

Pentacle Theatre Policy	SUBJECT: Season Selection Policy
Approved By: Pentacle Theatre Governing Board Erik Davis, President	Effective Date: Sept. 26, 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.

Directors Forum: A resource for interested directors that provides educational opportunities, directorial knowledge, assistance to directors in identifying or finding resources in support of Pentacle productions, and the opportunity to participate as a mentor or mentee.

Hot List: A final list of scripts from which directors may propose to produce for the upcoming Season. The Hot List includes scripts for plays, musicals and fundraisers. All scripts which already have a submitted directors “letter of intent to propose” will be included on the Hot List. Interested Directors may only present Proposals from the Hot List.

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: The manuscript, document, libretto or other document of a play or musical to be read, reviewed, discussed and scored by the SRC.

Script Reading Committee (SRC): The SRC meets regularly, reads an assortment of scripts and advises the Board through the season selection process. All plays and musicals reviewed by the SRC are included on the Warm List.

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 proposed budget and the director’s qualifications, in a digital format specified by Pentacle Theatre’s Executive Director.

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

Season: A set of plays and musicals produced by Pentacle Theatre during a single calendar year. The Season may include fundraisers or special events as the Board determines necessary.

Secretary: Board Officer responsible for taking minutes.

Warm List: A list of scripts that the SRC reads and scores for potential 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 Season will adhere to the following conditions:

- A reputable publishing must hold the rights for any script under consideration.
- Promotes 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.
- Includes a mixture of musicals, comedies and dramas.
- May include one or more fundraiser productions, as directed by the Board.

The Board has the right to solicit directors they deem qualified for any play, musical or fundraiser.

No Board member nor the SRC Chair may propose a production as a director while serving in that position.

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

August

The Executive Director will request applications for the position of SRC Chair, by whatever media gains the greatest exposure.

September

The Executive Director in coordination with SRC Chair will post the opportunity for Pentacle Theatre members to apply for SRC. The Board will select the SRC Chair at the September Board meeting.

October

The SRC Chair will recruit/select five to nine SRC members and present them to the Board for approval at the October Board meeting. As soon as the committee is approved, it will begin reading and scoring potential scripts. The SRC Chair will contact qualified directors to solicit suggestions of plays and musicals they are interested in directing or seeing in the following season. Anybody may suggest plays or musicals to the SRC for consideration. The committee will prioritize reading scripts suggested by qualified directors.

November

The Governing Board and 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 and musicals for the following Season. The SRC Chair will share the timeline contained in this policy at the kickoff meeting.

Interested Directors and the Pentacle Theatre community begin submitting script suggestions to the Executive Director and the SRC Chair.

SRC begins reading and scoring suggested scripts.

The Board will set future dates for all meetings required to select the Season (see table below).

December

Interested directors and Pentacle Theatre community continue to submit script suggestions. The SRC continues reading, discussing and scoring suggested scripts.

January

Interested directors and Pentacle Theatre community continue to submit script suggestions. The SRC continues reading, discussing and scoring suggested scripts.

The Executive Director will remind the Pentacle Theatre community that the end of February is the deadline for suggesting productions to the SRC. This provides sufficient time for the SRC to read the scripts and conduct the research needed to consider them for the Hot List.

Interested Directors can submit a “letter of intent to propose” for up to three productions to the Executive Director at any time prior to the March Board meeting. All productions with an associated “letter of intent to propose” will automatically be included on the Hot List for consideration.

February

Interested directors and Pentacle Theatre community continue to submit script suggestions. SRC continues reading, discussing and scoring suggested scripts.

End of February

Deadline for all script suggestions (musicals, plays and fundraiser) to SRC.

March

SRC completes the review and scoring of remaining script suggestions.

At least one week prior to the March Board meeting the SRC Chair or Executive Director will email the proposed Warm List to the Board. The Warm List will include a synopsis of each script, why the SRC believes the musical or play fits the Season, and relevant information about the production (e.g. number of male/female/child roles, genre, awards, last time play was performed at Pentacle Theatre, etc.).

The Executive Director will conduct a preliminary royalty/fees search.

March Board Meeting

Board reviews the Warm List and royalty/fees with SRC Chair and Executive Director and then finalizes the Hot List for release.

Early April – Hot List Reveal Meeting

At a special meeting (generally held on a Saturday), the SRC will present the Hot List to Interested Directors. The presentation will include a synopsis of the musical or play, why the SRC believes the production fits the Season, and relevant information about the production (e.g. number of male/female/child roles, awards, genre and last time play was performed at Pentacle Theatre, etc.).

The Executive Director will provide the Hot List and Proposal packet forms to qualified directors.

May

At least one week before the proposal deadline, proposing directors will submit a “letter of intent to propose” a script on the Hot List to the Executive Director, indicating which production(s) the director intends to submit. The purpose is to provide enough time for the Executive Director and the SRC chair to ensure that the Board will receive a range of proposals. The Board may also add script(s) from the Warm List that does not have a director attached to the Hot List to have a balanced season.

Prior to the presentations the Board and staff will jointly review and discuss the proposals.

Special Meeting – June

The Board will hear oral presentations from those Directors making proposals at a special meeting (generally held on a Saturday). This meeting is open to the Board, the Executive Director, Technical Director and SRC members.

This meeting is an official Board meeting. The President will call the meeting to order and the Secretary will take minutes.

1. Proposing Directors will present their Proposals orally.
2. To preclude an SRC member who has submitted a Proposal from having an unfair advantage, they will not participate in the selection process except to make their proposal to the Board like all other Proposing Directors.
3. Proposing Directors will not attend any of the other presentations, unless otherwise invited by another Proposing Director.
4. Proposing Directors may bring a supporting production team to help answer questions, e.g., an assistant director, costumer, or sound designer.

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 productions needed to fill out the Season.

The Board may also identify a musical or play without a Proposing Director at this meeting that it would like to see included in order to balance 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.

June

The Board will hold a special meeting 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.

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

After the June 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 production for 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 July

The Board announces the Season.

Season Selection Timeline

Timeframe	Activity	Participants
August	Request Applications for SRC Chair	Executive Director Any member of the Pentacle Theatre
Sep. Board meeting	Select SRC Chair	Governing Board
Prior to end of Sep.	Post opportunity for members to apply for SRC	Executive Director & SRC Chair Any member of the Pentacle Theatre
October	SRC Chair selects members and submits to Board for approval	SRC Chair Governing Board
November	SRC Kick-off Meeting	SRC Chair and members Interested Directors Governing Board Executive Director Technical Director Any member of the Pentacle Theatre
Nov. Board meeting	Board approves SRC members. Board sets dates required to select the Season	SRC Chair Governing Board
December	SRC reading and scoring scripts	SRC
January	SRC continues to read and score scripts.	SRC
End of January	Script suggestion deadline reminder for plays is end of Feb	Executive Director
February	SRC continues to read and score scripts.	SRC
End of February	Deadline for script suggestions to SRC	Interested Directors
March	SRC completes review and scoring of final script suggestions	SRC
One week before Mar. 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
March Board Meeting	Governing Board reviews Warm List and known royalties with SRC Chair. Board approves Hot List	Governing Board SRC Chair Executive Director Technical Director
Early April	Hot List Reveal meeting – Hot List announced. Executive Director will	SRC Chair and members Interested Directors Governing Board

	provide digital forms for proposers to use, including budget worksheet.	Executive Director Technical Director Pentacle Theatre Community
May – At least one week prior to proposals due date	Final opportunity for Directors to notify Executive Director of intent to propose play	Proposing Directors
One week prior to May Board Meeting	Proposals due for shows on the Hot List. Proposing Directors email Proposals to Executive Director	Proposing Directors Governing Board PRC
Prior to May Board meeting	Distributes Proposals to the SRC and the Board	Executive Director
Saturday in June	Directors present their play 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 and vote to decide which scripts will continue in the process. 	SRC Proposing 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 to vote on a Season, and which slots for each production. 	SRC Governing Board Executive Director Technical Director
After selection meeting	Executive director will secure rights for selected Season. <ul style="list-style-type: none"> • The Executive Director or the Board president will notify directors of the outcome of the Board vote. 	Executive Director Governing Board President
No later than the third weekend of July	The Season announcement.	The whole wide world.