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| Pentacle Theatre Policy  | SUBJECT: Season Selection Policy |
| Approved By: Pentacle Theatre Governing Board Emma Thurston, President   | Effective Date: Oct. 29, 2023 |

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 Board-approved list of scripts from which directors may propose to produce for the upcoming Season. The Hot List includes scripts for plays, musicals, and fundraisers. Scripts with an attached interested director with an average approval score of at least 50% between at least three Script Reading Committee members will be automatically placed on the Committee’s recommended Hot List, subject to final Board approval. Interested Directors may only present proposals for shows that appear on 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*: A written statement submitted by an Interested Director which expresses intent to propose a project. This statement should include the director's name and the title/s of the project and should be submitted via email to the SRC Chair, the Executive Director, and the Governing Board President. An Interested Director may submit a letter of intent for up to three productions.

*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 provides information and updates to the Board.

*President:* Means the elected head of the Governing Board of 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 determined by the Board.

*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 company 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.

Neither Board members nor the SRC Chair may propose a production as a director while serving in those positions.

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

***August***

The Executive Director will request applications for the position of SRC Chair. The Board will select the SRC Chair from the list of applicants at the August Board meeting.

***September***

The Executive Director, in coordination with the SRC Chair, will post the opportunity for Pentacle Theatre members to apply for the SRC. The SRC Chair will recruit/select five to nine SRC members and present that list to the Board for approval at the September Board meeting. As soon as the committee is approved, it will begin reading and scoring potential scripts.

***October***

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.

The Governing Board and SRC Chair will host a kick-off meeting for Interested Directors in October. 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 feedbackfrom 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.

***November***

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

SRC begins reading and scoring suggested scripts.

***December***

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

***End of December***

Deadline for **musical** script suggestions to SRC.

***January***

The Board sets future dates for all meetings required to select the Season (see table below). Interested directors and Pentacle Theatre community continue to submit **non-musical** script suggestions. The SRC continues reading, discussing and scoring suggested scripts.

***End of January***

Deadline for all **non-musical** script suggestions to SRC.

***February***

SRC continues reading, discussing and scoring suggested scripts.

At least one week prior to the February Board meeting, the SRC Chair will submit a musicals-only Hot List to the Board. This List will include a synopsis of  each musical, why the SRC believes the musical or play fits the Season, the interested director, and other 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 for the shows on this List.

***February Board Meeting***

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

***March***

SRC completes the review and scoring of remaining script suggestions.

At least one week prior to the March Board meeting the SRC Chair will email the proposed Warm List to the Board and the Executive Director . The Warm List will include a synopsis of each script, why the SRC believes the 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 for shows on the Warm List.

***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.

***End of March***

At least one week prior to the March Board meeting, interested directors must submit a “letter of intent to propose” for musicals for the following season. Those directors submitting a letter of intent will be provided access to a proposal packet by the Executive Director that must be completed and submitted prior to the musical presentation meeting in April.

***April***

In April, either at a special meeting or during the regular April Board meeting, the Board will convene to hear proposals for musicals for the following season. Presentations will include the opportunity for prospective directors to present information about their concept or vision for the production, why it should be done at Pentacle, and other information important for sharing with the Board. Based on the presentations as well as feedback from the SRC, the Board will select the musicals for the following season by the end of April..

At a special meeting (generally held on a Saturday), the SRC will present the Hot List for non-musicals to Interested Directors. The presentation will include a synopsis of the play, why the SRC believes the play 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 post the Hot List and Proposal packet forms on the Pentacle Theatre website so that they are available to qualified directors.

***May***

At least one week before the non-musical proposal deadline, proposing directors will submit a “letter of intent to propose.”

Prior to the presentations, the Board and staff will review and discuss the proposals, providing the proposing director with questions and/or concerns in advance of the proposal date to allow for more effective presentations.

***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 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 to move forward in the process.

The Board may also identify a 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 coordinate the solicitation of 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.

The Board may select a season on or near the day of the formal proposals/presentations, but typically there is a need for more deliberation. Following presentations, unless otherwise instructed, the SRC will create several alternative Season options as specifically requested by the Board.

***June***

The Board will hold a special meeting to select the next year’s Season.

1. The SRC will present multiple alternative Seasons as requested by the Board.

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 the Board President, or designated Board members 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 Breakdown**

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| **Time Frame** | **Activity** | **Participants** |
| August | Application announcement and posting for SRC ChairApplicant Review/Selection of SRC Chair | Executive DirectorPresident/PT Board |
| September | Application announcement and posting for SRC membersSRC member selectionReading of scripts begins | Executive DirectorSRC Chair Selects/Board ApprovesSRC |
| October | Interested Director “kickoff meeting” to introduce SRC chair, members, and process SRC members contact eligible directors to determine interest in proposing and in what projects | SRC/Executive Director/BoardSRC |
| Nov./Dec. | SRC reads/scores scripts as they are suggested | SRC |
| January | Specific dates set for director proposals and season selection | Board |
| February | Initial hot list of **musicals/special projects** submitted to Board**Musical** hot list review/royalties and availability explored/hot list confirmation | SRCBoard/Executive Director |
| MarchLate March | Warm list of **non-musicals** shared with Board**Non-musical** list reviewed/royalties/availability explored/hot list generated.“Letter of intent to propose” letters submitted for **musicals****Musical** proposal packets posted | SRCBoard/Executive DirectorProposing directorsExecutive Director |
| AprilLate April | Special meeting held to announce non-musical hot listHot list posted along with proposal packet for non-musicalsMusical proposal packets submittedQuestions for directors submittedPresentations for Musicals Musicals selected for the upcoming season | SCRExecutive DirectorProposing DirectorsBoardProposing DirectorsBoard w/ SRC input |
| May | “Letters of intent to propose” for non-musicals submission deadlineWritten questions submitted and sent to proposing directors for review and reflection prior to presentation day | Proposing DirectorsBoard |
| June | Special meeting held for oral presentations to propose non-musical showsReview of proposalsSelection of season | Directors/SRC/BoardSRC/BoardSRC/Board |