

## Guidelines for February Productions

- Productions will be limited to Pantomimes or Musicals and must take place in the February Half term (Suffolk).
- Productions must be suitable for the existing BATS membership. We will continue to welcome new members, but proposals must be made with the existing membership in mind for on and off-stage roles.
- Productions must have the capacity for a large cast of mixed gender and age, including children and be suitable for the venue, Brantham Village Hall.
- Ideally there should be one director per production; they must declare their association with other theatrical societies and be fully committed to the production for the duration of the rehearsal period.
- Where it is proposed that there will be an assistant or co-directors, for the sake of consistency it is preferred that they will attend most of the rehearsals together rather than rehearsals be shared between them. If this is not possible it should be made clear and documented at the time of the proposal and a strategy for how it will work effectively must be explained.
- The director's involvement in other productions that will coincide with the rehearsal period must be made clear at the time of the proposal so that the Bats committee or delegated subcommittee can seek further information where necessary & consider whether any disruption is likely to be caused.
- Rehearsals will take place on Tuesday and Thursday evenings and Sunday mornings if required. The rehearsal period will run from an agreed date in October through to the show.
- Directors of February productions must have previous experience of directing and will be required to submit a CV with their proposal if they have not previously directed a BATS February show.
- Proposals must be submitted using the BATS proposal form template together with an estimated financial forecast. These are available from the group's secretary.
- Proposals must include the arrangements for music & the name of the proposed musical director. Live music is generally preferred but recorded music may be considered.
- All proposals must include the name of the Director, Musical Director, and Choreographer. A CV for each person will also be required if they have not been previously submitted.
- The producer must be a willing member of the Bats committee with relevant production experience, who the Director may nominate otherwise they will be appointed by the BATS committee or delegated subcommittee.
- Proposals may be submitted by BATS members to the secretary by interested Directors &/or Musical Directors who are members of the group. However, suggestions for future shows may also be made by any BATS member at any time via the group secretary.

- Published scripts that are tried and tested are preferred however members may make suggestions for new material. Either way all scripts will be scrutinised and/or subject to read throughs before any decision is made.
- The committee or delegated subcommittee may consider suggestions for scripts and/or proposals from non-members where they consider it to be in the interest of the group.

#### Guidelines for Plays / other Productions

- We welcome proposals or suggestions from BATS members for plays/other productions to take place in the months of June or July, however other dates will be considered.
- All productions must be suitable for the existing BATS membership. We will continue to welcome new members, but proposals must be made with the existing membership in mind for on and off-stage roles.
- Productions must have the capacity for adult male and female roles and be suitable for the venue, Brantham Village Hall, but there is some flexibility, and all proposals will be given due consideration.
- Ideally there should be one director per production, and they must declare their association with other theatrical societies and be fully committed to the production for the duration of the rehearsal period.
- Where it is proposed that there will be an assistant or co-directors, for the sake of consistency it is preferred that they will attend most of the rehearsals together rather than rehearsals be shared between them. If this is not possible it should be made clear and documented at the time of the proposal and a strategy for how it will work effectively must be explained.
- The director's involvement in other productions that will coincide with the rehearsal period must be made clear at the time of the proposal so that the Bats committee or delegated subcommittee can seek further information where necessary & consider whether any disruption is likely to be caused.
- Rehearsals will normally take place on Tuesday and Thursday evenings. The rehearsal period will be negotiated with the committee or delegated subcommittee depending on the requirements of the production.
- We will consider proposals from new and experienced directors who are BATS members. The proposal will be submitted using the BATS proposal form template together with an estimated financial forecast. These are available from the group secretary. A CV will also be required if not previously submitted.
- The producer must be a willing member of the BATS committee with relevant production experience, who the Director may nominate. Where the director happens to be a committee member themselves, they may also be the producer if agreed.
- Published scripts that are tried and tested are preferred however members may make suggestions for new material. Either way all scripts will be scrutinised and/or subject to read throughs before any decision is made.

- The committee or delegated subcommittee may consider suggestions for scripts and/or proposals from non-members where they consider it to be in the interest of the group.

### Selection Process

- Expressions of Interest, proposals & suggestions for future productions can be made to the BATS secretary, Lisa Butler, no later than the 31<sup>st</sup> August every year.
- There will be a subcommittee of no less than 6 committee members (without conflict of interest), appointed by the committee who will meet every September to review any proposals / suggestions made. They will appoint their own chair and vice chair and they will continue to meet when necessary to organise a diary of productions up to two years in advance.
- The subcommittee will consider the type of show & whether it is suitable for the group. This will include matters such as the content and length of the script; cast numbers; genre; fees/cost; suitability of facilities available to us; and the experience of the proposed production team.
- The subcommittee may invite other members to assist with the shortlisting process for example inviting people to read scripts or discuss the logistics of a particular production when they may need advice or expertise.
- The subcommittee may carry out their own research and make their own suggestions for productions, particularly where there are no suitable proposals. In this instance they may approach potential directors to assess the feasibility and where applicable organise a production team.
- Once the sub committee have selected suitable productions they will present it to the whole committee at a routine committee meeting for final consideration & sign off if agreed.

### Auditions & casting

- For February shows there should always be an information session publicised in advance both in-house & to the general public. At the information session the production team should introduce themselves, provide a synopsis of the show, & examples of musical numbers & give key information verbally and in written form about the rehearsal schedule & commitment required. The link to scripts will also be provided at this point, if not before, unless hard copies are provided.
- Auditions should generally take place the week after the information session (usually Tuesday & Thursday Evening & Sunday morning) in a format agreed amongst the production team.
- Roles are not precast. The production team meets after the auditions to agree & cast the roles. Decisions are based on many factors including how people presented at auditions; whether they have scope to develop further; whether they are the right playing age etc Where the production team is not in full agreement, they will take a vote & if necessary, the producer will have the casting vote.
- For plays and other productions the audition process will be planned by the production team as appropriate. It may be something similar to the above or a be a simple read

through. The director will be responsible for casting with assistance by any other persons in the production team.

**Note**

- In the year 2024 the deadline for expressions of interest, proposals & suggestions for future productions can be made to the BATS secretary, Lisa Butler, no later than the 31<sup>st</sup> October. The sub committee will meet soon after to review submissions & begin to plan productions for the year 2025 and possibly 2026.

26/08/2024 Draft V2 to Committee for agreement

08/09/2024 Final V1 to Committee for agreement

