

# OLD TOWN PLAYHOUSE. INC

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## GENERAL ORGANIZATIONAL & ARTISTIC POLICIES

### **Mission Statement**

“The Mission of the Old Town Playhouse is to be a volunteer-based organization promoting quality community theatre experiences for the people of Northwest Michigan by providing educational opportunities and entertainment in the theatrical arts.”

### **Equal Opportunity Statement**

Participation in the Old Town Playhouse shall be without regard to race, color, religion, weight, height, handicap, sexual orientation, national origin, age, or gender.

### **Volunteerism**

The Old Town Playhouse is committed to the philosophy of volunteerism. Any paid positions will be established or determined by the Board of Trustees.

### **Substance Abuse and Discipline Policy**

The Old Town Playhouse will not tolerate violations of laws concerning the use of alcohol, tobacco, or illegal substances. Should any of these unlawful activities be discovered on these premises, violators will be removed from the premises.

In addition: Any volunteer who is under the influence of controlled substances will be removed immediately; a volunteer will also be removed if acting in such a manner as to jeopardize the safety of others.

The Board of Trustees, or their designated representatives, shall be responsible for the removal of any persons from production/theatre activities of the Old Town Playhouse, Inc. for violation of any rule or policy established by the Board of Trustees.

Reinstatement of any person(s) so removed will be reviewed by the Board of Trustees, and the Executive Director.

This policy shall be announced to all casts and crews by the individual show producers, directors, or stage managers. Further, this policy shall be posted on the premises.

### **Fire/Emergency Procedures Policy**

The Board of Trustees shall be responsible for providing to the Artistic Committee, the Front of House Season Chair, the show House Manager, Stage Manager, and Producer the fire/emergency procedures of the Old Town Playhouse, Inc. The above individuals shall inform and/or train their respective

personnel in the implementation of said procedures. The fire/emergency procedures shall be posted on the premises.

### **Smoking Policy**

There shall be no smoking anywhere in the Old Town Playhouse facility. The smoking policy shall be posted on the premises.

### **Drinking and Food Policy -**

There is to be no drinking of any type of beverage, or food in the auditorium proper, including the balcony, except at a designated table if the show director assumes that responsibility. Each cast and crew member shall be responsible for picking up after him or herself and shall keep the auditorium clean of trash and refuse at all times. Liquids must be in spill proof containers, and no liquids are ever to be placed on pianos or where they could contact electrical equipment. No liquids are permitted in the lighting or sound booths. This policy shall be posted on the premises and is to be shared by the show producer, director, or stage manager with the cast and crew.

### **Auditorium Seat Removal**

Removal of seats in the auditorium for a production is prohibited, with the exception of the front 4 rows in Section A (16 seats) for the use of the Orchestra during musicals. If additional seats need to be removed to accommodate an orchestra, approval of the Executive Director is required. Should a director feel seats should be removed, permission must be received from the Executive Director in time to seek approval of the Board of Trustees and to alert the Box Office. Any seats removed must be replaced at the time of strike.

### **Seating in the Auditorium - Cast and Crew**

The show director, assistant director, and producer may sit in the auditorium during performances without a ticket. The House Manager may set policy regarding staff and crew sitting in the auditorium, provided seating is available. Those sitting/in the auditorium - including ushers - must not disturb, and must defer to - paying patrons at all times.

### **Parking Policy**

Parking in the theatre lot by anyone other than theatre patrons is not permitted during performances. There is to be no parking in the alley behind the theatre.

### **Items for Sale at Shows**

Sale of personal properties, or services, not specifically used in a production is prohibited, those used in a production will be, at the discretion of the director, acknowledged in the program only.

### **Background Checks**

The Board of Trustees of Old Town Playhouse values the participation of children and youth as cast and crew members. In order to foster a safe environment, background and sex offender registry checks are to be conducted on all employees and volunteers in a supervisory role (Board Members, Executive Director, Directors, Stage Managers and Camp Directors) as terms of employment or appointment or volunteering. Persons found with records of abuse and/or on the sex offender registry will not be

employed or placed in a supervisory role for any plays or classes or other activities at Old Town Playhouse.

### **Membership/Mailing Lists**

Membership at the Playhouse is subject to the bylaws.

1. The Old Town Playhouse will not rent or sell its mailing list to anyone or any organization without the approval of the Board of Trustees/Executive Committee.
2. A list of current voting members shall be available to all voting members of the organization upon request.
3. Specific lists related to volunteer positions shall be available to production personnel upon request.

### **Hall of Fame**

Throughout its existence the Old Town Playhouse has depended on volunteers to do the many and myriad things necessary to bring a theatrical experience to the Traverse City region. Many people have come into our community to help and have left their marks upon our organization. Unfortunately the contributions of these people are not always easily recognized. Sometimes the passage of time has taken its toll and they have been forgotten by all but a few of our longest serving/participating members.

Without the pioneers of our community – those who helped it come to life or nurtured it through the years, as well as those who continue today in the great tradition of volunteerism; our organization would not be as strong and vibrant as it is today. We should not miss the opportunity to recognize and honor those who were there at the beginning and those whose strong commitment and longevity are still with us today.

The Old Town Playhouse Hall of Fame gives our community a venue within which we honor that service and show our own community and the community at-large that we value the dedication shown to our organization through the years. The people so honored are truly worthy of this recognition. It is not meant to be a popularity contest, nor is it based on sentiment. Rather it is based on long-term commitment, dedication, and value.

The qualifications necessary for consideration for such an honor are necessarily high:

- Service (either continuous or cumulative) spanning 10 or more years
- Involvement in an average of 2 productions a year
- A dedication to and a willingness to participate in numerous areas of service

In addition to these primary requirements, A nominee will have participated not only in the many areas of production, but also in the less glamorous or enjoyable areas of the day to day, season to season running of this large organization for example:

- Volunteering in the business office
- Volunteering in the box office

- Volunteering for work bees
- Serving on one of the boards
- Serving on a standing committee

All should weigh heavily in the decision to recognize and honor one of our members, past or present.

At this time priority should be given to recognizing those from the past whose contributions can be documented, but are not necessarily known to our community at the present time. Such a priority would enlarge the number of candidates, which would ensure that the most highly qualified people were being given consideration. No more than three individuals will be honored in any given year.

The award will be bestowed annually, in the fall as a new season commences. The Day selected will now be known as Founders' Day, and maintained as part of the regular Old Town Playhouse calendar. On that day, Old town Playhouse will add its honorees to the Hall of Fame in a Celebration of Playhouse Volunteers.

Overall and varied service of long duration should be the overarching consideration when making a decision on who should be honored with what should be viewed as the highest and most prestigious recognition bestowed by Old Town Playhouse upon its members.

## **COMMITTEE POLICIES**

In appointing committees, the Board of Trustees:

1. Shall determine its charge to said committee with appropriate timelines.
2. Shall inform said committee whether or not its functioning powers are advisory, shared decision-making, or decision-making.

### **ARTISTIC COMMITTEE**

The Artistic Committee is a standing committee reporting to the Board of Trustees and subject to the bylaws of the Old Town Playhouse. The Artistic Committee shall be vested with the responsibilities pursuant to the artistic/creative output of the Playhouse. It shall be responsible for such areas as: play selection; director selection; scheduling of artistic events; casting; all technical aspects of the theatre including, but not limited to: stage crafts, costuming, properties, lighting, sound and make-up; all house functions for theatre performances.

It shall submit to the Board of Trustees through the Executive Director budget requests for its area(s) of responsibility.

The Committee shall appoint at its first meeting of the fiscal year a chairperson who will report to the Board of Trustees during their tenure as chair.

The general membership shall elect from its members four (4) Committee Members to a term of two (2) years. Two (2) of these shall be elected in even years at the annual membership meeting in June and two (2) shall be elected in odd years. Four (4) additional members will be appointed by the elected committee. Two shall be appointed in even years and two (2) appointed in odd years. One (1) of the 4 appointees may be appointed from the community at large but is not mandated.

The Executive Director and/or the Education Director shall have a permanent seat(s) on the committee as a voting member(s), and are charged by the Board of Trustees with the presentation of play recommendations for upcoming seasons for consideration by the entire committee.

All members of the Artistic Committee may be re-elected or reappointed.

It shall meet the first Tuesday of every month. Meetings will be open to the general membership. While portions of meetings may be closed, no voting will occur during closed sessions.

The presence of five (5) Directors shall be necessary to constitute the quorum necessary for the conduct of business.

All matters before the Artistic Committee shall be decided by a majority of the Directors present at the meeting. The presiding officer shall not vote unless there is a tie vote.

Special meetings of the Artistic Committee may be called at any time the Chairperson or by three (3) of the committee members. Notice of special meetings shall be given by email, or by such other means as the Chairperson deems appropriate, at least three (3) days before the day of the meeting and shall state the time, place, and purpose of the meeting.

Any committee member may resign at any time with notification.

### **PRODUCER'S CIRCLE (AKA - CIRCLE OF FRIENDS)**

The Producer's Circle is a standing committee reporting to the Board of Trustees AS NECESSARY. The Producer's Circle shall support the Mission and Bylaws of the Old Town Playhouse.

The Producer's Circle shall act in an advisory capacity to the Old Town Playhouse and assist in implementing the purposes and policies of the corporation.

As ambassadors, The Producer's Circle shall assist in the dissemination of information regarding the needs, operations and activities of the corporation, serving as an advocate of the corporation and generally promote the activities of the corporation in the community.

The Producer's Circle shall consist of at least seven (7) members.

Individuals shall be invited to participate as members AND shall be comprised of a cross section of leaders from the Grand Traverse Region representing, but not limited to these areas: Arts, Education, Health Care, Financial, Real Estate, Retail, and Professional.

The Board of Trustees shall call two (2) meetings of the Producer's Circle annually.

Any member of the Producer's Circle may resign at any time by delivering a written resignation to the President or Secretary of the Board of Trustees. The acceptance of such a resignation shall not be necessary to make it effective.

## **EDUCATION COMMITTEE & YOUNG COMPANY**

Pursuant to the Mission and Bylaws of the Old Town Playhouse, The Education Committee shall develop, offer, and improve educational and artistic opportunities for children and adults in all aspects of the dramatic arts at a minimum cost to the participants, and to offer scholarships to students with economic need.

The Education Committee is a standing committee reporting to the Board of Trustees, seated at the Trustees discretion, and subject to their oversight. The Young Company operates under the jurisdiction of the Education Committee

The Education Committee shall be vested with the responsibilities pursuant to the management and direction of this organization's educational activities including classes, seminars and workshops; especially children's educational and performance activities of the playhouse under the name of the Young Company.

The chairperson of the Education Committee or their designee shall report activity and functioning to the OTP Board of Trustees

The Education Committee shall keep correct and complete financial records and records of account for the Young Company and shall also keep minutes for the proceedings of its meetings.

The Board of Trustees of Old Town Playhouse shall initially appoint the Education Committee thereafter the Education Committee shall be self perpetuating subject to Trustee review.

The Education Committee shall consist of an odd number of members up to nine (9) members, each serving a two (2) year term and being eligible for re-appointment by the Board to any number of consecutive terms. 60% will be appointed in odd numbered years and 40% will be appointed in even numbered years. In addition, the President and Treasurer of Old Town Playhouse shall serve on the Education Committee during their term of Office.

Meetings of the Education Committee shall be bi-monthly; date and time at the discretion of the committee members and the Education Director for OTP.

A simple majority of the Education Committee shall constitute a quorum for the transaction of business at any Committee meeting. A Committee member may attend a meeting by telephone for purposes of voting on matters before the Committee

All Committee meetings are public.

A Committee Member may resign from the Committee by notification to the Committee chair.

Any Director may be removed at any time for cause, including conduct injurious to the best interests of the division and/or corporation, or missing of more than two (2) consecutive monthly meetings, by the affirmative vote of 75% of all members of the currently sitting Education Committee provided that notice of the meeting specified the proposed removal.

The Education Committee, subject to review and affirmation by the Board of Trustees, shall fill vacancies occurring for any reason in the Education Committee. A member appointed by the Chair to fill such vacancy shall be appointed for the unexpired term of his/her predecessor in office.

The OTP Executive Director in consultation with the Education Committee shall hire or remove the Education Director. The OTP Executive Director in consultation with the Education Committee shall fix the duties, hours and compensation, subject to annual budget restrictions, of the Education Director. The OTP Board of Trustees retains the power of final approval for any decision to hire or remove, AND to fix the duties, hours and compensation of the Education Director.

The OTP Executive Director in consultation with the Education Committee may, upon recommendation of the Education Director of the Young Company, hire and pay a staff.

## **TICKET POLICIES**

### **Complimentary Tickets**

Complimentary tickets are provided only at the discretion of the Executive Director. WE NEED TO EXTEND THE COMPLIMENTARY TICKET POLICY

NEW SECTION: VOLUNTEER TICKET PRICING AND AVAILABILITY: THIS IS WHERE WE SHOULD OUTLINE CAST AND CREW GROUPS AND THE METHOD OF PAYMENT AT THE TIME THE TICKETS ARE ORDERED

### **Student Rush Ticket**

Subject to availability, student rush/discounted tickets will be sold at the ticket office during regular ticket office hours only on the day of performance for half-price. For the current season this will be \$14

Any student, regardless of age, may purchase a ticket for that day's performance upon exhibiting a current valid student ID (Picture ID required) for each ticket to be purchased. Student rush tickets may only be purchased in person at the ticket office the business office will not honor requests for student rush tickets.

### **Waiting List**

When the show is sold out, a waiting list will be maintained for any tickets that are turned in. Being on a waiting list is no guarantee that seats will be available.

## **UNDERWRITING/SPONSORSHIP/IN-KIND POLICIES** **(Need to define Policy)**

### **PRODUCTION POLICIES**

The Artistic Committee shall provide guidelines for all season technical chairpersons, directors, show producers, show chairpersons, and any other positions the Committee deems necessary. Annually, they shall insure the update and distribution of the Production Policy Manual.

#### **Casting and Auditions**

Auditions for any production of the Old Town Playhouse shall be "open."

Casting of any Old Town Playhouse shall be the responsibility of the show director or his/her designated representatives.

The Director for any MainStage or Studio Theatre production shall not cast him/herself in a production he/she directs without receiving approval of the Artistic Committee.

#### **Deposits**

Deposits or cost for scripts, libretti, scores, and any other materials shall be determined by the Business Office.

#### **Tools**

The theatre shall not be responsible for any damage or loss to any tools owned by individuals working on any show. The Old Town Playhouse considers all tools owned by the theatre to be assets. These are not to be loaned or leave the Old Town Playhouse premises.

#### **Rentals or Loaning of Equipment**

The rental or loaning of any Old Town Playhouse property must be addressed by the appropriate season committee chairperson and submitted to the Executive Director for approval. The Old Town Playhouse considers all tools and materials owned by the theatre to be assets.

#### **Strike Policy**

The strike of all shows will be scheduled by the Stage Manager and/or show director or producer, and must take place within three (3) days of the closing performance in all technical areas.

#### **Final Dress Rehearsal**

The final dress rehearsal of all shows shall be closed to the general public. Any person or group wishing to attend a final dress rehearsal must get prior approval through the Business Office in cooperation with the show director or producer. ADD AN ARTICLE REGARDING CAST AND CREW INVITES

#### **Changes in Approved Schedules and Calendar**

No changes in the season schedule/calendar for any MainStage or Studio Theatre production shall be allowed unless the Artistic Committee gives prior approval for any said changes, unless in the case of last-minute emergencies.

Any nonproduction activity must be cleared through the Executive Director's office for approval. It will be understood that theatre production activities properly scheduled and approved by the Artistic



Committee will take precedence over all other activities.

All activities must be listed in the building-use calendar as soon as dates are available. All conflicts should be taken to the Business Office at once.

### **Production Deposit**

A production deposit of \$50 dollars will be assessed of each cast member of a musical at the time of first read-thru. This deposit will be returned upon return of their libretto in good condition.

### **Play Selection**

The Artistic Committee in accord with the Executive Director shall be responsible for selecting shows for the current or forthcoming season and the scheduling of said shows. The Board shall in conjunction with the Executive Director:

1. Determine the plays for the MainStage and Studio Theatre productions. Any changes to the number of plays and the proposed number of performances to be performed will be decided by the Board of Trustees upon the recommendation of the Artistic Committee.
2. The Artistic Committee shall establish the criteria and timeline whereby the membership of the organization and the community at large may provide input into the play selection process.

### **Directors**

The Artistic Committee shall be responsible for the selection of directors for the current or forthcoming season's shows. The Artistic Committee shall:

1. Establish the criteria, method, and means whereby eligible directors are selected for the MainStage and Studio Theatre productions.
2. Young Company Directors are hired by the Education Director under the jurisdiction of the Education Committee.
3. Reserve unto itself the right to remove any director of any MainStage or Studio show, for neglect of duties, or violation of any rule or policy established by the Artistic Committee or Board of Trustees.
4. The right to remove a Young Company Director is reserved for the Education Committee and the Education Director.
5. As stated in the "Casting and Auditions" policy above, no Director may cast him/herself in a production he/she directs without approval of the Artistic Committee.

### **Expenditures**

No expenditure can be made by the Executive Director if it is over \$3000.00 and is not budgeted unless approved by the Executive Committee/Board of Trustees.

### **Minors**

The Old Town Playhouse supports and encourages the continuing involvement of minors in theatre productions and activities. The Board of Trustees shall establish guidelines and rules of conduct

appropriate for minors. These guidelines shall reflect the Boards' concern for the health and safety of minors and for the protection of theatre premises, patrons, members, and non-members. No minors shall be left unsupervised on Playhouse property at anytime. Based on the policy established by the TCCT there shall always be two (2) adults in house whenever any minor is here.

**Standard Policies originally adopted on 9 July 1984.**

**Approved: September, 2002**

**Reviewed and Amended June 2009**

**Reviewed May 2012**