

Production Manager (PM) Pack

1. Festival PM:

What to do before auditions:

- Make sure the directors are clued up on how the festival process works (making rehearsal schedules, contacting Venues Managers for audition spaces etc).
- Make a google spreadsheet for auditionees' details, including pronouns.
- If possible, sit in on auditions/callbacks with the director. It's up to the director if they want you there.
- Ensure the director confirms everyone's pronouns and that they are respected throughout the audition process

What to do after auditions:

- Introduce yourself to the cast, in person preferably. Tell them that you are their link to the committee/board so if they have any questions related to that they can go to you. Make them aware that if they have any particular issues, you are their go to point of contact.
- Liaise with the publicity/design officer to find out when headshots of the cast and crew will be organised. When the appropriate day is set, make sure that this is communicated to the cast and crew.

What to do during the rehearsal process:

- It is the responsibility of the PM to gather the availability of the cast and directors to then be able to schedule rehearsals.
- Book rooms for the rehearsals via UofG Life and for any out-of-hours bookings needed, go to the venue managers of STAG to get help.
- Go to a **minimum of one, maximum of two rehearsals a week** to make sure that everything/one is on track for the show.
- **Do not** get creatively involved in the process. You are **not** an extra director, you are purely there to ensure the process is running smoothly and that the cast and crew are okay.
- Help publicise the show. Make sure the cast and crew are all involved in posterings when this is organised, change their Facebook cover photos, share the event, share ticket links etc.
- Have check-ins with the production team, cast and crew regularly to ensure they feel okay with the process.
- Ensure crew are being included in bonding sessions, they can often be left out, please ensure this doesn't happen.
- Make sure everyone knows each other's pronouns. If you notice someone forgetting to use the correct pronouns, privately remind them of the importance of respecting others' pronouns. If the problem persists, do not hesitate to contact the Community and Welfare Officer or President.

What to do during show week:

- Make sure all cast members have been purchased membership. If they are having any trouble with this, please contact the General Secretary.
- Make sure all cast and crew members know the schedule for show week. When you are sent the Tech Day schedule, please send this to your Facebook Page/Group chat and make

everyone aware of it. If anyone cannot make the allotted time, please work with the Backstage and Tech Managers and your directors to figure out what can be done.

- Be there on tech day if possible to help out with anything required.
- Get in contact with the cast and crew about getting thank-you gifts and cards for the production team, and have the cast sign posters for the production team.
- Help with the get-out if you can and enjoy the afterparty!

2. Mainstage/Open Slot/New Talent Nights PM:

What to do before auditions:

- Make sure the directors are aware of the mainstage schedule and that they are ready to start the project (making rehearsal schedules, contacting the Venues Managers etc).
- Help with choosing an Stage Manager and possibly an Assistant Director/Co-Director and Producer
- Create a google spreadsheet for auditionees details, including pronouns.
- Sit in on auditions/callbacks with the director and help them with the casting/callbacks. It's up to the director if they want you there for the whole process.
- Ensure the director confirms everyone's pronouns and that they are respected throughout the audition process.

What to do after auditions:

- Introduce yourself to the cast. Tell them that you are their link to the Board so if they have any questions related to that they can go to you. Also, if they have any issues that they don't feel comfortable talking to the director about make them aware that they can go to you about them.
- Mainstage is a stressful process, make sure everybody knows the rehearsal schedule, venues, show dates, get-in/get-out times in advance
- Liaise with the publicity/design officer to find out when headshots of the cast and crew will be organised. When the appropriate day is set, make sure that this is communicated to the cast and crew.

What to do during the rehearsal process:

- Go to a couple of rehearsals to make sure that everything/one is on track for the show.
Minimum of one, maximum of two a week.
- **Do not** get creatively involved in the process. You are not an extra director, you are purely there to ensure the process is running smoothly and that the cast and crew are okay.
- Help publicise the show. Make sure the cast all get involved in postering when this is organised, change their Facebook cover photos, and share the event
- Have check-ins with the production team, cast and crew regularly to ensure they are feeling good about how things are going
- Ensure crew are being included in bonding sessions, they can often be left out, please ensure this doesn't happen.
- Make sure everyone knows each other's pronouns. If you notice someone forgetting to use the correct pronouns, privately remind them of the importance of respecting others' pronouns. If the problem persists, do not hesitate to contact the Community and Welfare Officer or President.

What to do during show week:

- Make sure all cast members have been purchased membership. If they are having any trouble with this, please contact the General Secretary.
- Make sure all cast and crew members know the schedule for show week. When you are sent the Tech Day schedule, please send this to your Facebook Page/Group chat and make everyone aware of it. If anyone cannot make the allotted time, please work with the Backstage and Tech Managers and your directors to figure out what can be done.
- Be there on tech day if possible to help out with anything required.
- Get in contact with the cast and crew about getting thank-you gifts and cards for the production team, and have the cast sign posters for the production team.
- Help with the get-out if you can and enjoy the afterparty!