

TITLE: Executive Producer for Matinee Theatre **POLICY NUMBER:** 203

<p>CATEGORY: Productions</p> <p>DATE OF ADOPTION: 6-10-19</p>	<p>Board Secretary's Affirmation of Official Board Action Adopting This Policy</p> <p><i>Madeline D. Yannaccone</i></p> <hr/> <p>Secretary</p>
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Related Policies: 201, 302

Objective:

Manage and ensure the success of **Matinee Theatre Productions.**

Policy:

There shall be an Executive Producer for Matinee Theatre appointed by the VAT Board who will be responsible for the management and success of the Matinee Theatre Productions.

Procedure:

An Executive Producer of Matinee Theatre Productions shall be appointed by the VAT Board and is charged with the production of all Matinee Theatre Performances. The VAT Board may change who holds this position at any time.

The Executive Producer of Matinee Theatre shall:

1. Prepare an Annual Fiscal Year Budget (see Policy 302).
2. Choose and produce plays for VAT Matinee Theatre Productions.
3. For each play performance:
 - a. Select and appoint a Director. The Director role may be performed by the Executive Producer of Matinee Theatre Productions. The Director will report to the Executive Producer of Matinee Theatre Productions.
 - b. Arrange audition, rehearsal, and performance dates and times with the Villages Community Activities department.
 - c. Arrange room setup for the audition, rehearsals, and performance dates and times with the Villages Community Activities department.
 - d. Arrange Audio/Visual sound technician support from the Community Activities department for a technical rehearsal and the performance.
 - e. If possible, negotiate a discount for attendees at the Villages Clubhouse restaurant the day of a Matinee Theatre Performance. Create attendance chits to be used by those attending to obtain the discount.
 - f. If possible, arrange refreshments to be available at the Matinee Theatre performances.