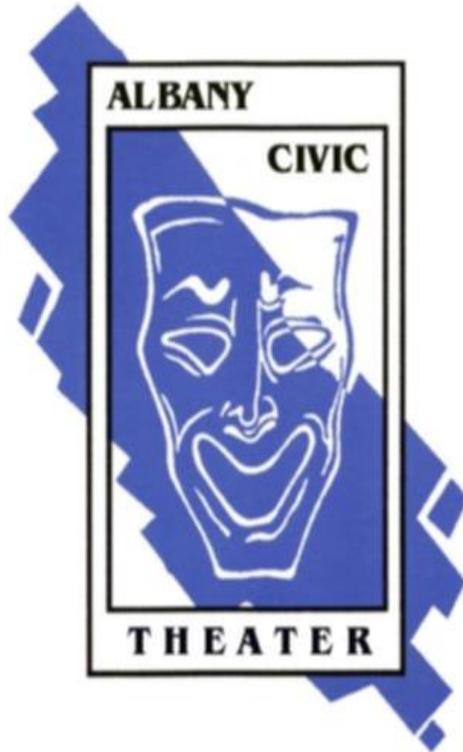


# **ALBANY CIVIC THEATER SPECIAL EVENT MANUAL**



## **SPECIAL EVENTS**

Theater productions are collective forms of fine art that utilize live performers to present the experience of real or imagined events before a live audience in a specific location. At Albany Civic Theater (ACT) in Albany Oregon, directors have the ability to submit for our viewing patrons, a variety of productions within the genre through elements of design, themes, plots, and characters.

The term “**Special Event**” within ACT implies a production outside the normal scoop of our season. **Special Events** are short term. They are not part of our season passes. Additionally, special events are chosen and placed within our season by the current Board of Directors.

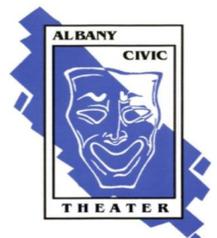
The following is a guideline for directors who might be considering submitting a **Special Event**. Please note that although time for special events are short in duration, they can be very challenging to pull together. Directors have the support of the Board of Directors. However, normal protocols adhered to by regular season shows do not apply with special events. If you are considering submitting a special event please make sure you read these guidelines, understand your limitations, and ask questions.

### **SPECIAL EVENT DEFINED:**

A **Special Event** is an activity that is short-term, open to the general public, involves collective ideas, and should be for the purpose of raising funds for an organization. Special events should help build image and awareness of an organization.

Examples of special events: reader’s theater, celebrations, festivals, educational, children’s shows, concerts, and dance events.

1. At ACT, a **Special Event** should **always** be considered a fund raising event.
2. The production should try to be royalty free. The board of directors will look at royalty requests and depending upon the cost, might consider doing the production if the fee is low and forecast that substantial financial revenue can still be produced. **Directors should be aware of the royalty cost of their production and submit this with their request.**
3. Directors ***do not*** receive a stipend for special events.
4. Budgets for each type of production will be looked at on a case by case basis.
5. A board member will serve as the liaison for all **Special Events**.
6. **Special Event** directors are required to attend any board meetings they are asked to in order to give updates on their shows.
7. The Board of Directors will decide upon the run length of the event. **Special Events** might be given 1 or 2 nights, or two weekends depending on the genre and space availability. Events must fit into the season schedule accordingly.



**When deciding on submitting a Special Event, directors should consider the following:**

1. How unique is the event?
2. What is the target audience?
3. What is the timing of the event?
4. What is the projected attendance of the event?
5. Could there be a sponsorship?

**AUDITIONS/CASTING:**

**Special Events** do not have a normal audition process. Directors are allowed to pre-cast all characters required for their production. If a director wishes to hold auditions for their show they must find an alternative space. However, you can check with the directors who are currently utilizing the theater's space to see if they can accommodate this need.

**CREW:**

You are responsible to crew your show. Depending upon your **Special Event** the following positions might be required: assistant director, production assistant, stage manager, sound designer, set designer, props designer, costume designer, vocal director, musical conductor, musicians, light master, sound master, wardrobe mistress, hair designer, makeup designer, and/or shift crew.

**REHEARSAL SCHEUDLE/SPACE:**

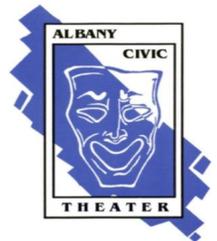
As a director you are required to set your own rehearsal schedule.

Due to space issues and other shows in the season that have rehearsal priority, as a director you must find an alternative rehearsal space. Often **Special Events** might have early rehearsal time. You must work with the director who has the space currently and come to an agreement if you want to use ACT space.

**TAKING STAGE:**

You have exactly five (**5**) days of stage time until you open your event. **Special Events** take stage the Sunday after the previous show closes and you will open the same week on a Friday. This allows your designers (set/lights) limited time. Please be aware of this.

Normal protocol allows shows taking stage after your production during this week to remain in the theater Monday and Tuesday. However, most directors, if asked, will accommodate you and not utilize ACT 2 during this time for their rehearsal. It is up to you to speak with that director and ask. Please do not assume that they will not be on site during those two days.



**PROPS, MAKEUP, HAIR, AND COSTUMES:**

ACT offers an abundance of items that you can utilize for your production. If you are not familiar with our props, costumes, hair and makeup areas you must contact the managers on the manager list for help. They can assist you. However, they are not to be considered your automatic designers unless you ask them and they agree to this task.

**SET, LIGHTS, AND SET STRIKE:**

Due to your limitation of time on stage it is highly recommended that you think about set pieces that can move on and off, prebuild off site, and/or keep your set design simple. Remember: you only have five (5) days to have everything up and running. If a budget is given it will be minimal. We ask that you utilize what is in stock as much as possible before you go out and purchase anything.

Light designers often work together to accommodate the show taking stage after your event. It is highly recommended that your design work is kept simple and you communicate with the next designer.

You are responsible to set strike in accordance with our normal theater policy as defined in our production manual. <http://www.albanycivic.org/download/2010-2011-Production-manual.pdf>

**PUBLICITY AND POSTERS:**

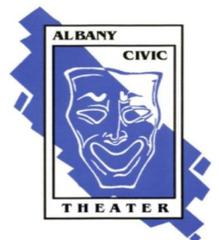
All directors are required to design their own poster for their **Special Event**. Costs are incurred by the theater for their printing. You are responsible in obtaining a designer and have them work with our PR manager regarding poster requirements.

Publicity is handled through our PR Manager. Current PR includes: marquee, the newspaper, online newsletter, ACT flyer, and a radio spot. You must work with the PR manager to make sure all of this is being handled.

**PHOTOGRAPHY AND BIOS:**

It is up to you to find someone to take your lobby and production photos. Cost is incurred by the theater. However, we do not use professional photographers that charge for these services. Remember we are non-profit facility of volunteers.

BIO forms are given to the directors. These must be filled out and turned in to the manager in charge of this area. Bios are then created and placed in the lobby under the artist's photo during the run of the show.



**STAFFING AND TICKETING:**

ACT will staff your production with box office, house manager, and house staff.

Shows will always be sold as “general seating.” General seating allows patrons to sit anywhere, first come, and first serve.

Tickets for special events go on sale at the outlets 10 days before opening night. Tickets will also be sold at the door. Pricing for special events will vary and cost will be determined by the Board of Directors.

**TAKING SPECIAL EVENT SHOWS ON THE ROAD:**

ACT is not responsible for any **Special Events** once the event leaves our facility. We are the producers only when the show is in the facility. If you decide that the show warrants playing in other locations you are responsible to obtain royalties et al., for that show. You may not use costumes, props, set pieces, or any other ACT items for that production unless approved by the Board of Directors. If the board approves any use of these items you are then required to acknowledge ACT in all of your publicity in those capacities within your publicity for the show.

Directors must understand that we are not the owners of any shows only the producers of productions within our facility. Please make sure if you task yourself to travel with a show you must contact the royalty house to obtain permission. Not obtaining permission can cost you personally if caught.

**CANCELATION OF EVENT:**

If you are submitting a **SPECIAL EVENT** you should be prepared with appropriate staff that can take over the production in case you are unable to fulfill your obligation.

**QUESTIONS:**

Feel free to contact any of the current Board of Directors if you have any questions:

<http://albanycivic.org/board.html#board>