.

A Strike List should be posted by the Stage Manager before the end of the first weekend of performances giving each cast and crew member their assignments for strike. The Director **MUST** stay through strike and is ultimately responsible for everything!

Web Site Information

Rehearsal schedules, contact information and cast lists should be emailed to the Webmaster to be put on the web site. Directors can also email anything else they would like to have put on the rehearsal information page. Please allow 24 hours for this to be completed. Also, please make sure that he or she receives pictures of dress rehearsals for the web site by the end of the run.

General Forms

The following original forms are attached and should be copied as needed.

- ☺ Producer's Expense Account Form
- ☺ Check Reimbursement Form
- ☺ Musician's Performance Agreement
- ☺ Membership Form
- ☺ Advertising Contract
- ☺ Audition Forms and Information
- ☺ State Tax Exempt Form



Check Reimbursement Form

Name: _____ Date: _____

Street: _____ City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Show items were purchased for: _____

Number of receipts: _____

Receipt Description:

What was purchased and what for? (Ex- Plaid shirt for costume, Blue Vase for prop)

Amount

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FOR OFFICE USE ONLY

Date received: _____

Date disbursed: _____

Amount: _____

Check Number: _____

Check Date: _____

Paid by: _____

Special Notes: _____



MUSICIAN'S PERFORMANCE AGREEMENT

I, _____, Musician, agree to enter into an independent contract relationship with Fairfield Footlighters, Inc. in order to perform the following instrument, _____, provided solely by Musician, in the production of _____.

1. Musician agrees to perform: Five rehearsals with dates and times to be scheduled by the Music Director. These will include rehearsals with the cast on Monday through Thursday, from _____ to _____.

Performances Dates: Friday, _____ at 8:00 pm
 Saturday, _____ at 8:00 pm
 Sunday, _____ at 2:00 pm
 Friday, _____ at 8:00 pm
 Saturday, _____ at 8:00 pm
 Sunday, _____ at 2:00 pm

Fairfield Footlighters reserves the right to schedule additional performances for which Musician should hold themselves available.

2. Musician will be in place no later than **30 minutes** before performance. Attire will be concert blacks unless otherwise determined by the nature of the show.
3. Musician will receive payment for all rehearsals and performances in the total amount of \$_____ reflecting a rate of **\$ 25 per rehearsal and \$ 35 per performance**. Compensation for any additional performance will be paid at \$ 35 per show.
4. Orchestration will be made available to the Musician by date of _____. Musicians are expected to come to the first rehearsal familiar with their parts.
5. Payment will be made by check at the END of the last scheduled performance, AFTER the orchestrations have been erased and returned to the Music Director.
6. In consideration of my participation in programs provided, I hereby indemnify and save Fairfield Footlighters, Inc. and Fairfield Community Arts Center and its affiliates, employees, and agents harmless from and against any and all liability for negligence resulting from my participation in such programs or other activities. I further understand the Fairfield Community Arts Center does not provide security for my instrument or personal belongings and that any damage or loss incurred will be paid by my own insurance or by me.

Music Director (please print)

Musician Full Name (please print)

Signature

Signature

Musician's Street Address / City / Zip



Membership Form

Annual Membership fees are as follows:

- \$10.00 for Individual Membership.
- \$20.00 for Family Membership.
- A Lifetime Membership: \$75 Individual, \$150 Family.

All participants in a Fairfield Footlighters production are required to be paid Members. This covers you on our \$1,000,000 insurance policy for any injury received directly related to the current show. No one is allowed to rehearse without paying their Membership Fee and filling out the Membership Form. All members are invited to participate in our monthly meetings on the first Monday of each month at the FCAC along with any other events planned for that year.

(PLEASE PRINT ALL OF THE FOLLOWING INFORMATION CLEARLY):

Name(s): _____

Mailing Address: _____

Home Phone Number: _____ Cell Phone Number: _____

Email Address: _____

Please let us know if you wish to receive emails or mailings about future Fairfield Footlighters events and productions. YES NO

Type of Membership:

Individual _____

Family _____ List Family Members: _____

Lifetime Individual _____

Lifetime Family _____ List Family Members: _____

Make checks payable to **Fairfield Footlighters**

Membership Form, page 2

Please keep this page for future reference



Membership

All participants in a Fairfield Footlighters production will be required to be paid Members. This covers you on our \$1,000,000 insurance policy for any injury received directly related to the current show. No one is allowed to rehearse, perform, or work backstage without first paying their Membership Fee and filling out the Membership Form. This will be required at the first rehearsal, so plan accordingly. All members are invited to participate in our monthly board meetings the first Monday of each month at the FCAC.

Smoking and Alcohol

Smoking is not permitted in the FCAC. Alcohol consumption prior to and during rehearsals is also prohibited for everyone's safety. Please use common sense here.

Rehearsal Space

The rehearsal space should be cleaned and straightened after each rehearsal. Each director is responsible for making sure that all garbage is cleaned up and the stage and dressing rooms are cleared EVERY NIGHT until tech week.

Load-In/Strike

All actors and crew are REQUIRED to be at the load-in and strike for their show. All members are asked to help with each for EVERY show. Load-in is typically the Sunday before opening and strike is immediately following the final show. Any cast member who does not participate in load-in and strike will not be cast in a Fairfield Footlighters show for a period of ONE year unless there is an emergency situation, to be determined by the director. Any cast member under the age of 16 is excused from load-in and strike; however, they must have a parent participate in their place. A Strike List will be posted by the Stage Manager before the end of the first weekend of performances giving each cast and crew member their assignments for strike.

Performances

- Call is normally 1½ hours before curtain. Do not assume the building is open before this time
- No one is allowed to leave the building in costume.
- Actors - NO eating or smoking in costume. Also - no perfumes or colognes should be used on costumes. Musicians - No food or open drink containers are allowed on stage at any time.
- No cast or crew should be seen in the house or lobby in costume before a performance unless it has been approved by the director.
- The house opens 30 minutes before curtain.
- Visitors are not permitted backstage. The cast will meet and greet the audience in costume immediately following the show in the lobby.



FAIRFIELD FOOTLIGHTERS ADVERTISING CONTRACT

Business, organization, or individual _____

Address _____

City, State, Zip _____

Contact person _____

Phones: (Business) _____ (Home) _____ (Cell) _____

Ad sold by _____

Please return this contract to the person presenting this contract or to the address listed below. If you have a "print ready" ad, you can provide either a hard copy or electronic copy that will lend itself to an attractive ad. You may also provide information that you wish in the ad, and we will design an attractive ad for your approval. Submit ads no later than two weeks before production date to ensure publication for that production. Full season ads must be received by Sept 1.

Back cover and inside covers are sold on a first come/first served basis only. Ad sizes are shown on the accompanying sheet or in the sample program.

Please select from the following paid advertising sizes and rates:

Cover page ___ \$125 for any one program, or ___ \$500 for all **4** programs (25% discount)

Full page ___ \$100 for any one program, or ___ \$400.00 for all **4** programs (25% discount)

Half page ___ \$50 for any one program, or ___ \$200.00 for all **4** programs (15% discount)

Biz Card ___ \$25 for any one program, or ___ \$100.00 for all **4** programs (10% discount)

Return this form along with your check made payable to **"Fairfield Footlighters"** to your Fairfield Footlighters' representative, or mail to:

Fairfield Footlighters
411 Wessel Drive
Fairfield, OH 45014

Fairfield Footlighters Audition Form



PLEASE PRINT ALL OF THE FOLLOWING INFORMATION CLEARLY

Name: _____

Address: _____

Phones (Cell): _____ (Home): _____ (Work): _____

Email Address: _____

Role(s) sought: _____ Are you willing to be cast in any role? Y N

Known Conflicts with Rehearsal Schedule: _____

Previous Experience, most recent first: (list additional experience on back or attach résumé)

Show Title	Role	Production Company	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Special Skills: (play instrument, dance experience, dialects, stage combat, etc.)

If you are cast in a Fairfield Footlighters show, you must become a Member of the Fairfield Footlighters (if you are not already) by paying the membership fee of \$10 at the first rehearsal.

----- DO NOT WRITE BELOW THIS LINE -----

Read: _____ Song: _____

Comments:

State Tax Exempt Form and FIN

STATE OF OHIO CERTIFICATE

Ohio Secretary of State, J. Kenneth Blackwell

1253350

It is hereby certified that the Secretary of State of Ohio has custody of the business records for

FAIRFIELD FOOTLIGHTERS

and, that said business records show the filing and recording of:

Document(s)

DOMESTIC ARTICLES/NON-PROFIT

Document No(s):

200126202888



United States of America
State of Ohio
Office of the Secretary of State

Witness my hand and the seal of the
Secretary of State at Columbus, Ohio
this 19th day of September, A.D.
2001.

J. Kenneth Blackwell

Ohio Secretary of State



FEDERAL TAX ID NUMBER

31-1809688