



PTG BOARD POLICY 7-6

POLICY TITLE: Play Selection

BACKGROUND

The Peterborough Theatre Guild is an organization dedicated to producing Theatre productions that appeal to both the audience and the Production Team and are satisfactory to the PTG Board. These Productions need not always make a profit but shall not lose money. Potential directors are to be treated fairly and respectfully during the application process. This policy ensures that all applications are given equal consideration and that a reply is given to the applicant (potential director), as soon as possible after the PTG Board decision is made.

The Peterborough Theatre Guild is an organization dedicated to education and growth of the cast and crew and the organization as a whole. It is essential that new directors have a positive, successful experience at the PTG.

DEFINITIONS

Play Selection Committee (PSC) – a sub-committee of the Production Executive Committee, as outlined in the PTG Constitution – By-law #1, with oversight by the Production Executive reporting to the President who will subsequently report the recommendations of the PSC to the PTG Board.

SOCAN – the Society of Composers, Authors and Music Publishers of Canada is a not-for-profit organization that represents the Canadian performing rights of millions of Canadian and international music creators and publishers. SOCAN regulates all copyright of music.

Equity – Canadian Actors' Equity Association represents professional artists including performers (actors, singers, dancers), directors, choreographers, fight directors and stage managers, engaged in theatre, opera and dance in English Canada. Equity supports the creative efforts of its members by seeking to improve their working conditions and opportunities; therefore, equity members shall receive remuneration for their work.

Conflict of Interest - a real or perceived situation that has the potential to undermine the impartiality of a Play selection committee member's potential self-interest.

POLICY STATEMENT

The Play Selection Committee shall select a season that balances the appeal to the audience, the growth of the cast, crew and the Guild always acting firstly in consideration of the financial well-being of the PTG.

POLICY

1. As noted above in “definitions” the PSC is a sub-committee of the Production Executive; therefore, the PSC Chair shall attend Production Executive meetings and report to the President who ultimately reports to the PTG Board.

2. The PSC will hold meetings at least monthly and will keep formal meeting minutes which will be provided to the PTG President who will ensure that such record of minutes is acknowledged by the PTG Board and stored with the Production Executive Committee minutes.
 3. All potential directors must follow the Submission Procedure and make submission in writing on the Play Submission Form. This form must be submitted directly to the Chair of the PSC.
 4. It is not the policy of the PTG to pay for equity actors or directors for a PTG production due to its non-profit nature. Any contravention of this policy shall be approved only by PTG Board resolution.
 5. The PTG Board strives for a balanced season; therefore, the guidelines for PSC include at least one of each of the following: light and funny, One Act, a drama or period piece, family play, murder mystery or comedy, drama/thought provoking and challenging, one musical, and at least biannually one mentorship production in the summer.
 6. The PSC Chair will purchase no more than three (3) perusal scripts that shall be paid for through the Play Selection budget. The PSC will read the play and shall meet with the applicant (potential director) to address any questions regarding the proposed production. The PSC will consider, but not be limited to, the following criteria as part of their decision making process: royalties, current PTG budget and financials, casting, costumes, sets, special effects, appeal to actors and directors, appeal to audience members, or conflicting productions being presented by other local arts groups. These criteria shall be considered in relationship to other plays that are being considered for the season and the PTG resources available. The PSC shall make a decision as to whether or not the play meets the guidelines for a balanced season.
 7. It is important to consider conflict of interest when an applicant (potential director) makes a submission while they are serving as a member of the PSC. In such cases the potential director will make their presentation to the PSC then declare a conflict of interest and leave the meeting room in order that the PSC may consider the proposal. If an issue arises in relation to the conflict of interest of a PSC member, the member may take their concerns to the PTG Board and the PTG Board shall make the final decision regarding the submission.
 8. When selecting a musical, the PSC shall consider the venue. The best play submission and the appropriate venue will be approved by the PTG Board.
 9. If more than one submission is received for the same time slot, the decision will be based on which submission best fits the PSC guidelines for the season. Preference will be provided to directors who have not recently presented a production at the Guild in order to encourage growth amongst volunteers. All things being equal, the submission received in writing first will be selected.
 10. An unsuccessful submission may be offered another suitable time slot in the current or future PTG Season. This is particularly important for the musical, One Act and Festival plays as there is only one of each of these genres in each season.
 11. New directors, or directors new to the Guild, shall first direct a One Act or Family Play before being considered for a full length play.
 12. The PSC shall decide what level of assistance the new director needs including one of the following:
 - a. Mentor- attends rehearsals and consults during entire process.
 - b. Over Seer Director- checks in periodically and gives suggestions
 - c. Play Polisher- comes in near the completion of the rehearsal process to provide suggestions to ensure a polished production.
- The PSC, in consultation with the new director, will find a suitable experienced director to assist.
13. The above item #11 will be waived if the potential director can provide a resume with significant directing experience with other Theatre groups and references who can be contacted to confirm the director's abilities and experience.

14. Prior to presentation to the PTG Board the PSC Chair (or delegate) will enquire with the publisher as to the availability of the rights to produce the proposed play and associated royalty costs. If a play is not available the PSC will work to find a replacement play to fill the proposed season.
15. The PSC Chair will present the proposed season to the Production Executive to gain feedback on the season, possible risks or limitations, financial pressures, reputational impact or other relevant concerns.
16. After the Production Executive has reviewed the proposed season and addressed all concerns, regarding each production, the President will present the proposed season to the PTG Board. The PSC Chair may be extended an invitation to attend the PTG Board meeting at the discretion of the PTG Board Chair.
17. The proposed season shall be presented to the PTG Board in the form of a written report from the PSC Chair and will include number of cast, royalty costs, and any other pertinent or unusual costs associated with the production, as well as the name of possible Production Manager and Director, including any feedback relating to past directing experiences. Any copyright or SOCAN requirements shall be noted in the report.
18. The proposed season shall be presented annually to the PTG Board by the March Board meeting for the upcoming play season in order to allow time for budgeting, marketing and sponsorship. Non-compliance with the prescribed timelines will require the PTG Board to take the necessary action to ensure a season is established.
19. When the PTG Board has approved the season, the PSC Chair will apply for the rights to produce the productions. The Chair or President of the PTG Board, as authorized signing officers, shall execute the associated contracts for rights and royalties. The Finance Manager shall ensure ordering of scripts and payment of royalties and scripts. Following the closing of a musical it is the responsibility of the Production Manager to ensure that all scripts are packaged and in good condition and shipped back to the Publishing Company. The Finance Manager should be notified of the return of scripts.
20. The PSC will notify all potential directors within fifteen days of the decision of the PTG Board.
21. The PSC will inform the directors of the approved plays of any special requirements specific to their play, including copyrights for music and script, permissions for any changes to the script, budget requirements, set limitations, confirmed venue, etc. If any special requirements are unsatisfactory to the potential director the PSC Chair will provide this information to the PTG Board to allow them to consider solutions to ensure a successful season.
22. After the close of each production the PSC shall conduct a post mortem, using the Post Mortem Template, with the production team to gather relevant data regarding the successes or concerns relating to the production. Appropriate information shall be shared with the Production Executive and the PTG Board.

MONITORING:

The President will monitor the activities of the PSC Chair through regular informal teleconferences, conversations or meetings and the PSC chair's attendance at Production Executive meetings and through requests for written updates regarding the annual season.

The PSC shall present the proposed season to the Production Executive and the PTG Board no later than the March PTG Board meeting and non-compliance shall require the PTG Board to take the necessary action to ensure a playbill is established.

The PSC shall report any potential problems in filling the season to the Production Executive by February 1st, in order to allow sufficient time for the PTG Board to take the necessary action to ensure a successful PTG season.

The PSC Chair shall prepare an annual report on the activities of the PSC for presentation by the President at the Annual General Meeting held in September.

The President shall from time to time attend the PSC meetings to monitor the progress of the annual Season as it is their responsibility to present the annual Season to the PTG Board. (see authority in Policy 1-7).

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Rev #2:

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Related Policies: 2-3 Budget, 4-1 Production Budgets, 4-6 Recording Performances, 1-6 Responsibilities of the Board and Production Executive, 1-7 Structure of Production Executive; 1-8 Structure of Board of Directors and its Committees, 6-4 Working with Children; 6-5 Criminal Clearance Checks

Related Documents: Play Submission Procedure and Form; PSC Report Template to the PTG Board; PSC Terms of Reference, Post Mortem Template, PSC Minutes Template