

Theatre Box

By-Laws, Guidelines, and Procedures

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SECTION 1

ORGANIZATION MISSION AND BY-LAWS:

GROUP MISSION:

Theatre Box began in the Fall of 1980 when a small group gathered to stage *The Folks Next Door* by John R. Carroll. Over the next few years, plays and musicals with larger casts were produced, and the membership and production quality grew.

Members have varying backgrounds, training, and experience in theatrical performance and production, and Theatre Box provides a supportive environment in which to develop these skills.

We take pride in the high quality of our productions, but also believe everyone should have fun along the way. We treasure the friendships that have developed among our members and with our audience, and always enjoy inviting in new friends. We look forward to many more years of sharing our love of theater with the Floral Park community.

ORGANIZATION BY-LAWS:

1. If an individual would like to audition for a show they must first volunteer for one (1) production.
2. If an individual would like to become a voting member, they must first participate or volunteer for two (2) productions.
3. A Director can spend up to \$500.00 per production without needing Board approval. Any additional funds must be approved by the Board before those funds are spent.

MEMBER INFORMATION:

Effective July 1st, 2019, all Theatre Box Members will be expected to complete the Membership Requirements to be *eligible* to **pitch and/or vote** in the following season. Since our vote occurs in the Spring, the requirements need to be achieved during the Summer, Fall or Spring shows (henceforth known as the **Member Season**).

Details of Membership:

The conditions of becoming a Member will not change; as it stands now, if you participate in two or more productions, you are considered a Member. However, once you are a Member, and you wish to pitch and/or vote, you must complete *a minimum* of either 1 action from Column A, or 3 actions from Column B within the Member Season (see above):

Column A:

Producer
Director
Stage Manager
Assistant Director
Master Carpenter
Light Board Operator
Sound Board Operator
Actor

Column B:

Box Office
Refreshments
Parking Attendant
Publicity (handing out flyers, obtaining program ads)
Set Construction/Strike

Examples:

- (1) Mary Jones is a member. She auditions and is cast in the Spring Show. She has met her membership requirement and is eligible to pitch/vote in the 41st Season.
- (2) Susan Black is a member. She works as backstage crew for the Fall Show. She has met her membership requirement and is eligible to pitch/vote in the 41st Season.
- (3) Fred Smith is a member. He works 1 Box Office date for the Summer Show, gets the ads for the Fall Show program and works 1 Parking Attendant date for the Spring Show. He has met his membership requirement and is eligible to pitch/vote in the 41st Season.
- (4) Tom Lee is a member. He works 2 Box Office dates for the Fall Show and 1 Parking Attendant date for the Spring Show. He has met his membership requirement and is eligible to pitch/vote in the 41st Season.

Taking this concept a step further, in order to pitch/vote in the 42nd Season, membership requirements need to be completed within Summer Show 2019, Fall Show 2020 or Spring Show 2021.

The above examples are the bare minimum that a Member must complete to be eligible to pitch/vote in the next season.

Member activity is available back to *A Taste Of The Tony's*. If you would like to see your current status (eligible/ineligible) as well as a history of your participation (since Taste), there is a page on the Theatre Box website, which will allow you to see the information.

Simply go to www.theatrebox.org and scroll down to the bottom of the page.

Click on the TB Members link on the right side.

You will be taken to a page which asks for a Theatre Box ID.

Enter your ID number, and hit the Search button.

Each of you has been assigned a **unique** TBM ID number. If you need your member number, please email the president directly.

SECTION 2

BOARD POSITIONS AND RESPONSIBILITIES:

All Board positions are for a two (2) year term. The current term will end on January 1, 2020.

PRESIDENT:

The President shall preside at all meetings, discharge all duties which devolve upon a presiding officer and perform such other duties as the By-Laws provide or as the Board shall prescribe. Further, the President shall monitor the progress of the organizational committees. Keep an up to date Board and Committee Members list including phone contacts and e-mail addresses.

VICE PRESIDENT:

The Vice President shall perform all duties incumbent upon the President during the absence or disability of the President. Further, the Vice President shall monitor the progress of the organizational committees. He/She shall assure that the job descriptions are kept current and distributed to appropriate parties and shall maintain an up-to-date document with all organizational guidelines, procedures, and processes.

TREASURER:

The Treasurer shall keep correct and complete records of account accurately showing at all times the financial condition of the Organization. At all meetings or whenever requested, the Treasurer shall furnish a statement of the financial condition of the Organization.

SECRETARY:

Take minutes during Board meetings.

To confer with the President in determining items to be placed on the Agenda for the next meeting

Type up those minutes and mail them along with appropriate attachments to all Board members at least 10 days prior to the next meeting.

To file committee reports and minutes in the secretary's book

To take attendance at meetings

SECTION 3

COMMITTEES, DESCRIPTIONS AND DUTIES:

PLAY SELECTION COMMITTEE:

DESCRIPTION

The Play Selection Committee will consist of those members who wish to be a part of the selection process, and the current Theatre Box Board Members. It is encouraged, but not a requirement that the Committee read plays, discuss plays, and if interested engage in “table reads” of potential production worthy titles. **It is a requirement** that those interested in the Committee understand the time commitment necessary to have a successful group. *The Committee will meet approximately 2-3 times a season, with additional meetings possible.*

DUTIES

It is the delegated responsibility of the Play Selection Committee to ensure a successful season. To perform this task, the committee must look at all aspects of each play submitted and each director who submits. The committee must not only look for the best choice in plays and directors, but the best potential match between the two, in terms of the particular requirements of the play, versus the particular talents of the director.

- 1) The committee looks for plays that have a high potential to result in a quality product. In this area the committee considers the following factors:
 - a) The quality of the script.
 - b) The compatibility of the production with the facilities.
 - c) The cost and degree of difficulty in constructing or producing: the sets, costumes, special effects, and lighting the play requires.
 - d) The difficulty of the roles and diversity of the roles (including age and gender) versus the talent Theatre Box has available.
 - e) If the production is a musical: the difficulty and amount of dancing required; the difficulty of, and vocal ranges required, in the music, and; the number and type of musicians required.
 - f) The potential popularity of the play in terms of audience attendance for that show, as well as the play's potential for increasing ticket sales.
 - g) Whether the play has recently been performed in the area.
 - h) How the play fits into the season as a whole.

PLAY SELECTION PROCESS

1. An email is sent to membership by the President asking for title suggestions; suggestions should be emailed back to the President and copied to the Committee Chairperson
2. The Committee will review the list, referring to the criteria listed above (a-h)
3. The Committee will narrow down the list (if required), and the President will send the narrowed down list to the membership for review
4. An open meeting is held during which those interested in having a play from the list produced, “pitch” the play. Those pitching a play must meet the following criteria:
 - i. rights must be available and if possible, secured
 - ii. a director (and if required musical director) must be attached to the play
 - iii. there must be an idea of budget, technical requirement, etc.
5. Those plays that are pitched at the meeting noted above and that meet the above criteria are then reviewed by the Committee at a follow up meeting
6. An open meeting is then held during which any attendee is encouraged to vote via anonymous paper ballot on the final list of plays for the season as presented by the Committee
7. The results of the voting will be tallied upon receipt of the ballots at the meeting, and will be immediately announced
8. The President will then send an email to the entire membership announcing the plays selected for the season

SECTION 4

PERFORMANCE GUIDELINES:

REHEARSALS AND USE OF THE FACILITIES:

We rehearse on Mondays and Wednesdays from 7:30pm to 10:00pm. On the week of performance, we can arrange for Dress rehearsals on that Tuesday and/or Thursday. As with all facility use, check with Megan (parish secretary) at the UMC FP office for availability. There are certain Church functions such as the annual Blood Drive and the Fairs and the summer Bible Camp Week when the facilities are not available to us. Saturday mornings from 9:00am to noon can be arranged for set building and painting. Again, check with Megan.

Please treat the building as though we are guests. Turn lights off, lock doors, etc. Use only parts of the building you have reserved. The church (the Pastor and Megan) have been very cooperative as long as we check with them before doing things.

REFRESHMENTS:

SUPPLIES

- Coffee – brew enough to fill pump pots
- Hot Water – fill urn and plug in to heat water
- Milk – make sure there’s enough for one weekend of performances
- Packets sugar and artificial sweetener
- Box of 100 tea bags
- Hot cups, cold cups, napkins, stirrers

We often have some of the above left from previous show. Check before buying!

- 3 cases of (24) bottles water for 3 performance weekend
- Iced tea & lemonade is good for Spring/Summer
- Hot chocolate is good for Fall
- Hot Cider is good for Fall

- Refreshments Committee will procure chips, cookies, sweets

The Executive Producer coordinates the volunteers work schedule.

PRICE LIST: (subject to change)

- Cookies ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ \$1.50 each
- Chips ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ \$1.50 each
- Candy ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ \$1.25 each or 3 for \$1.50
- Coffee ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ \$1.00 each (free refills)
- Tea ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ \$1.00 each (free refills)
- Hot Chocolate ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ \$1.00 each
- Hot Cider ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ \$1.00 each
- Water ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ \$1.00 each
- Juice Box ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ \$1.75 each

PUBLICITY:

All publicity includes Reservation Phone number 516-900-2031 and theatreboxtix@gmail.com

Programs – publisher software is what we’ve used. Brian P and Kate L have a Publisher template. Program must be at printer at least 10 days before First performance. We have been using Ray Carlson because he’s local (Floral Park). Our usual order is black and white on glossy. Generally we order 400 for 6 performances. The number might increase for a musical. Price approximately \$500 for 400 programs.

Ads for Playbill:

Advertiser	Member Contact
Trinity	Bob
PJ's Tire & Auto	Frank
Best's Hardware	Rob
BK Sweeny's	Rob
Follow Your Art	Jeanine
OLV School	Kerry B.
Tulip Back Shop	Kate/Paul
Invited Sales	Jeanine
Home Sweeter	
Home	Donna
Swing The Teapot	Paul/Kate
Bellerose Wine	Rob
Village Market	Bob
Terpenings	Frank

Info for program comes from Director and “Cast Bios” from individual cast members.

Timing – it’s best to get Bios as soon as possible after casting is complete.

Under Cast list – publisher rights must be stated (i.e. by special arrangement with Dramatists Play Service...).

Flyers – we usually make 3 types of flyers

1. Broadcast Flyer – get it to the parish secretary as soon as the Cast List and the Dinner Menu are available.
2. Mailing flyer – get template from Kate L or Brian P. Publisher software is what we’ve used. There is a special bulk mail format that must be used. There is a template of Mailing List labels available from Frank M. The P.O. requires that folded flyers have 2 seals on open end. Megan is willing to take our mailing flyers to the P.O. with the parish Broadcast. Check with her so that the flyers will be ready when she is scheduled to make her P.O. trip.

Three or four people work together to fold, label, seal, and sort flyers for mailing. Mailing must be sorted into 2 groups: 1. Zip Code 11001 thru 11004 and 2. everywhere else. Flyers can be processed as soon as they are printed and they should be mailed approximately 4 weeks before the first performance.

3. For Stores, Handouts, and e-mail - Must be printed on one side of page – usually colored paper. United Methodist Church Floral Park will copy for us at approximately \$40 per 500 plus cost of paper.

IMPORTANT - Flyers should include Title of play, Author, Dates and Time of performances, ticket prices, Name and Address of church (location of performance). If there is a dinner show it is listed separately. N.B: For dinner show – Menu must be included (UMCFP will supply) – contact is Barbara Terpening.

Flyers should be ready at least 4 weeks before the first performance. They are put in stores on Covert Avenue, Tulip Avenue and Jericho Turnpike by volunteers (Dave Paris, Joe Pepe, & Ann Fitzgerald have done it in the past), two weeks before the first performance. Ask those who distribute the flyers to check the stores frequently to see that the flyers are still up. If necessary replace them.

Check with Frank M. to find out the procedure to post the flyers in the Floral Park kiosk on Tulip Avenue by the railroad station. It's a special process.

Local TV station gets a copy. Check with Nancy M

Find out what other Community theater groups have performances within the month before our production. Ask if we can put flyers at their Box Office. Be prepared to deliver them. (e.g. St. Gregory's – Bellerose; Billboard Players – Louis Fucillo etc.)

Often cast members will request an attachable file to e-mail (PDF or a word document usually works best)

Local churches should be contacted to request that flyer information be put into the parish bulletin. Given to church generally 2 weeks before our first performance so that it appears in the bulletin the week before performance – be sure to tell the churches which weekends you need the ad to appear so that it gets into the appropriate bulletin. At present, we have contacts with Our Lady of Victory, St. Gregory, Our Lady of the Snows and St. Anastasia.

Post Cards:

Post cards can be distributed to any local shop which has a POP (Point of purchase) area. Currently they are distributed in stacks of 25-30 to the following locations on Tulip and Covert:

- Library
- Delis
- Pharmacies
- Nail Salons
- Coffee Shops
- Bagel stores
- Toy stores
- Bakeries

Press Release:

Approximately 4 weeks before the first performance

Currently Dan Bubbeo writes and sends them using address labels from Frank Mannle. Frank has the template. Floral Park Gateway and Dispatch need to be told when we want information published AND they both want a photo with the information. Dispatch prefers action photo; Gateway prefers cast photo. Dan helps get the information into Newsday. Follow up is a good idea to be sure they are running and to check for accuracy.

Lawn Signs

We order 2 signs from Vistaprint. about 4 weeks before the first performance. They must be up before the Spring, and Fall church Fairs – minimum 2 weeks before the first performance. One sign is for the front of the Church (Verbena) and one for the back (Violet). Volunteers should be available to take reservations at the church Fair.

Church word of mouth

Contact the UMCFP pastor and the church secretary as soon as you begin rehearsal to remind them of performance dates and the dinner/show so that they can spread the word. Claudia Wilson has taken reservations from the congregation for the dinner. Give or email Megan (at the Methodist Church office) a copy of the flyer for the Broadcast (church newspaper).

TICKETS AND RESERVATIONS:

We make our own tickets using card stock. Kate Lenzo has a template. We print and group them by performance.

Box Office - Should be staffed with 2 people for each performance. One person will also handle cash for refreshment purchases.

You will need Seed money totaling \$50 – generally 10 five dollar bills... A proof sheet should be supplied. Kate L and Dave P have copies.

In addition, a person must be at the Parking Lot Gate. The remote for the gate must be obtained from the parish secretary during the week before the performance weekend. *It must be returned to the basket outside the church office after the Saturday night performance and it can be picked up on Sunday for the matinee.* Return it to the basket after the matinee. Repeat this process for the second weekend. *Be sure to check with Megan beforehand so you know the parking lot is available for use.*

When you get the Parking Lot remote, also get the key to the Stair Chair and keep it at the Box Office for use as needed. Return the key after the last performance

Programs should be distributed by ushers

The Box Office is set up on the Friday afternoon of the first performance. Be sure to have help to set up the chairs at that time. (see SET UP)

Reservations – Currently we use theatreboxtix@gmail.com and 516-900-2031 (this may change)

LIGHTING:

Set up lights as the Director requests. Make a lighting plot script. Frank M can show how to make “Memories” in the main board so that changes can be smooth.

If needed, the auxiliary lighting board has 10 lights hooked up. Number 1 and 7 do not work.

SOUND:

Wires run from the stage to the back left corner of the room. There are 6 available lines (1 thru 5 are Stage mikes). 6 can be for Hand mike or Remote.

BACKSTAGE:

Good to have a stage manager and a Prop table in each wing. Post entrances/exits sheets on the back of the stage wall. BLUE bulbs in wing area sockets. Try to get a person to do curtain. Give the stage manager and the lighting, sound, backstage, and curtain people headsets. We have 6 headsets. **CHECK THE BATTERIES...** Obtain stagehands to move scenery as required (check with director)

SET CONSTRUCTION AND DESIGN:

Reserve Saturday mornings as soon as you can (usually 4) for set construction. Be sure the director and construction leaders have conferred. Painting and decoration are part of construction. **DO NOT** take furniture or clothes or anything from the Thrift Shop without permission. If you get permission to take something you must be responsible to keep a list of what you take and be sure to return it, letting the lender know you have returned the items. Check wings, under the stairs, and our prop closet in the Youth Council Room for set components. Keep close track of borrowed items and return them promptly when the play is finished.

COSTUMES:

Try to have actors costume themselves as much as possible. When we rent we use

- Ray’s Tuxedos for formal wear. This usually is paid for by including their ad in the program..
 - You must be responsible to give this info to the program person
- Costume America in Farmingdale – Laura Keenan – lkeenan@costumeamerica.com

Costumes can bust a budget, but they can also make a show

Keep a balance (\$500 – 750 for straight play) (\$1,000 – 1500 for a musical)

AUDITORIUM SET UP:

Friday afternoon of the first performance set up the Audience Chairs and the Box Office.

There is a middle aisle with seven chairs each side for the Fall and Spring. For the Summer there are six chairs on each side of the middle aisle.

- light board
- sound
- Video cam with coaxial cable to Green room TV for actors to monitor the production

Seat numbers are in the sound room cabinet in the blue box.

AIR CONDITIONERS:

When A/C is necessary for performances, the air conditioners should be turned on approximately 2 hours before curtain to cool the area. A single remote controls all 5 A/C units. They must be turned on ONE at a time to prevent a power surge. The remote is kept in the sound room in the brown metal cabinet. Please make sure that it is returned to the cabinet.

SECTION 5

PRODUCTION JOBS AND RESPONSIBILITIES:

- DIRECTOR
 - All casting
 - All stage matters
 - Input for costumes
- Musical Director (for musicals)
 - All musical matters
 - Lead orchestra
- Producer(s)
 - Stage Manager
 - Stage hands
 - Props management
 - Curtain
 - Lighting
 - Sound
 - Set Construction
 - Set construction
 - Set painting & decoration
 - Costumes (when required)
 - Chair Setup
 - Setup (Friday afternoon)& knockdown (after Sunday show and Saturday show – when no Sunday show)
 - Table setup for dinner (after Saturday show on weekend of Sunday show)
 - Props - obtain
 - Program
 - Get money from advertisers
 - Get bios
 - Get all info to person doing program
 - Get program printed
 - Advertising
 - Publicity – mailings
 - Publicity – press releases
 - Flyer/Poster distribution to local stores
 - Sign creation for church – front (we have frame, sexton should hang), and back (poster) of church.
 - Refreshments
 - Tickets
 - Have them printed
 - Take phone orders
 - Sales at door the nights of performances
 - Letter to use parking lot
 - Call Boy Scout Leader about using gym for rehearsal the Tuesday evening in the week prior to show
 - For musicals: dispense and keep records for retrieving scripts and librettos. Return these to publisher.