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| Pentacle Theatre Policy | SUBJECT: Season Selection Policy |
| Approved By: | Effective Date: |

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*: The Board’s approved list of scripts for the upcoming Season. The Hot List includes scripts for plays, musicals and fundraisers. 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.

*Letter of Intent to Propose:* An official written confirmation by an Interested Director to the Executive Director that they intend to submit a script Proposal. The letter may be in the form of an email or written correspondence and must include the title, author and genre of the script being proposed. Interested Directors must submit a letter for each script they wish to propose. **They may do so for up to three (3) scripts any time up to one week prior to the season proposal deadline.** Interested Directors who confirm intent to propose specific script(s) are considered “attached” to those script(s). A director may elect to withdraw a letter by notifying the Executive Director in the form described above.

*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.

*Season Proposal Deadline*: The date set by the Board by which Interested Directors must submit a proposal packet for the upcoming season. The Board reserves the right to extend this deadline if needed to ensure a balanced season.

*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*: All scripts which 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 or assistant director while serving in that position.

All scripts that have an attached Interested Director will be read and evaluated by the SRC and considered by the Board for inclusion on the Hot List. Generally, scripts submitted according to the *Letter of Intent to Propose* definition will be placed on the Hot List. Submitting the letter as early in the process as reasonable gives the SRC time to perform its functions and for the Board to confirm whether the proposed script(s) will be included on the Hot List. If the Board determines that a particular script will not be included on the Hot List, all attached directors will be provided the Board’s reasoning for not being included for the upcoming season.

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

August

The Executive Director will post the opportunity for Pentacle Theatre members to apply for the position of SRC Chair, by whatever media gains the greatest exposure. The Board will select the SRC Chair at its August regular meeting.

September

The incoming SRC Chair in coordination with the Executive Director will post the opportunity for Pentacle Theatre members to apply for SRC.

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.

SRC Kick-off Meeting

The Governing Board and SRC Chair will host a kick-off meeting in October 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 for the SRC to read.

SRC begins reading and scoring suggested scripts. The committee will prioritize reading scripts suggested by qualified directors.

***End of January***

The Board will set future dates for all meetings required to select the Season.

Deadline for all script suggestions (musicals. plays and fundraiser) to SRC. SRC will attempt to read and score all scripts submitted by this deadline to the extent time permits before the first week of March. The Board encourages Interested Directors not to wait until the last moment to submit script suggestions so that the SRC is able to complete its work on time.

***February through March***

The SRC continues reading, discussing and scoring scripts.

At least one week prior to the March Board meeting the SRC Chair or Executive Director will email the proposed Hot List to the Board. The proposed 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.).

***March Board Meeting***

Board reviews the proposed Hot List and royalty/fees with SRC Chair and Executive Director to build the final Hot List. Script(s) that do not have a director attached may be included in the final Hot List in order to create a balanced season. The Board finalizes the Hot List for release.

April - Hot List Reveal Meeting

Within two (2) weeks of the Board finalizing the Hot List, the SRC will host a special Hot List Reveal Meeting to present the Hot List to Interested Directors. The presentation will include a synopsis of the script, why the SRC believes the script fits the Season, and other relevant information about the script.

The Executive Director will provide the Hot List, Proposal packet forms, and deadline information to Interested Directors.

***May***

At least one week before the proposal deadline, proposing directors who have not already submitted a “Letter of Intent to Propose” a script on the Hot List, must submit one to the Executive Director, indicating which production(s) the director intends to propose to the Board. The Executive Director, the Directors’ Forum Chair and the SRC Chair will work together to ensure that the Board receives a range of proposals to build a balanced season.

June

After the proposal deadline, the Board and staff will jointly review and discuss the proposals in preparation for oral presentations. The Executive Director will work with Proposing Directors to schedule time for oral presentations.

The Board will hear oral presentations from those Directors making proposals at a special meeting. 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 the Proposing Director.
4. Proposing Directors may bring a supporting production team to help answer questions, e.g., an assistant director, costumer, or sound designer. For musicals, the Music Director shall attend the oral presentation.
5. Proposing Directors will each have the same amount of time per proposal to present.

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 decide which proposals will move forward to the final step, selecting 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.

Following this special meeting, the SRC puts together at least three alternative Seasons from the list the Board approved. The Board then holds an additional special meeting to officially select the next year’s Season.

1. The SRC presents the Season options they have put together.
2. The Board excuses the SRC and formally convenes within executive session. Only the Board, Executive Director, and Technical Director attend this meeting.
3. In regular session, the Board will select the Season, which may be different than any of the SRC’s alternative seasons.

Following the official selection of the Season, 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.

Aug

Sep

Oct

Nov

Dec

Jan

Jul

Feb

Mar

Apr

May

Jun

Board selects SRC Chair

Request for SRC members

SRC Kick-off Meeting

SRC reading scripts

Board approves Hot List.

Hot List Reveal

Season selection approved by Board

3rd weekend Board Announces Season

Script suggestions from Directors & Members

SRC reading scripts

Directors prepare

proposals

***Letters of Intent to Propose Cutoff***

Request for applications for SRC Chair

Board approves SRC members

Proposals made to Board

Pentacle Theatre Season Selection Timeline

Director Proposal Submitted

Board Activities

SRC Activities

Proposed Hot List to Board

Director Activities