

## **PENTACLE THEATRE BOARD LIAISON DUTIES “CHEAT SHEET”**

The board liaison is chiefly concerned with those things that affect the theater’s financial health, legal status and liability.

The board liaison is a touch point from the board to the director and vice versa. The liaison is the director’s fast track to the board for emergent board-level decisions. The liaison provides updates from the director to the board as needed about the status of the production. If the liaison hears of an aspect requiring attention, the liaison will redirect the director or other party to the appropriate resource.

### **OVERARCHING GUIDELINES:**

- Be familiar with the project and familiar with the director’s proposal and budget.
- Discuss with the director expectations of the board liaison.
- Serve as an administrative/policy resource for the director, along with the theater’s paid staff.
- Casually connect with the cast and crew. Encourage them to reach out with questions.
- Be helpful and supportive of your show’s director, cast and crew.
- Share updates in executive sessions as needed.
- Be succinct when you attend rehearsals/shows to share an announcement from the board.
- **When an issue is presented, discover the nature of it and direct to the appropriate resource.**
- Immediately apprise the board president and executive director of possible items that could lead to financial or legal repercussions.

### **WHAT TO DO WHEN:**

#### **Phase 1 (before show starts)**

- Contact the director of the show you’re assigned to; let them know you will be their board liaison and what your duties are; give them this document.
- Read the script, proposal and budget.
- Attend auditions and post-audition discussion as an observer and supporter.
- Confirm that your name and contact info are listed on the cast/crew list.

#### **Phase 2 (rehearsal phase)**

- Model and encourage direct communication with Pentacle Theatre staff, the production team and themselves.
- Sometime during the run or closing night, it’s important to encourage people to become Pentacle members if they are not yet.
- Touch base with director after major events (such as moving to the theater, cue to cue, etc.). Ask the director for the production calendar.

**Phase 3 (during run of show)**

- Attend opening night, if at all possible. On opening night, go to dressing room around 6:30-7 p.m., say a few words to cast/crew (“Thank you for all your hard work, very excited to see the show, break a leg”). This must be brief – they have a lot going on. Stay for opening night after-party and mingle with cast/crew. Be sure to thank everyone involved in the production, including hospitality and the house manager(s).

**Phase 4 (follow up after show)**

- Write a personal thank you note to the director.
- The board will thank directors, cast and production team, and the office staff will address and mail them.

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