



Job Descriptions/Procedures and Guidelines

January 1, 2020

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Advancement

ARCHIVES

- Collect and organize artifacts from previous productions at Quad City Music Guild
- Store and organize programs from all productions at Quad City Music Guild
- Maintain a database of vocal scores for shows, scripts, and conductor's scores
- Organize and maintain videos, photographs, and recordings of previous productions
- Store and organize Board Meeting Minutes, Overtones, and other artifacts

COMMUNITY OUTREACH/PUBLIC RELATIONS

Community Outreach Chair

Tickets Donations to Charitable Organizations

- Community Outreach Chair (Chair) will pick up ticket requests bi-monthly from the ticket office.
- Chair will issue ticket certificate within one month of the charitable event, if possible. There is an updateable certificate that includes show dates, wording to let the redeemer know how to redeem the tickets, signature of Community Outreach Chair, name of redeemer, name of organization, estimated value of the tickets, and tracking number for the box office.
- Chair will create spreadsheet to share with the ticket office. Each certificate will include a tracking number that will let the Chair keep track of tickets redeemed and let the box office know of the validity of the gift certificate.
- Chair will report to Board monthly on tickets issued and redeemed.

Invited Dress Letters to Neighbors and other Guests

- Chair will keep an updated list of names and addresses of neighbors, as well as contacts for groups allowed to come to the Invited Dress for each show. Those groups include:
 - Senior homes
 - Nursing homes
 - Mental health inpatient facilities
- An invitation letter will include dates to the Invited Dress and a warm welcome to join us.
- Letters will be sent one month before the Spring Show Invited Dress rehearsal.

QCMG Public Relations Chair

- Sends invitations to special groups (e.g., nursing homes, social agencies, etc.) to final dress rehearsals
- Sends invitations to neighbors to final dress rehearsals
- Sends complimentary tickets/certificates as directed by President or Executive Committee to donors or others who have assisted the organization
- Fields requests from area non-profits (e.g., public/private schools, charitable organizations, etc.) for the donation of tickets for fund-raising events. Processes requests once approved by President or Executive Committee.
- Fields requests for programming OTHER than the Youth Chorus
- Coordinates QCMG involvement in public activities such as parades, benefits, civic celebrations, etc.
- Oversees the audio description and signing of our performances:
 - Securing the commitments from the individuals who will perform the service
 - Obtaining the necessary materials needed by the describer/signer
 - Obtaining the necessary equipment needed
 - Distributing promotional material to area agencies that would benefit from the service

FUNDRAISING

Fundraising Committee

- Work with the Board to assess financial needs of Quad City Music Guild that require special fundraising projects. The fundraising chair shall coordinate such projects as directed by the Board of Directors.
- Recruit a committee to administrate fundraising projects
- Work with Treasurer on special projects and budget preparation
- Investigate grant opportunities and prepare such applications
- Make community contacts as necessary
- Make reports to the Board of Directors
- Make presentations to community groups

Member/Patron Program

- The Member/Patron Program allows donors to become Supporting Members in the Corporation. Each member/patron donation is entitled to one (1) vote, regardless of the name(s) in which the membership is held. Membership is acknowledged after receipt of a completed Membership Patron Program form, letter, and/or designated monetary donation.
- Membership categories are approved by the Board of Directors and may include the following benefits associated with each membership category:
 - Credit toward ticket purchase (all except lowest level)
 - Production program listing
 - Newsletter
 - Parking pass (highest level only)
- In-kind donations are also accepted in lieu of a reimbursement request (refer to the Treasurer/Business Manager section for reimbursement guidelines); the Membership Patron Program form must be completed and attached to in-kind receipts.
- Production staff may donate their stipend (the entire stipend or any portion thereof) as enrollment in the Member/Patron Program. The membership category will be one step higher than the amount equal to the stipend donation.
- Member/Patron Program donations received after the close of the August production will be acknowledged the following year.

The Member/Patron Program Chair is responsible for:

- Maintaining Member/Patron mailing list. Consists of prior year's Member/Patron mailing list, prior year's voting member list, and prior year's Birdies for Charity donation list.
- Sending donation requests in early January
 - The letter and form may be sent by a print/mail service such as Midwest Mailworks
 - The mail service should purge the mailing list every two years (additional cost)
- Tracking donations received
- Sending thank you letters to donors
- Providing a list of donors by category to the Program Chair prior to the Spring, June, July, and August program printing
- Providing a list of donors to the box office for ticket credit prior to the Spring, June, July, and August productions
- Providing a list of donor emails to the Volunteer Chair and the newsletter editor prior to the Spring, June, July, and August productions

Birdies for Charity

- Quad City Music Guild participates in the annual Birdies for Charity program sponsored by the John Deere Classic golf tournament. Participating charities receive 100% of the donations, plus an additional percentage bonus from the Birdies for Charity Fund.
- Donors complete a Birdies for Charity pledge form provided by QCMG. The forms are returned to Birdies for Charity either through QCMG or directly, and contributions are distributed by Birdies for Charity after pledges are received.
- Birdies for Charity donations do not entitle the donor to QCMG voting membership nor any associated benefits. However, the Birdies for Charity donation may be designated to go to the QCMG Member/Patron program by submitting a completed Membership Patron Program form. When the funds are received from Birdies, that portion designated for the Member/Patron program will be debited to the Member/Patron program income line item.

TRAINING GRANTS

The Training Grant Committee shall consist of a minimum of five members.

Responsibilities

- Issue applications for Training Grants and review for approval
- Award Training Grants and provide notification of such
- Submit bills for Training Grants to Treasurer

YOUTH CHORUS

Responsibilities:

- Give audition information to Marketing, Website and Social Media chairs
- Send out mailings to area educators about auditions
- Schedule audition and concert dates, not to conflict with other QCMG productions
- Hold auditions at least once, possibly twice, a year
- With the Assistant Music Director, audition and select Youth Chorus members
- Collect Youth Chorus fee, give receipts and turn in funds to the Treasurer
- Pass out rehearsal calendar and pertinent information
- Order Youth Chorus shirts
- Select/purchase/arrange music for concerts
- Create/provide rehearsal materials for members (including sound files)
- Rehearse members weekly for concert (current rehearsal Mondays from 4:30-6:00pm)
- Pick up and distribute shirts
- Photograph current members for publicity
- Write press release and give it to Marketing, Website and Social Media chairs
- Sell tickets
- Create and copy programs
- Decorate stage for the concert
- Provide punch and cookies for a free after-concert reception
- Line up Concession help for reception
- Collect rehearsal materials

The Youth Chorus Director should communicate with the officers, and appropriate committee chairs, who will help to coordinate auditions/volunteers for performances if needed. Including:

- Line up Sound and Lighting Technician for the concert
- Line up ushers
- Line up box office for the concert
- Line up audition workers

Board of Directors and Officers

PRESIDENT

The President is the chief executive officer of the corporation and shall preside at all meetings of the Board; shall act as Chair of the Annual Meeting and call to order all other meetings of Voting Members; shall sign and execute all contracts in the name of the Corporation, sign all checks, drafts, notes, and orders for the payment of money, when authorized to do so by the Board, appoint or discharge agents and employees, subject to the approval of the Board; shall act as spokesperson for the Corporation; and shall perform the general management of the affairs of the Corporation and perform all duties incidental to this office.

The President shall have the authority to enter into financial agreements on behalf of the Corporation.

The President shall serve as the Operations Committee Chair. The President shall appoint all Standing Committee and subcommittee chairs subject to the approval of the Board. No such appointment by the President shall be effective until approved by a majority of the Board Members voting on the question. Said appointees shall hold their positions until the end of the current fiscal year.

Bylaws Article IV Revised 102318

VICE PRESIDENT

The Vice President shall perform the duties of the President in his/her absence. In addition, the Vice President shall serve as the Nominating Committee Chair and other significant area(s) of responsibility as assigned by the President.

The Vice President shall have the authority to enter into financial agreements on behalf of the Corporation.

Bylaws Article IV Revised 102318

SECRETARY

The Secretary shall keep the minutes of the meetings of the Board, the Executive Committee and the meetings of Voting Members; attend to the giving all notices of the Corporation; affix the seal of the Corporation as needed; have charge of books and papers as directed; respond to correspondence as assigned; and attest all documents as needed.

The Secretary shall keep a voting membership roll, containing the names, alphabetically arranged, of all persons who are members of the Corporation, showing their places of residence, and the time when they respectively become members. Such roll shall be open for inspection as prescribed by the Laws of Illinois governing non-profit Corporations.

The Secretary shall prepare the written ballot for the Annual Meeting (See Article III, Section 4). The Secretary shall prepare the annual report to be filed with the Secretary of State.

The secretary shall annually produce and distribute a roster of active members to facilitate communication among all.

Bylaws Article IV Revised 102318

TREASURER/BUSINESS MANAGER

The Treasurer shall have the care and custody of all funds and securities of the Corporation; shall deposit the same in the name of the Corporation in such bank or banks as the Board may provide; shall sign checks drafts, notes, and orders for the payment of money in the absence of the President; pay out monies only pursuant to the direction of the Board; at all reasonable times exhibit the books and accounts to any Board Member or Voting Member of the Corporation upon application at the office of the Corporation during business hours; arrange for an annual audit, when required, at the end of the fiscal year; ensure that the proper Federal tax form is submitted in a timely manner; and shall give bond for the faithful performance of these duties as the Board may determine. The Treasurer shall provide monthly balance sheets, income and expense statements and related spreadsheets for Board review. The Treasurer shall have the authority to enter into financial agreements on behalf of the Corporation.

The Board shall have the option to appoint a Business Manager who is not a member of the Board to serve as the chief bookkeeper and financial records keeper of the organization. Said person shall report directly to the Treasurer and President, and supply the necessary reports and financial information for the Executive Committee and Board of Directors.

Quad City Music Guild Bylaws Article IV (revised 102318)

Funds

QCMG maintains the following accounts:

- Operating Checking Account
- Maintenance Checking Account
- Investment Accounts - funds are invested at the recommendation of a committee and approved by the Board
 - Vanguard Endowment
 - Moline Foundation
 - General
 - Maintenance
 - Capital Improvements
 - Endowment

Other accounts may be opened to segregate funds as recommended by the Treasurer and approved by the Board of Directors.

The Treasurer may transfer money into and out of the accounts upon approval of the Board. Reasons for transfer may include:

- Transfer of a per-ticket sold amount from Operating Checking to Maintenance Investment (annually for the previous year)
- Transfer from Capital Improvements Investment account to Operating Checking for approved capital expenditures (typically in excess of \$1,000)
- Transfer from Maintenance Investment to Operating Checking for approved maintenance expenditures
- Transfers within investment accounts as approved by the Board

Signatures

The Board may designate annually up to five individuals to sign checks or withdraw money from the checking accounts. At a minimum, this includes the President, Vice President, and Treasurer.

Budgets

- The Finance Committee will meet as soon as practical after the previous year's financial records are closed to set the current year's budget. The Treasurer will request that each Committee Chair and Board member review the previous year's budget vs. actual for their area of responsibility. Requests for budget changes will be sent to the Treasurer. The Treasurer will also ask each Committee Chair and Board member to submit requests with justification for capital and long-term maintenance items to be considered by the Board.
- The Treasurer will prepare a spreadsheet of the previous year's budget vs. actual for use by the Finance Committee in setting the current year's budget. The spreadsheet will also list the requested capital and long-term maintenance items.
- After approval by the Finance Committee, the proposed budget is submitted to the Board for approval at the January Board meeting. The approved budget is not adjusted during the fiscal year.

Deposits

Funds received by QCMG (cash or check) are placed in the safe located in the box office. These funds should be deposited as often as necessary, but not less than once a month. Deposits are made in the Operating Checking Account by a Board-designated individual (not the Treasurer / Business Manager). The deposit slip is given to the Treasurer / Business Manager, along with a breakdown of fund source by name and associated line item.

Bill Paying

- The Treasurer / Business Manager pays bills, invoices, and requests for reimbursement on a weekly basis from the QCMG Operating Checking Account.
- Requests for reimbursement must be accompanied by a completed Request for Reimbursement form (available on the website or in the box office) indicating the account to which the check should be posted and a paid receipt.
- Reimbursement requests for production expenses must be received no later than 15 days after the show closes.
- The Treasurer / Business Manager may request approval from the chair of the committee responsible for the bill prior to writing the check.
- Checks are signed and mailed by the President. In his/her absence, any other signatory except the Treasurer may sign. The Treasurer may sign checks made out to the President.
- Check stubs are attached to the bill, invoice, or reimbursement requested and filed by month.

Unanticipated Expenditures

Expenditures up to \$300 that were not anticipated at the time the budget was approved do not require Board approval prior to purchase. However, these expenditures must be approved by the committee chair in charge of the line item to which the expense will be posted, or by the President if there is not a committee chair. Such approval is required prior to purchase. A signed Request for Reimbursement form must be submitted to the Treasurer / Business Manager with the invoice or paid receipt (in the case of reimbursement). The Treasurer / Business Manager will report the expenditure to the Board at its next regular meeting.

Credit Cards

- Individuals may use a QCMG credit card to purchase items needed for set construction, concessions, costumes, building supplies / equipment, etc. as requested by the Committee Chair or Producer.
- Credit card requests must be approved by the President or Treasurer / Business Manager, who will provide the card or pertinent information and record who has the card. Credit cards used for production purposes must be returned to the President or Treasurer / Business Manager at the end of the run.
- Credit card receipts must be given to the Treasurer / Business Manager, along with a completed Request for Reimbursement form indicating the line item to which the purchase is to be credited.
- Unauthorized use of a QCMG credit card will result in appropriate disciplinary action.

Schedule of Accounts

The Treasurer / Business Manager will maintain a Schedule of Accounts that lists each income and expense line item and its purpose. The Schedule may be provided to the Board on request.

Stipends

Directing staff and summer technical assistant stipends are paid at the close of each production according to the terms of the contracts. The Treasurer / Business Manager prepares the checks for President's signature before the final weekend run for the amount of the stipend less any donation to the Member/Patron program. Any portion donated will be debited to the Member/Patron account and credited to the staff position account. Checks are not written for donations of the full amount of the stipend. The President gives the checks to the Producer for distribution.

Financial Records

The Treasurer / Business Manager keeps the financial records of the organization using an acceptable accounting system (currently Intuit QuickBooks). Financial records are kept on a cash basis. QCMG's fiscal year is January through December.

A Treasurer's Report that includes the following is presented to the Board at its monthly meeting and filed for audit:

- Operating fund income
- Operating fund expenses
- Other changes in cash
- Net increase (or decrease) in cash
- Operating fund cash balance
- Investment account balances
- Total month end balance

The Treasurer will keep the Board apprised of when and why a line item has exceeded its budget.

Financial records are filed by month. The records include the Board meeting minutes, Treasurer's Report, bank statement and reconciliation, Deposit Detail, investment account activity, and General Ledger. Copies of all except the meeting minutes are provided to the officers; two copies of the Treasurer's Report are given to the Secretary.

Federal and State Filings

The Treasurer or designee is responsible for filing applicable Federal and State forms, including tax returns, State of Illinois annual reports (Form AG990-IL), and State of Illinois sales tax exemption renewal. The exemption is good for five years; the current exemption expires August 1, 2021.

Audit

Financial records of Quad City Music Guild are subject to audit any year in which contributions exceed \$300,000 or if contributions in excess of \$25,000 were raised through the services of a professional fundraiser. Contributions include “gross amounts of cash donations as well as gross sums paid by the public for merchandise, special events, rights or services of the organization.” This includes donations, capital campaign funds, grant money, etc. It does not include proceeds from the sale of admission

tickets by a dramatic arts organization exempt under Section 501(c)(3) and “which is organized and operated for the presentation of live public performances or musical or theatrical works on a regular basis”. Audits are performed by a CPA. Audit expenses must be budgeted in the year following the year an audit may be needed.

Records Retention

Financial records are kept for the length of time recommended for acceptable business practices.

January Board Meeting

The following motions are made by the Treasurer at the January Board meeting:

- Approve the current year budget
- Approve the capital and long-term maintenance expenditures as recommended by the Finance Committee
- Transfer XX cents per ticket from the operating fund to the long-term maintenance investment account for the previous year’s ticket sales
- Request a resolution approving changes in signatories on the operating and maintenance fund checking accounts

Royalties

Contracts for the next season’s productions are signed by the President. Royalties for the next season are credited to a prepaid account, then transferred to the operating fund expense line item in January.

In-Kind Donations

In-kind donations must be accompanied by an In-Kind Donation form (available on the website or in the box office) approved by the Committee Chair or Board Member receiving the donation. In-kind donations may be credited to the QCMG Member/Patron program if so designated. If so, the donation will be a debit against the Member/Patron income account and a credit to the expense account related to the donation. An In-Kind Donation form for production expenses must be received and approved no later than 15 days after the show closes.

BOARD OF DIRECTORS

Board Members

The Board of Directors is the governing body of the Quad-City Music Guild. The Board shall consist of fifteen elected members. Up to six (6) members may be elected each year at the Annual Meeting, depending on expiring terms of existing Board Members. In addition, each year the President may appoint up to three members who shall serve a one-year term.

Qualifications and Duties

Members of the Board of Directors shall automatically qualify as Active Members as defined in these Bylaws (Article I, Section 2). Board Members are expected to attend all meetings of the Board of Directors and to contribute a minimum of twenty-five (25) hours of service during the fiscal year, participating in all productions, special events and scheduled projects. In the event a Board Member misses three (3) meetings during a single fiscal year, the President shall contact the Board Member to determine whether he/she will be able to continue service. Board Members are also required to participate in the Quad-City Music Guild member/patron program; said participation to be, at a minimum, an individual membership to be paid by January 31 of each fiscal year in which they serve. Each board member must assume at least one specific committee responsibility as delegated by the President.

The Board Members shall manage the affairs of this Corporation and may adopt any rules and regulations for the conduct of their meetings and the management of the affairs of the Corporation as they may deem proper but not inconsistent with the laws of the State of Illinois or these Bylaws.

Board members who have a direct or indirect personal interest in the outcome of any financial decisions that come before the board shall disclose their interest to the Board prior to any vote on the issue so the Board will be fully aware of any possible conflict of interest. The Board Member shall abstain from voting on the issue when the matter is called for a vote.

Board Meetings: For all elected and appointed Board Members. Producers attend as needed. Board Meetings are open to all. There are at least 10 meetings annually. All meetings are held the third Tuesday of each month. Ten members constitutes a quorum.

Executive Board: consists of Officers and those appointed by President. They meet as needed. The Executive Board is consultative and may not take action separate from the Board of Directors. All of their recommendations must be approved by the Board of Directors.

From Bylaws Article III Revised 102318

Note: During show rehearsals, members of the Board are asked to complete the Board meeting before attending rehearsal if they are directly involved, whenever possible.

BYLAWS UPDATE PROCEDURE

- The bylaws will be reviewed each August preceding a new President taking office.
- The President will appoint a committee to determine if there is a need to revise or change the organization's Bylaws or to amend an article or section.
- The committee will make the changes as requested. The recommended changes will be shared with the Board and the voting membership.
- The vote will take place at the Annual Meeting or a special meeting of the Voting Members called for this purpose.
- A master copy of the Bylaws will be kept in the Box Office. They will additionally be posted on the website.

NOMINATING COMMITTEE

The Vice President shall serve as Chair of the Nominating Committee. The Nominating Committee shall consist of the Chair, current and past President, board members who are completing their service, and a representative from each of the previous five productions to be appointed by the Chair.

The committee shall prepare a slate of at least two nominees in excess of the number of vacancies to be filled. These nominees must be current voting members of QCMG and should be well qualified and willing to serve as Board Members. Each nominee shall be fully informed by the Chair as to the duties and expectations of becoming a Board Member (refer to Article III Section 2). At the annual meeting, additional nominations may be made from the floor by any Voting Member. No second shall be necessary to any nomination.

The Nominating Committee shall also prepare a slate of officers for the board to elect at the first Board meeting after the Annual Meeting. The newly elected officers shall begin their terms on the following January 1st.

An additional duty of the Nominating Committee may be to assist the President in filling Board vacancies that occur during the year.

Election, Appointment & Term of Office of Directors

Board Members shall be elected by ballot at the Annual Meeting of Voting Members. They shall serve a three-year term. A Board Member may serve two consecutive terms if re-elected. After completion of the second term an individual must be off the board at least one year before being eligible to serve again. When a vacancy occurs, the President may appoint a replacement to fill the uncompleted term. The appointment must be approved by the Board of Directors.

The Secretary shall prepare a written ballot of the nominees, the written Notice of the Annual Meeting, and a synopsis of nominee qualifications. The ballot, notice, and synopsis shall be mailed to each eligible voting member no later than 14 days before the scheduled meeting. Voting members may vote via absentee ballot or at the Annual Meeting.

In addition to the elected Board Members, the President may appoint up to three persons to serve as Board Members, with Board approval, to make the maximum total of Board Members eighteen. These appointed members serve a one-year term.

From Bylaws Article III Revised 102318

VOTING MEMBER FORMS

All supporting and active members who meet the minimum age requirement shall be entitled to Voting Membership. Active members must complete and submit an annual Voting Member registration form to the secretary by September 15th of the current year to be eligible for Voting member status at the annual meeting.

The minimum age to be eligible for voting membership is 16.

Supporting Members

Supporting membership shall consist of those individuals who have contributed to the member/patron program of the Quad City Music Guild in categories approved by the Board of Directors. Each member/patron donation is entitled to one vote, regardless of the name(s) in which the membership is held.

Active Members

- Current board members.
- Individuals who have participated in the production of a show within 12 months prior to the annual meeting.
- Individuals who have contributed five or more volunteer hours, other than production participation, within 12 months prior to the annual meeting.

From Bylaws Revised 102319

Facilities

BUILDING AND GROUNDS/SECURITY

Responsibilities

- General management and oversight of the physical plant and grounds of Quad City Music Guild, with main priorities being maintenance and building security, which may be done by the chair (co-chairs), appointees, or professionals
- Includes scheduling maintenance and inspections of fire alarm systems, fire sprinkler systems, fire extinguishers, emergency lighting, HVAC systems, backflow prevention device
- Maintenance and repairs, as needed, for plumbing and electrical fixtures, roofing, exterior building façade, grounds and parking lot
- General painting and interior/exterior maintenance of the facility
- Scheduling for trash and recycle receptacle pickup
- Scheduling volunteers for daily facility inspections between production periods
- Periodically changing key box codes for entry into the theater and interior doors, and notifying officers and others of the new codes
- Scheduling and overseeing the Spring and Fall Cleanup Days
- Coordinating snow removal schedule with City of Moline Public Works staff, and any other assistance requested of the City of Moline on a periodic basis
- In coordination with the Concession chair(s), maintaining cleaning and paper product supplies for the facility
- At least annually, track assigned facility keys and update the key assignment spreadsheet

Note: The job of cleaning does not come under Building and Grounds, but Building and Grounds is responsible for securing the building and organizing routine building checks year round.

Please refer to the most recent QCMG Maintenance Contact List

INDOOR/OUTDOOR DECORATIONS

Indoor Decorations

Outdoor Decorations

Responsibilities

- Decorate the outdoor QCMG property using various Christmas decorations, such as light strands, garland, spotlights, etc.
- Update and fix decorations as needed
- Keep an updated inventory log of outdoor decorations

Timeline*

- November 1 - Begin decorating
- One week before opening night of Winter show - All decorations up and turned on
- January 1 - Illuminated decorations turned off
- January 10 - All decorations other than light strands and spotlights taken down and stored
- End of March - All remaining decorations taken down and stored

*Timeline dates are tentative due to weather

THEATRE RENTAL

The Quad City Music Guild theatre and/or lobby is available for rental by individuals and organizations. Please refer to Rental Fee Schedule and Contract.

Marketing and Promotion

EXTERNAL MARKETING

Marketing/Publicity Committee Guidelines

- All ads, publications, posters, or mailed material and all merchandise sold will include the QCMG logo and/or reference to the theater group.
- Although we promote each production individually, the emphasis on our entire effort is on the overall promotion of QCMG, the entire season and all our related activities.
- We will do our best to balance the coverage between productions, realizing that some productions may need more promotion than others due to notoriety.
- As members of this committee, we are ambassadors to the various media outlets and all those we come upon on behalf of QCMG.
- We will not exceed our stated budget without prior approval from the Board of Directors.

Assignment Areas

Display and Broadcast Ads

- Display ad schedules for area newspapers (including links to web-sites)
- Theater program ad placements (professional, community, college, high school)
- Radio ad schedules (including links to websites)
- Television PSAs (donated ads?)

Paper Promotion

- Season ticket mailers (Gold, Silver, Bronze)
- Creation/distribution of flyers, posters and postcard mailers

Third-Party Promotion Opportunities

- Local and regional calendars of events and tourism publications
- Local and regional tourist information centers
- Local and regional travel agencies

Live Promotional Appearances

- Seek promotional appearance opportunities and schedule with staff/cast of each production
- Make arrangements for accompanists, needed music, transportation (if needed), etc.

Publicity

- News releases – write and distribute news releases for auditions, tea, brunch, production information, castings, Annual Meeting, etc.)
- Schedule photo shoots
- Arrange for Guild Photographer to take photos for local papers and for program inserts
- Distribute photos to papers
- Arrange/schedule reviewers and coordinate with show director

OVERTONES/EMAIL COMMUNICATIONS

Overtones

- Overtones is Quad City Music Guild’s official digital newsletter. Overtones is primarily for internal communications with active participants and those who have signed up to receive the email.
- Overtones contains a variety of information that may fall outside the regular schedule below. For example, Play Selection dates, building cleanup dates, or Youth Chorus events.

Overtones is sent the following months with associated content:

January

- President’s Message
- Cast List for Spring Show
- Season Ticket Reminder
- Pre-Audition Tea Announcement
- Audition Information for Summer Shows

February

- Cast List for Spring Show (if not sent in January)
- Pre-Audition Tea Reminder
- Season Ticket Reminder
- Audition Information for Summer Shows

March

- Season Ticket Reminder
- Call for Volunteers
- Cast List for Spring Show
- Cast List for Summer Shows

August

- Directing Staff Applications
- Audition Information for Holiday Show
- Sam Award Results
- Voting Member List

October

- Cast List for Holiday Show
- Season Ticket
- Annual Meeting Announcement
- Board Member Nominee Bios

Email Communications

Email communications are sent throughout the year using Constant Contact. Examples include:

- Call for volunteers before shows
- Ticket reminders
- Play Selection meetings

PHOTOGRAPHY

- The photography chair is in charge of taking publicity photos for all five productions.
- The photographer will coordinate with the Publicity Chair, Director, and Assistant Director on the date, time, and location of the publicity photos shoot.
- The Director and/or Assistant Director will be responsible for selecting 5 to 7 different scenes that would help promote the show through our various media channels (social media, newsletters, TV, etc.).
- The photographer is then responsible to make any edits necessary to the photographs and delivered to the Publicity Chair for distribution.

As of 2014, all photographs have been uploaded to the QCMGphotos@gmail.com account in Google Drive (President and current Photography Chair have the password for the account.) Links to folders containing finalized publicity photos are shared with Publicity Chair, Social Media Chair, Website Chair, President, Vice President, and Director.

- The photographer prints two sets of copies of 8.5x11 photos, preferably between 8 to 10 photos, to display in the lobby display cases and backstage for the cast. The keys for the display cases are currently in the Box Office. The oldest show in the display case should be replaced with the newest publicity photos as well as the show's poster. Photos and show poster being removed from the display case should be given to Archives. The location for the backstage pictures is on the wall left of the staircase near the lower men's bathroom.
- The Social Media Chair or Publicity Chair may ask for additional photos to use in publications.
- The photographer is responsible for maintaining a reference sheet to make cataloging of photos easier.
- The photographer is responsible for taking any headshots needed for program publication. The individual in charge of putting the program together will notify the photographer of any headshots needed prior to taking publicity photos.
- The photographer is responsible for cataloging all headshots to the Google Drive associated with the QCMGPhotos@gmail.com account.

SOCIAL MEDIA

- Quad City Music Guild has a Facebook and Twitter account.
- Each show should have at least 25 posts that aim to promote the production. Posts can range from approved rehearsal photos, cast features, news articles, interviews, etc..
- Each show has up to \$100 available to boost Facebook posts. How much is spent and audience targeting is at the discretion of the Social Media Chair. Boosted posts must be charged to a personal card. Receipts from all boosted posts can be given to the Treasurer for reimbursement. Any additional dollars used will need approval from the Publicity Chair, as the funds come from that account.
- All shows and/or major events happening at QCMG need to have a Facebook event created. **Any informational changes need to be made as soon as possible.**
- The Social Media Chair is responsible for responding to all messages and posts that require a response.
- The Social Media Chair should have a conversation with the Director of every show to brainstorm how to best promote their show. This conversation can garner new post ideas or promotions. Posts that have been done in the past, but are not limited to, directing staff member video interview, cast member video interview, cast member written interview ("Meet Me"), ticket giveaways, rehearsal pictures, volunteer features, etc.
- It is the responsibility of the Social Media Chair to review license agreements and contracts for each show as to how logos and content can be used in promotional materials online in any format.
- It is the Social Media Chair's responsibility to make each production aware of the Board-approved Social Media Policy.

WEBSITE

Website Procedures

Major updates to the website will align with the communications calendar for Overtones, press releases, and social media. Updates should be sent to the Website Chair at the same time and in the same format as they are provided to the person managing Overtones.

When updated, the Website Chair will provide direct links to relevant information (such as PDFs of documents or anchored locations on the audition page for each specific show) to the people managing social media and Overtones.

When new season is announced:

- Publish Next Season page with that information and add navigation to menu
- Add information to Home page carousel if desired

When current season is over:

- Change Home page carousel images and content to reflect upcoming season
- Move Next Season page content to Upcoming Shows page, then unpublish Next Season page and remove navigation from menu
- Add past season shows to History page in show listing

When audition dates and details are announced:

- Update and rotate dates at top of Audition page
- Update audition sheet (if changed) and detailed audition information for each show

When auditions are over:

- Remove detailed audition information and change text at top to reflect that auditions for future shows will be scheduled

As each show in the season closes:

- Remove its information from the carousel on the Home page, ensuring that the current show is the one that appears first in the rotating images

When Youth Chorus auditions or concerts occur:

- Update Audition page and Youth Chorus page with correct content and picture if relevant

When staff or technical director applications are available:

- Update application sheet (if changed) and application information on Backstage page (or specially created page for that purpose)

When staff are approved for shows:

- Add their names to the show listing on the Upcoming Shows page

When Annual Meeting is scheduled:

- Upload and post relevant documents on Annual Meeting page
- Publish and add navigation to menu for Annual Meeting page

As needed:

- Update contact information page
- Consider best user experience, page readability, and organization of website and menu
- Update photos on various pages and gallery
- Check that links and plugins are working (e.g., Constant Contact plugin in footer showing Overtones Archive)
- Work with Board and other communications people to determine what additional content may be valuable on the website

Operations

COSTUME SHOP

The Costume Shop Coordinator shall:

- Secure volunteers to staff the shop during open hours. The current costume shop hours are every Wednesday from 9:00 to noon and the FIRST Saturday of each month from 9:00 to noon. Volunteers will assist with all duties described in this listing under the direction of the Costume Shop Coordinator.
- Maintain the shop including organization, storage, care and cleaning of the costumes, supplies and facility
- Work with the budget committee to set the budget of income and expenses
- Promote the shop
- Keep an inventory of the costume stock
- Acknowledge donations to the shop, sending a tax donation letter upon request
- Maintain records of all rental contracts, collect all rental fees, and deposit all payments
- Assist all customers with procurement of their costume needs
- Assist show costumers for all Quad City Music Guild productions
- Manage the sale or donation of any excess inventory
- Attempt to collect any and all costumes that are not returned promptly
- Gather and keep costume reference library materials
- Report to the Operations Chair and the Board of Directors as requested.

COURIER

The courier will routinely check the QCMG Post Office Box and deliver the mail to the box office.

PASS COORDINATOR

Committee Chair Responsibilities

- Parking passes for cast, crew, and orchestra
- Board Member passes
- Invited Dress passes
- Invited Dress rehearsal passes should be delivered one week before Invited Dress rehearsal to ensure that the count is final and accurate.
- Invited Dress Rehearsal passes will be delivered to the Producer or Assistant Director. If there is a need for more passes or a problem arises, they will contact the Pass Coordinator.
- The Pass Coordinator should receive a count of volunteers so enough passes are delivered for the cast, crew, and orchestra.
- One invited dress pass will be issued to each person actively involved in said production.

Those who distribute passes are:

- Assistant Director distributes passes to cast
- Assistant Music Director distributes passes to orchestra
- Stage Manager distributes to crew members

Board members not involved in the current production will act as ticket takers for the Invited Dress rehearsal.

SCENE SHOP MANAGER

General Overview

Responsible for the general upkeep of the Scene Shop workspace, material, and equipment

Duties

- Periodically inspect the shop for cleanliness
- Provide shop and theatre overview for Technical Directors upon hiring
- Organize the replacement damaged/obsolete/dangerous tools and/or scenery
- Specify and source new tools and/or equipment that would ease the process of scenic design for QCMG or enhance the final scenic design product generated
- In the absence of a Technical Director, the scene shop manager(s) shall be present for set strikes to ensure the shop is put back into working order for succeeding shows and/or QCMG projects

In the absence of a Technical Director and/or actively working scenic designer, the scene shop manager(s) shall perform the following duties:

- Dispose of trash
- Oversee the proper storage of tools, materials, and ready-made set pieces
- Verify there is a readily available supply of typical shop raw materials such as fasteners, hardware, lumber, etc.
- Coordinate the use of the shop for purposes other than scenic design for shows in the active Guild season. Coordination of Scene Shop use for the upcoming season shall be the responsibility of the season's producers, directors, scenic designers, and Technical Director.

SOCIAL COMMITTEE

Responsibilities

- Annual Brunch and Pre-Audition Tea
- Plans should begin as soon as each date is set at the Board meeting
- The places agreed upon should be checked for availability
- An estimate of the number expected to attend should be given and the charges for the Brunch discussed
- Cover all details with caterer and site coordinator, including sound and projection
- Arrange for a Guild member to bring a keyboard, bench, and cables
- Plan proposed program – speakers, performers, accompanist and those to work the check-in table

Pre-Audition Tea

- Arrange for napkins, coffee, tea, candles, punch ingredients, coffee, cream, and lemon for tea
- Also needed: Ice, sugar, decorations, utensils
- Committee, Board members, and hostesses provide cookies
- Be sure keyboard is on stage

Brunch

- Decide on menu, flowers, centerpieces
- Post an announcement at the theatre with deadline for making reservations and buying tickets

Extras to take

- Paper, pens, tape, nametags

VOLUNTEER RECRUITMENT

Responsibilities

- Monitoring qcmgvolunteer@gmail.com email regularly
- Serving as the intermediary between new volunteers and active committee chairs
- Sending out/forwarding information regarding volunteer interest to appropriate contacts
- Providing prompt and accurate responses to interested volunteers

Patron Services

ACCESSIBILITY

**contact Tom V

BOX OFFICE

Staffing

- The Box Office is manned three weeks before the start of each performance date.
- Hours are 5:00pm to 7:00pm Monday through Friday and two hours before each performance
- The Box Office is locked with a key box on the door. The Manager will give the code only to the volunteers that need this information.
- The Box Office Manager is responsible for finding volunteers for each day. The volunteers will work a minimum of one two-hour shift a week. If needed, the volunteers may help with an additional day.
- During the weeks that there are not regular daily hours, the Box Office Manager will check the phone messages and return calls at least twice a week. If the Box Office Manager is not available, they will find another volunteer to check these messages.

Order Fulfillment

- Patrons may order tickets by calling the box office at 309-762-6610. They can leave a message if it is not during the stated hours and a volunteer will return their call. Or, the patrons can order tickets online by going to the Music Guild website at www.qcmusicguild.com.
- Phone messages and the online orders can be seen by going to the Music Guild's email address at boxoffice@qcmusicguild.com These messages are password protected.
- Phone messages are written down and calls are returned.
- Online orders are either marked as "email the tickets" or "hold at box office". The email orders can be deleted and the patrons will bring their tickets to the show. The hold tickets need to be printed and put in the Will Call box for the patrons to pick up the night of their show.

Logistics

- Tickets are ordered through the computer system – WINTIX provided by Center Stage Software. Our contact at Center Stage Software is Diane Rowe 408-649-5561. Technical Support contact is 831-920-1254.
- Ticket stock is ordered from Center Stage Software 408-649-5561. 20,000 tickets are ordered at a time. This will last more than a year. Other forms are ordered through a local printing company.
- For safety, patron credit card information is not stored in the computer system.
- Some cash is kept in the box office to make change. This cash is locked either in the safe that requires two keys to open or in a locked drawer.
- Deposits are made as needed, generally weekly. Any checks received are stamped immediately with Music Guild's deposit information and then locked in the safe or in the locked drawer.
- The answering machine message is updated regularly with current information.

CONCESSIONS

- Committee chairs are responsible for securing five to six volunteers per performance, making sure there is at least one person who is able to 'lead' the shift.
- Committee chairs are responsible for purchasing and stocking the concessions stand as well as paper products for restrooms. This should be done before Invited Dress.

Pre-show Checklist

- Get money from box office
- Put money in pockets of window workers
- Check restrooms
- Check lobby
- Place condiments table outside door

Pre-Intermission Checklist

- Check restrooms
- Preset pop cans, water
- Place cookies and bags of popcorn at each window
- Put candy and napkins next to each window

Cleanup

- Refrigerate all unsold pop and water
- Put extra candy and cookies away
- Clean up popcorn container and hot dog cooker.
- Empty trash cans and take to dumpster (share task with Internal Sales volunteers)
- Check bathrooms
- Clean floors in lobby and bathrooms (share task with Internal Sales volunteers)
- Clean counters
- Count money – deposit large bills each night. Deposit small bills at the end of the run.

HOUSE MAINTENANCE/USHERS

Committee Chair

- Ensure that there are enough ushers available for each performance
 - **Usually six to eight volunteers**
 - Make sure each volunteer is aware of their duties
 - Fill in as needed as an additional usher
 - **House manager and board members should usher the dress rehearsal (no programs)**
- Clean the house before or after each performance
 - **Vacuum and pick up any trash left behind**
 - Make sure aisle lights and rope lights are turned on before the show
 - **Clean gum or stains off seats or on the carpet**
- Set out programs at each entrance to the house before each show
 - **Programs will be in Concessions**
 - **Reuse programs if possible**
- Set aside a flashlight (from Concessions closet) at both entrances for ushers to use
- Open doors 30 minutes before the show
 - **Check with sound board to make sure they are finished with mic checks**
 - **Make sure curtain is down**

Ushers

- Wear a blue smock (they are located in the Concessions closet)
- Open house doors 30 minutes prior to show time (check with show staff to make sure they are ready)
- At the doors, take tickets and distribute programs. Remove the ticket stub and keep them until intermission. Online purchases may be printed on paper or be saved to a phone.
- If necessary, assist patrons to their seats. In the event of duplicate tickets, contact the House Manager or Box Office.
- No food or drink is allowed in the house. If there is a problem, seek assistance from the House Manager.
- Close the doors when the house lights are dimmed. One usher should remain at the doors for about 10 minutes to accommodate late arrivals. After the show starts, it may not be possible to put them in their ticketed seat. Use available seats, being mindful of those already seated.
- At least two ushers with flashlights should be seated in the lower house in close proximity to the doors to assist patrons back to their seats if they leave during an act.
- The use of cell phones and cameras is prohibited. Remind patrons if necessary.
- During intermission, monitor the house doors. As needed, remind patrons that food and drink are NOT allowed in the house.
- At the end of intermission, fold and return the smocks to Concessions
- After the show, walk through the house and pick up any trash

INTERNAL SALES

Responsibilities include:

- Meeting with graphic designer to create logos for the season shirt and individual show shirts
- Contacting assistant directors for each show to provide information about shirt purchasing through provided website
- Recruiting volunteers that will sell merchandise at the display counter in the lobby

Volunteers will be in charge of:

- Selling merchandise during the show
- Maintaining records of merchandise sold
- Assisting with intermission cleanup
 - Removing/replacing garbage bags
 - Sweeping the lobby

LOBBY MUSICIANS

- A database is kept of pianists interested in providing music before the show and during intermission.
- Approximately 45 days before opening, the chair will send an email to all, inviting them to select a performance. As the responses arrive, second and third emails should be sent with the list of dates filled.
- The list will then be sent to the Program Chair, who will include them in the program.
- The chair should encourage and invite other pianists to participate in this activity.
- The chair may be asked to fill any dates that remain unfilled prior to opening night.

PARKING LOT ATTENDANTS

- Parking is monitored starting at 5:30pm for evening performances and at noon for matinees. Two volunteers per performance are ideal.
- The parking signs are just inside the main entrance of the theatre.
- Place the four “Resident Parking Only” signs evenly on the far side of the street leading to Guild from the house just after the bend in the road down to the last house before the turnaround.
- Use the sawhorse barricades to “save” the far few spaces on the inside of the light poles mid-lot. These are hard to monitor as people arrive all at once, and that space may be needed for those with handicapped access.
- Make sure cast/crew/orchestra has a small parking pass (color coded for each show). Board members and upper level donor/patrons may also have season parking passes of a different color.
- Ushers and concession volunteers may arrive with no pass. Usually ushers will carpool. Try to accommodate them along the far side of the lot overlooking the hillside.
- Those dropping off a cast or crew member can go to the building entrance to unload and loop around to leave.
- Guild cast crew pit and volunteers will be asked to park in the back part of the lot. Parking in front of the light poles is reserved for handicapped patrons bearing a license plate designation, or handicapped hang tag. Try to direct them to bear right to line up with the parking stripes.
- Buses will start to arrive about one hour before show. One parking volunteer should step forward to greet and fill the gap to gently direct patrons to use the sidewalk down to the entrance rather than the lot, which can be dangerous.
- If there is a bus unloading, other incoming traffic can be waved to come in the “wrong” side of the circle to keep things flowing.
- If the volunteer side of the lot starts to fill, use the space by the pampas grass, add a space on the end of the light pole row, and start to stack cars in the back part of the lot by having them back in in two rows, “parking in” their fellow volunteers. We can get creative to fill space, but main egress from the lot needs to be maintained.
- The occasional patron who gets past the police officer without a pass can be directed to park on the hillside leading to the pond and picnic pavilion, or at the WQAD City lot and walk in a block or so.
- Lighting or other show crew may come out to see what the status of the buses are. It can be helpful with about 10 minutes or so left to watch and see. If a bus looks very lightly loaded, ask if the driver knows if he/she is the last bus.
- Stay in lot until five minutes before curtain.
- Retrieve parking signs at intermission.
- At least one volunteer takes up station after the show as the buses load for the return trip.
- Stand just beyond the loading door and remind patrons that we need to load one bus at a time and to avoid the neighbor’s grass.
- It usually takes two “waves” of buses to return everyone to the Mall lot, so, at the beginning of the second wave, go in to the theater and give a “Last Call for Bus Transportation”.

PROGRAMS (ADVERTISEMENTS AND INFORMATION)

Program Advertisements

- Contact printer to get current costs of paper, printing, etc.
- Determine costs of advertisements per page, half page, etc. and set goals
- Solicit advertising for the program
- Bill advertisers for their ads
- Contact Guild Secretary for correct listing of Officers, Board Members, committee chairs
- Follow up on unpaid advertisements

Program Information

- Contact Board President or Play Selection Chairman to get the licensing contract. Ensure all required program credits and legal statements are formatted exactly according to contract specifications.
- Send bio forms and communicate all other areas of the program that will be needed from the Show Assistant Directors before show rehearsals begin
- Contact Show Assistant Directors for listing of cast and orchestra members, scenes, and musical numbers
- Work with Show Assistant Directors to collect bio forms from show leads and production staff
- Contact Show Assistant Directors for lists of committee members and backstage workers
- Check with Show Assistant Directors to see if there are any Thank You acknowledgements to be listed
- Collect headshot photos for all show leads and production staff who do not already have a photo on file. You can take the photos yourself, or if working with the Photography Chair, you should provide a list of specific people for whom you need headshot photos.
- Set a deadline with the Member/Patron Chair to acquire lists of contributors
- Set a deadline with the Lobby Pianist Chair to acquire list of lobby pianists
- Type and format all material and send to printer in plenty of time for printer's deadline
- Take program proof sheets to be checked at rehearsal so final edits can be made
- Work with Board President to determine how many programs to order from the printer for each show
- Make sure programs are at the auditorium on opening night
- All material should be channeled through one person so there is consistency of capitalization, punctuation, etc.

TRANSPORTATION

The Transportation Committee currently consists of two components - Bus Greeting and Traffic Control.

Bus Greeting

QCMG partners with Metro to provide a shuttle bus that runs from SouthPark Mall to Prospect Park one hour before curtain and after the performance is over. At least one bus greeter should be there each night. At a minimum, the Bus Greeter should be a source of information for the patrons about the performance that day - informing them of how to purchase tickets, pick up tickets from Will Call, and where to meet the buses after the performance. This can be a great opportunity to promote upcoming shows for the rest of the season.

Transportation

Because parking space is so limited in Prospect Park, QCMG hires a police officer to ensure a limited number of people park in the parking lot at the theater. The Transportation Chair should coordinate a schedule with the City of Moline that provides coverage on days of show performances. Parking passes are provided to the cast and crew of each show. They are to present these passes to the officer who is posted at the intersection closest to the theater. Additionally, patrons with handicapped parking permits/license plates are allowed to park in the parking lot. The police officer should also let these patrons through for parking close to the theater entrance.

Production Guidelines

STAFF APPLICATION PROCESS

- Those applying for directing staff positions should submit directing staff application materials by advertised dates, following guidelines within the materials.
- Application materials will be reviewed by the Board, and the Board or subset of the Board may conduct interviews.
- The Board will approve all directing staffs.

CONTRACTS

All personnel of the Production staff receiving compensation for their services will be required to sign a contract. These contracts are also signed by the President.

The Production Staff at this time includes:

- Producer
- Book Director
- Assistant Director
- Music Director
- Assistant Music Director
- Choreographer
- Scenic/Set Designer
- Costume Designer
- Props Chair
- Sound Designer
- Light Designer
- Youth Chorus Director
- Youth Chorus Assistant Director

See individual production staff pages for specific contractual information.

The President may select a committee to revise and update contracts as needed.

CASTING PROCEDURES

- No role at QCMG is pre-cast. All casting decisions should be made in the best interest of the organization. This includes avoiding actual or perceived conflicts of interest. If a possible conflict of interest is self-disclosed by staff ahead of time, steps can be taken with the Producer and Executive Board Members to mitigate the conflict of interest.
- Whenever possible, those called back will be offered a role in the show. Those called back may also be cast in another summer production assuming a previous audition. If no other roles are available, the Producer will notify those called back ahead of time.
- The Producer meets with all directing staffs after each audition to discuss people considered for major roles.
- After callbacks, a meeting is held to decide who will be cast for major roles and the balance of the cast.
- In the event of a disagreement, the role should be cast based on the following:
 1. The best interest of the organization/season as whole
 2. The auditioner's stated preference on the audition sheet
 3. Lacking a clear preference, any disagreements are settled by which role is largerIf the staffs come to a stalemate, the ultimate decision falls to the President or designee.
- There is to be no double casting of major roles. The goal is to cast as many auditioners as possible. While at times double casting ensemble members may be necessary, it should be avoided.
- The Producer will notify those who auditioned but were not cast.
- No member of a summer production staff under contract for a summer show who is involved in the casting process shall perform nor audition for any show in the summer season. See procedures for individual staff positions.
- In case of an emergency cast replacement, a replacement shall be made by the Director with the approval of the Producer.

QCMG Post-Audition Casting and Cast Member Replacement Procedure

In the very rare event a role is not filled at the time of auditions or when a cast member quits a production or is asked to leave by the directing staff, the following steps will be followed to fill the role or replace the individual:

- The directing staff will determine whether or not it is necessary to fill the role or replace the individual.
- If filling the role or a replacement is necessary, the directing staff will move through the following steps in order:
 1. Look to the existing cast to move another cast member into that role
 2. Look to individuals who auditioned for the show but were not cast. (After this step, Holiday and Spring show skip to #5)
 3. Look to individuals who auditioned for the summer season (if applicable) but were not cast.
 4. Look to individuals cast in other summer shows (only for first and third summer shows) after first consulting with the Producer and President and the other show staff to ensure no hardship is placed on the other show involved. The cast member should not be contacted before consulting with the Producer and President and other show staff.
 5. If all the above fail, the staff may, after consulting with the Producer and President, look outside auditions or the show to fill the role or replace the cast member. (If time allows, it is suggested that a special open audition be held for filling a principal role.)

PRODUCTION GUIDELINES

Updated 2019

The following Production Planning Guidelines are presented as a guidance tool to assist the directing staff in planning and producing well-organized and efficiently run rehearsals and performances:

Detailed rehearsal schedule to include:

- Any pre-rehearsal cast meetings
 - Music rehearsals that identify which songs and at what time they are to be rehearsed
 - Dance rehearsals that identify which dances and at what time they are to be rehearsed
 - Blocking rehearsals that identify which scenes and at what time they are to be rehearsed
 - Quad City Music Guild's rehearsal schedule is Monday through Friday 6:30pm to 9pm. However, weekend rehearsals can be scheduled, but should be rare and communicated to cast/crew/pit members at the time of auditions.
 - Specific details of the rehearsal period during production that indicate when orchestra, lights, sound, set placement, costumes, props, etc. are to be added. All are at the discretion of the directing staff; however, the following dates are provided within staff contracts and responsibilities are detailed within this document.
 - Orchestra - two Mondays before opening night
 - Lighting - completed two Thursdays before opening night
 - Sound - completed two Thursdays before opening night
 - Set - completed two Thursdays before opening night
 - Costumes - completed two Thursdays before opening night
 - Props - completed two Thursdays before opening night
 - Makeup - Friday before opening night, but may need to be earlier depending on specialty makeup needs
- **For the July and August productions that only have three weeks in the theater, these deadlines may be difficult to achieve. Please use the above to find acceptable guidelines.
- Publicity photo dates and times
 - Call times for cast, crew, and orchestra for dress rehearsals and performances

Scene Detail

- Prepare a detailed breakdown of which characters are required for each scene. The rehearsal schedule should correspond to this breakdown so that everyone involved will know when they are needed at rehearsals.

Initial Communication with Cast

- Since all of the above needs to be shared with the cast in detail, QCMG has provided funding in the operations budget for the directing staff to host a pre-rehearsal meeting for each production. At this meeting, the rehearsal schedule can be shared, measurements for costumes can be taken, introductions made, and a general social atmosphere established.
- If known, we encourage you to invite crew and orchestra members to the initial cast meetings as well.
- The staff is also encouraged to meet with principal characters at this time to cover any specific requirements that would not apply to the general ensemble of the production.
- The cast, crew, and orchestra should be informed that all policies and procedures of Quad City Music Guild are to be adhered to during the rehearsal and performance periods.

EXTRA PERFORMANCES

Approved by Board of Directors January 2002

For the holiday and spring productions:

An additional performance *may* be added at 7:30pm Sunday evening if the following conditions are met:

- On the Sunday prior to the opening performance, there must be 150 or fewer seats remaining for the entire run of the production (including house seats, balcony seating, and any available seats from fundraiser group sales) as determined by the Box Office Manager.

AND

- There is a steady demand for tickets equivalent to minimum sales of 50 seats per day as determined by the Box Office Manager.

For the summer productions:

An additional performance *may* be added at 2:00pm the second Saturday afternoon if the following conditions are met:

- After intermission of the first Sunday performance, there must be 150 or fewer seats remaining for the second weekend of performances (including house seats, balcony seating, and any available seats from fundraiser group sales) as determined by the Box Office Manager.

AND

- There is a steady demand for tickets with minimum sales of 50 seats per day as determined by the Box Office Manager.

The decision to add an additional performance will be made by the Board officers, with input from the Producer. The Technical Director and the directing staff of the show will be polled to determine staff, cast, orchestra, or crew conflicts that would prevent the performance from taking place. The directing staff must be unanimous in their support for adding a performance.

Once made, the decision is final.

If an additional performance is scheduled, the following steps will be taken immediately:

- The Producer will notify the Technical Director, the directing staff, cast, crew, orchestra.
- The officers will inform those responsible for Marketing, Concessions, Box Office, tickets, program printing, parking/patrol, buses and ushers
- Any volunteer personnel shortages/concerns will be reported to the Producer and officers
- The officers will obtain permission from the theater house to add the additional performance

* *In the event of overwhelming demand for tickets, a second additional performance may be added at 7:30 on the second Sunday for summer shows, and at 2:00pm on the scheduled Saturday for the holiday and spring productions.

Production Logistics

AUDITIONS CHAIR

Before each set of auditions, the chair/co-chairs will contact directors and producers to remind them of the process and to see if they have any specific needs for the process.

Tea

The audition chair/co-chairs will contact the directors and producers before the Annual Tea to find out what each show will be discussing. The audition chair will cover the general process as well as be available to answer any questions.

Items needed for auditions:

- Pens
- Notebook
- Pile of audition sheets
- Box Office computer with spreadsheet
- Five tables – 40 chairs for auditioners in lobby
- One table – three chairs for front desk
- Two tables – five chairs for directing staff, 12 chairs for auditioners on the stage
- Cookies, if available
- Coffee/water bottles for directing staff
- Dance floor

Provided by Directing Staff

- Camera for lobby
- Speaker for person teaching dance audition

Audition Process

- At least three volunteers are required per shift of auditions
- Volunteer(s) at front desk greet auditioner, have them sign in, and make sure they complete an audition sheet
- Front Desk volunteer gives information to person doing information input. Make a copy and give one to the auditioner. Keep one in Box Office.
- Make sure number on audition sheet correlates to number on sign-in sheet
- If a person is auditioning for more than one show, they need to sign the book under each show, and the sheet needs to have the correlating number
- Front desk volunteer should ask if the auditioner is new to QCMG. If so, have Audition Chair explain process.
- Have auditioner get their picture taken (if applicable)
- Auditioner learns dance
- Producer or Audition Chair will call auditioners in by number, approximately 10 people at a time

Information Input

- Front Desk will bring the auditioner's sheet to the person doing information input
- Make a copy of the sheet for every show for which the auditioner is auditioning

- Return one copy to the Front Desk person
- Make piles for each show and include the copies in that pile – for when the auditioner comes back
- Enter information into the spreadsheet

Photographer

- The directing staff will bring a camera to take pictures of each auditioner
- The photographer will take pictures of auditioners in number order

Video Auditions

- There must be a valid reason to submit a video. Those auditioning are expected to attend auditions at the theatre.
- If a video audition is absolutely necessary, the person auditioning should contact the Director and Producer ahead of time to learn the requirements for the video.
- Videos must be received before the first audition session has started. Videos should be submitted to boxoffice@qcmusicguild.com.
- When videos are submitted, they should only be viewed by the directing staff – not shared with others

COSTUME COORDINATOR

- Work with directing staffs to secure costume designers for each production
- Work with costume designers to secure assistants to produce, rent, and/or alter costumes for each production
- Work with costume designers to secure wardrobe crew to assist performers with their costume changes, manage the dressing rooms, keep all costumes in good repair, and to remove all costumes from the dressing rooms during strike of each production and to return them to the costume shop to be cleaned and stored
- Maintain a current contact listing of seamstresses and volunteers
- Work with the budget committee to set the costume budget for the year. Set the budget for each show from the total budget for the year. Notify the costume designers of their budget.
- Report to the Producer and the Board of Directors as requested

MAKEUP/HAIR

- See that all supplies needed for each show are on hand in time for the first dress rehearsal, or when asked for by the Director
- Secure crew members in proportion to the size of cast and brief them on procedures and special needs
- With Director, is in charge of all makeup for each show. They must be present to supervise all crew work during the show.
- Purchases of materials used in makeup (spirit gum, paper products, sponges, etc.) should be done by the Makeup Director. This works best when one person is in charge of all productions.
- Responsible for cleanup after each performance of all dressing room tables and proper storage of makeup

ORCHESTRA PERSONNEL

The Orchestra Personnel Recruitment Chair is responsible for recruiting and maintaining relationships with musicians in the Quad Cities area to play in the pit orchestras for each production.

The duties of the Chair are as follows:

Maintaining Relationships

- Maintain a database of all musicians who have performed in Guild productions
- Update the database of musicians to include any new orchestra players from each production in a current season
- Share the database with the Music Director of each production
- Coordinate with the Music Director of each production to ensure that personnel have been recruited for each show
- Attend a rehearsal of each show so the chair can introduce him/herself to members of each orchestra and thank them for performing in the production
- Work to ensure collaboration between the orchestra personnel, Music Director, other directing staff, cast, and crew

Recruitment

- Send emails and/or develop relationships with area band and orchestra directors to inform them of opportunities for themselves and their students to perform in shows
- Send out a mass email to all musicians listed in the database once the new season of shows has been announced. This email should request that musicians contact Guild if there is a particular show in which they would particularly like to perform. It should also request updated information for the database, such as changes of address, whether or not a musician is no longer able/willing to perform, etc.
- Send thank you emails to the orchestra personnel of each production to thank them for performing, to encourage them to return, and to let their colleagues know of opportunities at Guild

PROPS MASTER

*** need rental procedure

SHOW SELECTION COMMITTEE

The general Play Selection committee meetings shall be open to any interested individuals who wish to participate in the process. The final play selection group, if any, shall include the Chair, a minimum of one current table officer other than the Chair, the current Marketing Committee chair, and individuals selected by the Chair, who demonstrate an extensive knowledge of musical theater, have extensive participation with Quad-City Music Guild or other community theaters, and/or represent the various key production and business aspects of Quad-City Music Guild.

Bylaws Article VI Revised 102318

Production Staff

ASSISTANT DIRECTOR

(Information from 2019 Production Staff Contract)

- Responsible for successful completion of his/her phase of production on dates established by contract or Producer
- Cooperate with all other members of directing staff
- Uphold Quad City Music Guild policies and procedures
- Make casting decisions in best interest of Quad City Music Guild
- May not participate as a cast member in the production
- Responsible for overall communications between staff and cast/crew/orchestra members
- AD may serve as the Stage Manager but is not required to. As Stage Manager, the AD would be required to assemble stage crew.
- The Assistant Director under contract for a summer show shall not perform nor audition for any show in the summer season. In case of an emergency replacement, a replacement shall be made by the Director with the approval of the Producer.

Application

- Fill out application found on qcmusicguild.com or in the box office and return by deadline set by Board of Directors
- Attend pre-selection interview if requested by Book Director

Pre-Auditions

- Meet with staff to discuss vision, duties, audition process, and other production needs
- Determine budget for production with Producer
- Attend annual Pre-audition Tea if staff member of spring or summer shows

Auditions

- Understand audition procedure provided in this manual
- Attend all audition times for production
- Work with staff to provide camera for pictures, if needed
- Collect and maintain audition sheets, if tasked by directing staff
- Disclose conflicts of interest to Producer and Board of Directors
- Attend all audition sessions and callbacks
- Attend casting meetings, if requested by Book Director
 - Casting meetings are determined by directing staff. For summer shows, all production staffs determine meetings, usually once the first weekend, the second Saturday, and the second Sunday.

Pre-Rehearsal

- Plan pre-rehearsal potluck with directing staff
 - Budget is provided by QCMG for potluck. Please discuss budget with Producer.
- Attend pre-rehearsal potluck
- Provide a tour of the building
- Disperse scripts and receive payment for all rental rehearsal materials. Producer will provide cost to cast/crew. The AD maintains these payments to return to cast/crew after production completion. Cash/checks will be kept in the box office safe for return.

Rehearsal

- Attend all rehearsals
- Keep track of absences
- Communicate schedule changes
- Serve as creative support
- Serve as Book Director if Book Director is absent
- The AD may be asked to collect information from volunteer coordinators and disseminate volunteer opportunities to the cast/crew/orchestra.
- Work with Marketing Coordinator for publicity pictures and commercial shoot. This usually happens three weeks before opening.
- Work with Marketing Coordinator to determine date and time for cast pictures
- Gather and provide information for the show's program insert
- Disseminate parking passes pre-performance. AD will be contacted by volunteer to receive these passes.

Performances

- The night before opening night is an invited dress rehearsal.
- Attend each dress rehearsal and performance

Post-Performance

- Attend and participate in strike
- Collect scripts and disperse rental payments
- Attend annual end-of-year celebration (the brunch), if available. The brunch is the first Sunday of the August show.

ASSISTANT MUSIC DIRECTOR

(Information from 2019 Production Staff Contract)

- Responsible for successful completion of his/her phase of production on dates established by contract or Producer
- Cooperate with all other members of directing staff
- Uphold Quad City Music Guild policies and procedures
- Make casting decisions in best interest of Quad City Music Guild
- Assistant Music Directors under contract for a summer show shall not perform nor audition for any show in the summer season. In case of an emergency replacement, a replacement shall be made by the Director with the approval of the Producer.

Application

- Fill out application found on qcmusicguild.com or in the box office and return by deadline set by Board of Directors
- Attend pre-selection interview if requested by Book Director

Pre-Auditions

- Meet with staff to discuss vision, duties, audition process, and other production needs
- Determine budget for production with Producer
- Attend annual Pre-audition Tea if staff member of spring or summer shows
- The Asst. Music Director may be asked to accompany song performed from production
- Help Music Director select cuts for callbacks

Auditions

- Understand audition procedure provided in this manual
- Attend all audition times for production
- Accompany all auditions
 - If not available to play for auditions, Asst. Music Director must find a replacement
- Disclose conflicts of interest to Producer and Board of Directors
- Attend all audition sessions and callbacks
- Attend casting meetings, if requested by Book Director
 - Casting meetings are determined by directing staff. For summer shows, all production staffs determine meetings, usually once the first weekend, the second Saturday, and the second Sunday.

Pre-Rehearsal

- Plan pre-rehearsal potluck with directing staff
 - Budget is provided by QCMG for potluck. Please discuss budget with Producer.
- Attend pre-rehearsal potluck

Rehearsal

- Attend all rehearsals for cast and orchestra
- Accompany on piano all music rehearsals, dress rehearsals, and performances. Be ready to play the score and vocal parts on the first day of rehearsal.
- Run music rehearsals in absence of Music Director
- Serve as creative support

Performances

- The night before opening night is an invited dress rehearsal.
- Attend each dress rehearsal and performance

Post-Performance

- Attend and participate in strike
- Attend annual end-of-year celebration (the brunch), if available. The brunch is the first Sunday of the August show.

BOOK DIRECTOR

(Information from 2019 Production Staff Contract)

- Responsible for successful completion of his/her phase of production on dates established by contract or Producer
- Cooperate with all other members of directing staff
- Uphold Quad City Music Guild policies and procedures
- Make casting decisions in best interest of Quad City Music Guild
- May not participate as cast member in the show
- Disclose conflicts of interest to Producer and Board of Directors
- Attend summer shows Pre-audition Tea and all audition sessions and callbacks
- Prepare and provide a tentative rehearsal schedule prior to auditions
- Prepare and provide a complete rehearsal schedule at first rehearsal. (It is noted that the schedule may be adapted as rehearsals progress to allow for flexibility and conflicts.)
- Direct all rehearsal sessions or arrange for other staff to do the same
- Meet with Producer at least two weeks prior to auditions to discuss schedules, budgets, and other responsibilities
- Coordinate with other staff positions and Producer to ensure the responsibilities of each position are fulfilled and assigned and within allotted time frame and budget
- Attend each performance of said show or arrange for Assistant Director to attend in his/her absence
- No Book Director under contract for a summer show shall perform nor audition for any show in the summer season. In case of an emergency replacement, a replacement shall be made by the Producer with the approval of the President.

Application

- Fill out application found on qcmusicguild.com or in the box office and return by deadline set by Board of Directors
- Attend pre-selection interview

Pre-Auditions

- Meet with staff to discuss vision, duties, audition process, and other production needs
- Determine budget for production with Producer
- Provide information for annual newsletter (Overtones)
- Connect with Auditions Chair and Producer to determine audition times and requirements
- Attend annual Pre-audition Tea if staff member of spring or summer shows
- Speak at Tea about the show and audition requirements

Auditions

- Understand audition procedure provided in this manual
- Attend all audition times for production
- Provide tentative rehearsal schedule
- Work with staff to provide camera for pictures, if needed
- Work with Choreographer to provide dance teacher for the lobby and sound equipment for the lobby, as well as in auditions
- Attend casting meetings

- Casting meetings are determined by directing staff. For summer shows, all production staffs determine meetings, usually once the first weekend, the second Saturday, and the second Sunday.

Pre-Rehearsal

- Plan pre-rehearsal potluck with directing staff
 - Budget is provided by QCMG for potluck. Please discuss budget with Producer.
- Attend pre-rehearsal potluck
- Provide a tour of the building
- Lead potluck conversation with Producer to discuss production expectations
- Create schedule with input of staff

Rehearsal

- Attend all rehearsals for cast
- Run rehearsals
- Provide constructive feedback
- Organize technical aspects
- Communicate availability of evaluations, training grants, voting member applications and other QCMG alerts
- Introduce crew/orchestra as they arrive to create connections
- Create pre-show message with the help of the Marketing Coordinator and Sound Designer. Choose who will voice this announcement.
- Assign dressing rooms

Performances

- The night before opening night is an invited dress rehearsal.
- Attend each dress rehearsal and performance
- Lead pre-show meeting, usually a half hour before performance time

Post-Performance

- Attend and participate in strike
- Attend annual end-of-year celebration (the brunch), if available. The brunch is the first Sunday of the August show.

CHOREOGRAPHER

(Information from 2019 Production Staff Contract)

- Responsible for successful completion of his/her phase of production on dates established by contract or Producer
- Cooperate with all other members of directing staff
- Uphold Quad City Music Guild policies and procedures
- Make casting decisions in best interest of Quad City Music Guild
- No Choreographer under contract for a summer production shall perform nor audition for any show in the summer season. In case of an emergency replacement, a replacement shall be made by the Director with the approval of the Producer.

Application

- Fill out application found on qcmusicguild.com or in the box office and return by deadline set by Board of Directors
- Attend pre-selection interview

Pre-Auditions

- Meet with staff to discuss vision, duties, audition process, and other production needs
- Determine budget for production with Producer
- Help Book Director provide information for annual newsletter (Overtones)
- Attend annual Pre-audition Tea if staff member of spring or summer shows

Auditions

- Understand audition procedure provided in this manual
- Attend all audition times for production
- Disclose conflicts of interest to Producer and Board of Directors
- Create combination to teach at auditions. This combination will be taught in the lobby prior to the auditioner entering auditions. Choreographer will find a person to teach the combination, along with sound equipment for the lobby and inside auditions.
- Attend casting meetings, if requested by Book Director
 - Casting meetings are determined by directing staff. For summer shows, all production staffs determine meetings, usually once the first weekend, the second Saturday, and the second Sunday.

Pre-Rehearsal

- Plan pre-rehearsal potluck with directing staff
 - Budget is provided by QCMG for potluck. Please discuss budget with Producer.
- Attend pre-rehearsal potluck
- Work with Music Director to determine cuts/changes to music
- Work with staff to determine schedule

Rehearsal

- Attend all rehearsals for cast
- Run dance rehearsals
- Provide constructive feedback
- Provide way to play music recordings or work with AD for accompaniment

Performances

- The night before opening night is an invited dress rehearsal
- Attend each dress rehearsal and performance

Post-Performance

- Attend and participate in strike
- Attend annual end-of-year celebration (the brunch), if available. The brunch is the first Sunday of the August show.

COSTUME DESIGNER

(Information from 2019 Production Staff Contract)

- Responsible for successful completion of his/her phase of production on dates established by contract or Producer
- Cooperate with all other members of directing staff
- Uphold Quad City Music Guild policies and procedures
- Adhere to the costume budget for the production
- The Costume Designer for a summer production may not audition for any summer production in the season if he/she sits in on auditions. They may not audition for or perform in the show for which they are designer. If a Costume Designer would like to audition for one of the other summer productions, it is subject to pre- approval by the summer Producer(s) – the Producer of the show for which they are designing and the show(s) for which they are auditioning.

Application

- Fill out application found on qcmusicguild.com or in the box office and return by deadline set by Board of Directors
- Attend pre-selection interview

Pre-Auditions

- Meet with staff to discuss vision, duties, audition process, and other production needs
- Determine budget for production with Producer
- Attend annual Pre-audition Tea if staff member of spring or summer shows

Auditions

- Understand audition procedure provided in this manual
- Disclose conflicts of interest to Producer and Board of Directors

Pre-Rehearsal

- Attend pre-rehearsal potluck for introductions. This is also a good time to measure cast members.
- Meet with and agree on preliminary design concepts with Book Director at least four weeks prior to first rehearsal
- Meet with costume coordinator to assemble wardrobe crew and see what the QCMG Costume Shoppe has to offer

Rehearsal

- Meet with and agree on final designs with Book Director two weeks after rehearsals begin
- Work with props chair to determine what items are costumes and what items are props
- Have all costumes fully completed one week prior to the final dress rehearsal

Performances

- The night before opening night is an invited dress rehearsal
- Attend each dress rehearsal and performance

Post-Performance

- Attend and participate in strike
- Return all costumes to Costume Shoppe after closing performance
- Attend annual end-of-year celebration (the brunch), if available. The brunch is the first Sunday of the August show.

LIGHTING DESIGNER

(from 2019 Production Staff Contract)

- May not audition for the show being designed
- Adhere to policies and procedures of QCMG and Board of Directors

Application

- Fill out application found on qcmusicguild.com or in the box office and return by deadline set by Board of Directors
- Attend pre-selection interview

Pre-Auditions

- Meet with staff to discuss vision, duties, audition process, and other production needs
- Determine budget for production with Producer
- Attend annual Pre-audition Tea if staff member of spring or summer shows

Auditions

- Understand audition procedure provided in this manual
- Disclose conflicts of interest to Producer and Board of Directors

Pre-Rehearsal

- Attend pre-rehearsal potluck for introductions
- Meet with and agree on preliminary design concepts with Book Director at least four weeks prior to first rehearsal
- Meet with lighting coordinator to familiarize self with available equipment
- Assemble light crew as needed

Rehearsal

- Meet and agree on final design with Book Director
- Hang all lights, focus, put gels in place, and set cues by first dress rehearsal, usually two Wednesdays before opening night
- Run light board/PC cues and supervise light crew (if any) for all dress rehearsals and performances

Performances

- The night before opening night is an invited dress rehearsal
- Attend each dress rehearsal and performance
- May be asked to help facilitate start of show and start of second act

Post-Performance

- Attend and participate in strike
- Upon completion of production, return all light plots to the QCMG basic stage light plot
- Attend annual end-of-year celebration (the brunch), if available. The brunch is the first Sunday of the August show.

MUSIC DIRECTOR

(Information from 2019 Production Staff Contract)

- Responsible for successful completion of his/her phase of production on dates established by contract or Producer
- Cooperate with all other members of directing staff
- Uphold Quad City Music Guild policies and procedures
- Make casting decisions in best interest of Quad City Music Guild
- Recruit and begin rehearsing orchestra personnel at least two weeks prior to beginning orchestra rehearsals with the cast or at a minimum three weeks before opening night
- Ensure the issuance and return of all rental rehearsal materials from orchestra members
- Conduct orchestra for all performances
- No Music Director under contract for a summer show shall perform nor audition for any show in the summer season. In case of an emergency replacement, a replacement shall be made by the Director with the approval of the Producer.

Application

- Fill out application found on qcmusicguild.com or in the box office and return by deadline set by Board of Directors
- Attend pre-selection interview

Pre-Auditions

- Meet with staff to discuss vision, duties, audition process, and other production needs
- Determine budget for production with Producer
- Help Book Director provide information for annual newsletter (Overtones)
- Attend annual Pre-audition Tea if staff member of spring or summer shows
- Help Book Director select cuts for callbacks

Auditions

- Understand audition procedure provided in this manual
- Attend all audition times for production
- Disclose conflicts of interest to Producer and Board of Directors
- Attend casting meetings, if requested by Book Director
 - Casting meetings are determined by directing staff. For summer shows, all production staffs determine meetings, usually once the first weekend, the second Saturday, and the second Sunday.

Pre-Rehearsal

- Plan pre-rehearsal potluck with directing staff
 - Budget is provided by QCMG for potluck. Please discuss budget with Producer.
- Attend pre-rehearsal potluck
- Work with Book Director and Choreographer to determine cuts/changes to music
- Work with staff to determine schedule
- Recruit orchestra personnel

Rehearsal

- Attend all rehearsals for cast
- Rehearse the cast in all vocal music numbers of the show and coordinate vocal rehearsal schedules
- Provide constructive feedback

- Begin rehearsing orchestra personnel at least two weeks prior to adding orchestra to cast rehearsals

Performances

- The night before opening night is an invited dress rehearsal
- Attend each dress rehearsal and performance

Post-Performance

- Attend and participate in strike
- Attend annual end-of-year celebration (the brunch), if available. The brunch is the first Sunday of the August show.

PRODUCER

(Information from 2019 Contract)

- Assist in securing licensing contracts from music library services as needed
- Assist in ordering, dispersing, and returning of show rehearsal materials to music libraries
- Assist in obtaining completed contracts for each stipend position
- Oversee the performance of all stipend positions including providing recommendations to and consultation with the President on concerns and any corrective action needed, or contract termination in the event of unsatisfactory performance
- Oversee expenditures associated with each production and assure that cost overages are pre-approved by President
- Meet with the Director and staff of production a minimum of two weeks prior to auditions to discuss schedules, budgets, and staff responsibilities under each staff agreement
- Mediate, with President or prior consultation of President, any cast, crew, orchestra personnel, or staffing problems that arise during production
- Oversee and coordinate the audition process among directing staffs of each production; mediate any casting disputes; ensure that casting is completed according to established policy and procedure
- Assist directing staffs with replacement and/or removal of cast/crew/orchestra members during rehearsal process according to established policy
- Shall determine, with directing staff and Technical Assistant, responsible parties for opening and closing the theater for each rehearsal and performance
- Attend frequent rehearsals to assure production quality, appropriate performance levels, and completion deadlines are maintained
- Survey production participants to obtain feedback for Board review
- Upon completion of each production, along with staff, will conduct post-production audit of sound equipment, confirm that lighting instruments are returned to standard light plot, confirm all costumes have been returned, confirm that all set pieces and large/small props are dismantled, stored, or disposed of; confirm that all rented scripts, librettos, scores, and orchestration materials are returned within the required timeframe
- Other responsibilities as assigned by the President
- Oversee the audition process to see that all casting decisions are made in the best interest of QCMG
- Disclose conflict of interests to Board of Directors
- May not participate as a cast member in said show, or if a Producer for one or more summer shows, may not participate in any of the summer shows as a cast member

PRODUCER CHECKLIST

BEFORE AND DURING AUDITIONS

- Meet with production staff and review contracts/provide Production Guidelines access
- Give copies of signed contracts to staff members and put a copy in file in Box Office desk drawer
- Give copy of completed stipend donation form to Member/Patron Chair. Do not remove the original attached to the desk drawer copy.
- Assist with contacting individuals to fill vacant directing staff positions
- Notify website chair as positions are filled or staff members change (once board approved)
- Attend Board meetings to present Producer's Report/submit report before each meeting

- Present requests for additional production needs/funds to the Board
- If applicable, coordinate auditions dates and time slots
- Attend auditions
- Coordinate callbacks if applicable
- Attend casting discussions. Make sure Guild casting policies are followed.
- If applicable, help to mitigate casting between shows in the best interest of the season
- Once all cast have been contacted/accepted, contact those who auditioned but were not cast
- Make sure correct cast lists are given to website and Overtones chair. As cast changes occur, notify website chair.

CAST POTLUCK

- Attend cast potluck. Hand out written information about Guild. Review this, specifically social media policy and harassment policy, at potluck. Have participants initial to acknowledge receipt.
- Explain Producer role and what cast should do if they have concerns, etc.

DURING REHEARSAL

- Periodically check to make sure staff is on track with Production Guidelines timeline
- Attend rehearsals. It isn't necessary to go every night, but try and hit the big ones - first night at Guild, publicity photos, first night with tech, etc.
- Remain in consistent communication with both directing staff and QCMG President
- Be visible and available to cast/crew/orchestra

AFTER PRODUCTION

- Encourage participants to complete Production Evaluations, Training Grant Applications, and Voting Member forms
- Attend strike and hand out stipend checks
- Return all rehearsal materials to theatre house
- Share evaluation information with directing staff and then present to Board

MISCELLANEOUS

- Coordinate logistics with outside vendors (ex: flying effects)
- On days with multiple shows, make between show dining arrangements for production personnel

PROPS CHAIR

(From Production Staff Contract)

Responsibilities

- May audition for any part in the production or in any other production provided that the role is not in a show scheduled back to back with the production they are designing
- Will uphold and adhere to all policies and procedures established by Board of Directors

Application

- Fill out application found on qcmusicguild.com or in the box office and return by deadline set by Board of Directors
- Attend pre-selection interview

Pre-Auditions

- Meet with staff to discuss vision, duties, audition process, and other production needs
- Determine budget for production with Producer
- Attend annual Pre-audition Tea if staff member of spring or summer shows

Auditions

- Understand audition procedure provided in this manual
- Disclose conflicts of interest to Producer and Board of Directors

Pre-Rehearsal

- Attend pre-rehearsal potluck for introductions
- Meet with and agree on preliminary design concepts with Book Director at least four weeks prior to first rehearsal
- Assemble Props crew, if necessary

Rehearsal

- Meet and agree on final design with Book Director
- Work with costumer to determine what items are costumes and what items are props
- Assemble and / or construct props according to listing (to be completed before production week)

Performances

- The night before opening night is an invited dress rehearsal
- Attend each dress rehearsal and performance

Post-Performance

- Attend and participate in strike
- Upon completion of production, return all props to props lofts
- Attend annual end-of-year celebration (the brunch), if available. The brunch is the first Sunday of the August show.

SET DESIGNER

(Information from 2019 Production Staff Contract)

- Responsible for successful completion of his/her phase of production on dates established by contract or Producer
- Cooperate with all other members of directing staff
- Uphold Quad City Music Guild policies and procedures
- The Set Designer may audition for any part in any production.

Application

- Fill out application found on qcmusicguild.com or in the box office and return by deadline set by Board of Directors
- Attend pre-selection interview

Pre-Auditions

- Meet with staff to discuss vision, duties, audition process, and other production needs
- Determine budget for production with Producer
- Attend annual Pre-audition Tea if staff member of spring or summer shows

Auditions

- Understand audition procedure provided in this manual
- Disclose conflicts of interest to Producer and Board of Directors

Pre-Rehearsal

- Attend pre-rehearsal potluck for introductions
- Meet with and agree on preliminary design concepts with Book Director at least four weeks prior to first rehearsal
- Work with Board of Directors for a tour of the facilities

Rehearsal

- Meet with and agree upon final designs with Book Director two weeks after rehearsals begin
- Have all sets fully completed two weeks prior to first dress rehearsal
- Schedule build and paint days to solicit volunteers

Performances

- The night before opening night is an invited dress rehearsal
- Attend each dress rehearsal and performance

Post-Performance

- Attend and lead strike
- Attend annual end-of-year celebration (the brunch), if available. The brunch is the first Sunday of the August show.

SOUND DESIGNER

(From Production Staff Contract)

- May not audition for any part in the production
- Agrees to uphold and adhere to the policies/procedures as established by the Board of Directors

Application

- Fill out application found on qcmusicguild.com or in the box office and return by deadline set by Board of Directors
- Attend pre-selection interview

Pre-Auditions

- Meet with staff to discuss vision, duties, audition process, and other production needs
- Determine budget for production with Producer
- Attend annual Pre-audition Tea if staff member of spring or summer shows

Auditions

- Understand audition procedure provided in this manual
- Disclose conflicts of interest to Producer and Board of Directors

Pre-Rehearsal

- Attend pre-rehearsal potluck for introductions
- Meet with and agree on preliminary design concepts with Book Director at least four weeks prior to first rehearsal
- Meet with sound coordinator to familiarize self with available equipment

Rehearsal

- Meet and agree upon final design with Book Director
 - On the first night mics are used, speak with cast about mic safety and show them how to use them. Sound coordinator can provide this information.
- Assign body mics to various actors and deliver/pick up each assigned mic after each rehearsal/performance is completed and store in light/sound booth
- Run sound system for all dress rehearsals, pickup rehearsal, and performances
- Run daily sound checks of microphones, headphones, and speakers for all dress rehearsals and performances
- Maintain the wireless mics and headphones during the dress rehearsal/performance run by changing batteries and checking equipment connections daily as needed
- Report any damaged or non-working equipment to the Book Director or Producer/President immediately

Performances

- The night before opening night is an invited dress rehearsal
- Attend each dress rehearsal and performance
- May be asked to help facilitate start of show and start of second act

Post-Performance

- Attend and participate in strike
- Complete, with Producer, a post-show audit of all sound equipment and batteries to compare with pre-show inventory
- Store all mics and related equipment in storage cabinet

- Give mic belts to costume coordinator to wash
- Attend annual end-of-year celebration (the brunch), if available. The brunch is the first Sunday of the August show.

STAGE MANAGER

Supervises all backstage functions during tech/dress rehearsals and performances

Should have a good working knowledge of backstage responsibilities as well as the Music Guild stage

Responsibilities

- Supervise the stage crews during rehearsals and performances
- Provide input to Scenic Designer, Technical Assistant, and Director on the workability of sets
- Make sure the stage is clean for rehearsals and performances
- Make sure scenery is ready and properly stored
- Appoint stage crew and make assignments
- Appoint Assistant Stage Manager when required
- Make stage plots
- Advise Director and Technical Assistant of any special problems with set changes
- Make sure set pieces are spiked
- Supervise emergency set repairs
- Communicate with booth regarding show start time based on bus arrival
- Make sure cast and crews are ready to begin on time
- Check with orchestra and cue the Music Director to enter the pit before the show and after intermission
- Cue the lighting crew to dim the house lights before the show and after intermission
- See that the audience receives five-minute warning before the show and after intermission
- May also be Assistant Director

TECHNICAL ASSISTANT

From 2019 Contract

The Technical Assistant is a stipend position assisting with the three summer productions. The Technical Assistant works an average of 40 hours per week and should post planned weekly schedule backstage at the theatre.

Responsibilities

- Assist Scenic Designers with set building and painting according to the approved scenic design
- Assist Sound Designer, including microphone placement, repair, special effects, and sound cue plots as needed
- Assist Show Directors, Stage Managers and Scenic Designers with set placement as needed
- Assist Lighting Designer in the lighting of shows, including hanging, focusing, placement of gels, special effects, and light cue plot as needed
- If needed, fill in for light board operator, sound board operator, Stage Manager, stage crew, light crew, sound crew, or props crew in the event of illness, resignations, or terminations of positions or other absences
- Upon production completion, assist in placing all props (large and small) back into storage, organize all supplies, building materials, tools and stage equipment into designated storage areas
- Inform the Producer and/or President and order needed set building materials to replenish inventory and equipment for set construction, lighting, sound, and other production needs and forward invoices to Treasurer
- Inform the Producer and/or President and order general supplies for the workshop and forward invoices to Treasurer
- Maintain the workshop area, lower restrooms, and stage restrooms
- Maintain the auditorium, keeping it free from debris and clutter
- Maintain the stage and all dressing room areas, keeping them free from debris and clutter
- Assist with regular cleaning, minor repairs, and maintenance of the facility
- Immediately report all safety concerns to the Producer and/or President
- Work on other projects not listed as above as designated by Producer or President

No Technical Assistant under contract shall perform nor audition for any show in the summer season. In case of an emergency replacement, a replacement shall be made by the Director with the approval of the Producer.