

Pentacle Theatre Policy	SUBJECT: Season Selection Policy for 2023
Approved By: Erik Davis, President	Effective Date: Feb. 28, 2022

Purpose: Season selection is a fundamental fiduciary responsibility of the Pentacle Theatre Governing Board. The Season Selection Policy ensures that the Governing Board follows a fair and consistent procedure when, with the assistance of the Script Reading Committee, it selects the productions for the following Season.

Definitions: *Board:* Means the Governing Board of Pentacle Theatre.

Hot List: A final list of scripts from which directors may propose to produce for the upcoming season.

Interested Director: Any person who qualifies as a Pentacle Theatre director and is willing to direct a production at Pentacle Theatre as defined by the theater's Qualifications of a Director Policy.

Script Reading Committee (SRC): The SRC meets regularly, reads a large assortment of scripts and advises the Board through the Season selection process.

Script Reading Committee (SRC) Chair: The SRC chair recruits SRC members, coordinates and facilitates the SRC, communicates with directors and serves as a liaison to the Board.

President: Means the elected head of the Governing Board Pentacle Theatre.

Proposal: A packet of written information submitted by an Interested Director that includes a Proposal narrative, a proposal budget and the director's qualifications, in the digital format specified by Pentacle Theatre's executive director.

Proposing Director: A director who has submitted a proposal to direct for Pentacle Theatre.

Season: Seven regular Pentacle Theatre productions. In addition, the Season may include fundraisers as the Board determines necessary.

Secretary: Board Officer responsible for taking minutes.

Warm List: A list of plays that the SSRC is considering for inclusion on the Hot List.

Policy: The Board has the final decision-making authority to select productions. The Board will select a Season that takes into consideration net proceeds.

A Pentacle Theatre regular Season will adhere to the following conditions:

- A reputable publishing company must hold the rights for any script under consideration.
- Scripts should promote the participation of all, without regard to race, color, sex, disability, affectional or sexual orientation, gender identity, ethnicity, national origin, age, religion or socioeconomic status.
- There should be a mixture of musicals, comedies and dramas.
- It may include one or more fundraiser production, as directed by the Board.

The Board has the right to solicit directors for any production.

Procedure: The following timeline reflects the time needed to complete tasks related to Season selection.

January

The Board will select the SRC Chair.

February

The SRC Chair will recruit five to nine SRC members and present them to the board for approval as soon as the committee is formed, the committee will begin reading potential scripts. Anybody may suggest scripts to the SRC for consideration. The SRC Chair will contact qualified directors and the Board to solicit suggestions of scripts they are interested in directing or seeing in the following season.

March 12

The Governing Board and the SRC Chair will host a kick-off meeting for Interested Directors. The purpose of the meeting is to introduce the SRC, describe its charge and process to the community, give the SRC the opportunity to meet Interested Directors and get feedback from the directors about their interest in plays for the following Season.

April

The executive director will open the opportunity to propose musicals and fundraisers to the community.

The executive director will remind the Pentacle Theatre community that the end of April is the deadline for suggesting plays to the SRC. This provides sufficient time for the SRC to read the plays and conduct the research needed to consider scripts for the Hot List.

April 30 is the deadline for directors or community members to suggest scripts.

Musical and Fundraiser Selection Timeline

Prior to May Board Meeting

At least one week prior to the Board meeting, proposing directors will email to the executive director no more than three Proposals for musicals or fundraisers. The executive director will send these Proposals to the Board.

Prior to presentations

The Board and staff will jointly review and discuss the proposals.

Saturday in June

The Board will hear oral presentations from those Directors proposing musicals and fundraisers at a special meeting. This meeting is open to the Board, the executive director, the technical director and members of SRC.

The President will call the meeting to order and the Secretary will take minutes.

The fundraiser is included in this process if directed by the Board

1. Proposing Directors will present their Proposals orally.
2. To avoid a Board or SRC member who has submitted a Proposal to have an unfair advantage will present prior to other Proposing Directors.
3. Board or SRC members proposing the same musical or fundraiser will not hear the other Proposals for that musical or fundraiser.
4. After Board or SRC members complete their presentations, they will rejoin the meeting to hear the remaining presentations.
5. Proposing Directors who are not Board or SRC members will not attend any of the other presentations.
6. Proposing Directors may bring a supporting production team to help answer questions, e.g., apprentice/assistant director, choreographer or vocal coach. The music director for the production must attend.
7. Proposing Board members, proposing SRC members and all other SRC members will participate in the discussion of the Proposals, but will leave the room prior to formal decision-making.
8. If a Board member's musical(s) or fundraiser(s) is (are) eliminated at any point in the process, that member may rejoin the decision-making process from that point forward.

Once discussion is complete, the Board may enter executive session – with the executive director and technical director – to discuss the merit of the proposals.

The board will choose the musicals and performance dates for the productions in regular session.

The President will contact each proposing director with the outcomes of the Board's decision. The executive director will inform the SRC Chair of the musicals and fundraiser and slots selected.

If the rights to a musical are not available, or if a director declines an offer, the executive director or President will immediately contact the Board to determine an alternative plan. The process repeats until the Board has selected a musical and a fundraiser and secured the rights to perform them.

Play Selection Timeline

The week prior to the June Board Meeting

At the June Board meeting, the SRC Chair will present the proposed Warm List to the Board.

Scripts with directors attached that are on the Warm List move to the Hot List.

July

At a special meeting in early July the SRC will present the Hot List to the Pentacle Theatre community.

The executive director will provide the list and Proposal packet forms to qualified directors.

No later than one week prior to the proposal deadline

Proposing directors should have submitted a “letter of intent to propose” a script on the Hot List to the executive director, indicating which show(s) the director intends to submit. The purpose is to provide enough time for the executive director and the SRC chair to ensure that a range of shows will be proposed. The board may move a script on the Warm List that does not have a director attached to the Hot List.

At least one week prior to the July Board meeting, proposing directors will email to the executive director no more than three Proposals. The executive director will send the Proposals to the Board.

Prior to presentations

The Board and staff will jointly review and discuss the proposals.

At a Special meeting, the Board will hear oral presentations from those directors proposing plays at a special meeting. This meeting is open to the Board, the executive director, the technical director and members of SRC.

The President will call the meeting to order, and the Secretary will take minutes.

1. Proposing Directors will present their Proposals orally.
2. To avoid a Board or SRC member who has submitted a Proposal to have an unfair advantage will present prior to other Proposing Directors.

3. Board or SRC members proposing the same play will not hear the other Proposals for that play.
4. After Board or SRC members complete their presentations, they will rejoin the meeting to hear the remaining presentations.
5. Proposing Directors who are not Board or SRC members will not attend any of the other presentations.
6. Proposing Directors may bring a supporting production team to help answer questions, e.g., an assistant director, costumer or sound designer.
7. Proposing Board members, proposing SRC members and all other SRC members will participate in the discussion of the Proposals, but will leave the room prior to formal decision-making.
8. If a Board member's play is eliminated at any point in the process, that member may rejoin the decision-making process from that point forward.

The Board may enter executive session – with the executive director and technical director – to discuss the merits of the proposals. In regular session, the board will select at least the number of plays needed to fill out the Season, based on the number of musicals already chosen, to the SRC.

The Board may also identify a play without a Proposing Director at this meeting that it would like to see included in the Season. In that instance, the executive director will solicit proposals from qualified directors for that show. The Board will review Proposals received under those circumstance at a special meeting, using the process outlined above.

August

A special meeting will be held to select the next year's Season.

1. The SRC will present at least three alternative Seasons from the list the Board approved at the May special meeting.
2. The Board will excuse the SRC and formally convene and enter executive session. Only the Board, executive director, and technical director attend this meeting.
3. Board members who have presented a Proposal will be allowed to take part in the discussion, but will be excused prior to motions and voting.
4. If a Board member's play is eliminated at any point in the process, that member may rejoin the decision-making process from that point forward.

In regular session, the Board will select a Season, which may be different than any of the SRC's alternative Seasons.

After the August special meeting

The executive director will secure rights to the plays that the Board selected. As soon as all rights are secured (and not before), the executive director or the Board President will contact every director who presented a Proposal to inform them of whether they were selected to direct a play the following Season. If the rights to a play are not available, or a director declines an offer, the executive director or

Board President will immediately contact the Board to determine an alternative plan. The process repeats until a Season is determined.

Third Weekend in August???

The Board announces the Season.

The SRC Chair will share this timeline at the kickoff meeting.

The Board will develop and approve each year’s season selection timeline.

Timeframe	Activity	Participants
February	SRC chair recruits members Board approves SRC committee Board Approves Timeline	SRC Chair Executive Director SRC Members Governing Board
Second weekend in March	Kick-off meeting Call for musical Proposals email to qualified directors Set date for Script Reading Workshop Scored scripts are recorded in Database	SRC members Interested Directors Governing Board Executive Director Technical Director Any member of the Pentacle Theatre community Executive director will provide packets for proposers to use, including budget worksheet.
Prior to the end of April	SRC will continue receive suggestions for consideration	Any member of the Pentacle Theatre community
One week before May board meeting	Proposals for musicals and the fundraiser due in the business office.	Executive director will send copies of Proposals to the Board and SRC Chair.
Saturday in June	Musicals and fundraiser presentations Board selects discusses and selects musicals and fundraiser in executive session	SRC Executive Director Technical Director Governing Board
One week prior to the June Board meeting	SRC Chair or executive director will email the proposed Warm List to the Board. Executive Director conducts royalty search	SRC Chair Executive Director Technical Director Governing Board
June Board Meeting	Governing Board reviews Warm List and royalties with SRC Chair	SRC Chair Executive Director Technical Director Governing Board

July after June Board Meeting	SRC meets and chooses Hot List Hot List Reveal meeting – Hot List announced	SRC Interested Directors Governing Board Executive Director Technical Director Pentacle Theatre Community Executive director will provide packets for proposers to use, including budget worksheet
One week prior to proposals due	Directors notify executive director of intent to propose	Proposing Directors
July	Proposals due for shows on the Hot List. Interested Directors send Proposals to executive director Executive director distributes the Proposals to the SRC and the Governing Board	Interested Directors Governing Board SRC
August	Directors present their Proposals to the SRC and Board. Board selects shows for the SRC to develop alternative Seasons. <ul style="list-style-type: none"> • SRC and Board meet and discuss Proposals. • Board goes into Executive Session to discuss Proposals. Leave Exec. to vote to decide which plays will continue in the process. 	SRC Interested Directors Governing Board Executive Director Technical Director
After Presentation meeting	Season Selection Meeting <ul style="list-style-type: none"> • SRC presents three Season options to the Board. • Board goes into executive session with executive director and technical director then leaves exec to vote on a 2023 Season, plays and which slots. • Two alternate shows should be selected in case of need. 	SRC Governing Board Executive Director Technical Director
After selection meeting	Executive director will secure rights for the selected Season.	Executive Director Governing Board President

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- The executive director or the Board president will notify directors of the outcome of the Board vote.
 - If rights are unavailable, explore alternate shows.
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No later than the end of August **or** when royalties secured

The Season announcement.

The whole wide world.