

DIRECTOR

1. The director informs the board of potential audition dates. All efforts should be made to encourage SLCT members to audition. However, pre-casting is unacceptable and the director should carefully avoid any appearance of pre-casting in contacts with members.
2. Distributes script copies to interested persons and holds auditions.
3. Assures that all cast members are SLCT members or are willing to become members.
4. Selects the producer and then works with the producer to select the assistant director and crew chiefs.
5. Sets the rehearsal schedule in consultation with the Producer. Producer then schedules the space for rehearsals.
6. Works with the Producer and House Manager (s) making every effort to serve the Sun Lakes Community by adhering to all house rules and agreements between SLCT and the Cottonwood Country Club. Any changes proposed by the director must be brought to the Board at least 10 days prior to opening night.
7. Budgets expenses. Budget is to include all expenses except the dinners sold prior to performances. It would include: royalties, coffee/cookies, programs, costumes, paint supplies, lumber, cast party and any other costs required to present the production.
8. If the budget previously approved by the board is insufficient, the director is responsible for requesting additional funds at the next SLCT Board meeting. If it is a summer production, the director will contact the board president who will contact the other board members.
9. The cost of gifts for cast members shall remain the responsibility of the director. No reimbursement will be given.
10. **The director is ultimately responsible for the overall look and presentation of the production.**