

PRODUCERS ROLES & RESPONSIBILITIES

PRE EVENT - PRODUCTION MANAGEMENT

SCHEDULING

- Check you have access to the Eagles Nest calendars, check all your bookings, and their information, is correct and mirrors the information you have.
- Make sure to maintain and update rehearsal or performance information on the Calendar (see below).

If you don't have access to the calendar, please contact James at eaglesnestfinance@gmail.com.

REHEARSALS

- Organise rehearsal if necessary (approx. 1 week prior to performance)
- Please add the rehearsal booking into the Eagles Nest Website. Make sure that any changes to the booking are amended on the calendar – and that all the appropriate company members have been informed (you can do this directly from the calendar by sending an event invite).

If you need assistance with how to do any of this, please contact James at eaglesnestfinance@gmail.com.

ADMINISTRATION

- You may be required to prepare or make amendments to the scripts you use – please check with James Adler if you'll need to do this prior to rehearsals beginning.
- You may also need to check that workshop notes are in order or make amendments – again please check with James Adler.

CONTACTS

- Please ensure you have obtained/created a cast contact list for everyone involved with your workshop. This must include: **Full Name, Position (E.G. Actor), Email address, Mobile number**. Please ensure this sheet is complete and a copy forwarded to James Masfield.

ACTORS BACK DETAILS

- Producers are now responsible for distributing and collecting Actors bank details on the pre-provided form. Please check with your cast – especially if they are a newbie to Eagles Nest, that we have their bank details on file. If not please get them to fill out the form and return it to James Masfield as soon as possible. We cannot pay actors without this information.

Bank forms can be found in your producer's pack and spare copies can be found in the Eagles Nest office. You can also download a PDF version from Producers Homepage on the website, and an online form version will be available soon.

LOGISTICS & COMMUNICATIONS

Actors

- Book actors, facilitator, and director. Recast if necessary.
- Organise carpooling with actors.
- Manage the logistics of all transport and travel to and from the school.
- Send first reminder to actors, director, and facilitators.

School

- Confirm booking type, time and location with ENT.
- Closer to the time please contact the school to confirm time, any special requirements, parking, and space details.

Production Elements

- Organise and Hold rehearsal(s) if required.
- Ensure props, costumes and equipment are available at rehearsal.
- Check props, costumes and equipment. Maintain as necessary and make show lists where required.
- Organise the preparation, packing, and transport of all technical equipment – both pre and post-performance.
- Organise the storing of equipment etc. post performance where required to.
- For specific info on equipment please contact James Adler or your relevant director.

PERFORMANCE TIME

Day Prior to Performance

- Pack Van
- Send final reminder to actors.

Day of Performance

- Deliver cast, crew & set to school
- Sign all parties in at reception
- Greet teacher/s
- Manage any bump-in and set up
- Hand over to facilitator (but maintain time keeping)
- **DO A HEAD COUNT TOWARDS THE END OF THE PERFORMANCE** & check the number with the teacher? Add this number to your Producers Report (see below)
- Get any feedback from school and/or make sure teachers/students know where to access feedback forms, or hand out some to them.
- Manage Bump out & pack van.

CONCLUSION OF PEORMNACE

- Unpack van at ENT venue.
- Maintain + clean any costumes & props.
- [Write up show report and deliver to ENT.](#)