

MANIFESTWORKS

Producer

The buck stops with you.

Please review these responsibilities in advance of class – the earlier the better - and ask any questions ahead of time. You should first ask questions from other classmates who have filled this role BEFORE reaching out to ManifestWorks staff. Don't be afraid to ask questions if you don't know the answers, but use your resources first and foremost.

The list of responsibilities is long, but for each one, you always have the authority to delegate to participants. Just remember: even when assigning the task to someone else, the producer is responsible.

The producer's tasks include:

1. Making and circulating a Call Sheet for to everyone involved, with information including guests, class location(s), call time(s), and specific roles for participants. Additionally, the Producer needs to identify anyone expecting conflicts or problems with attendance and share that information ahead of time. The callsheet must be completed, with all corrections made, by 5 pm the Thursday before class. It is a requirement to share a draft of the callsheet at least 24 hours in advance of sending it to class.
2. Taking attendance at call time. Take note of who is on-time and who is late. (This will be done in concert with the Assistant Director.)
3. Ensure the roles on the call sheet are communicated and acknowledged. You will not assign these roles, however, you should feel free to help coordinate throughout the day. Get a confirmation that the job will be executed in a manner you are comfortable with.
4. Ensuring all the tasks of the Location Manager have been executed properly, up to and including planning with the crew in advance. The Producer will be the person who releases the class after confirming the facility has been returned to the condition it was found in.
5. Ensuring all the tasks of the Talent Coordinator have been executed, up to and including planning with the crew in advance.
6. Ensuring the tasks of the Assistant Director are clear, and that you and your AD see eye to eye about what happens when. Remember: a schedule is a guide. Sometimes, it needs to be followed tightly, and sometimes, exceptions have to be made in pursuit of important tangents or key pieces of learning.
7. Being responsible for petty cash, including assigning petty cash as needed and collecting receipts, change (money), and ensuring that it is all accounted for and receipts are turned in.

8. Assigning a participant to be responsible for ordering, picking up and paying for lunch, such that it is delivered in a timely fashion and within a budget and menu approved in advance by the instructor.
9. Dismissing the crew at the successful completion of all the tasks with final approval from the Program Manager.

These are the steps for making a call sheet:

1. Open up the ManifestWorks Call Sheet you were sent by the Program Manager.
2. Fill in the correct information on the spreadsheet.
3. When you have completed it and checked it twice for errors, email Young with a PDF copy.
4. After it is approved, to send it out, click on the 'File' menu again, pull down to 'download as' and choose 'PDF document'.
5. Attach the PDF version to your emails to participants.