

SLCT Play Reading Policy and Process

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Introduction

This document describes the responsibilities of the Play Reading Committee of Sun Lakes Community Theatre.

Purpose of This Committee

The purpose of the Play Reading Committee is to review scripts. Scripts that are reviewed are placed on our Play List on the website, indicating whether it was approved, and ultimately produced by the club, or rejected.

Membership

- The membership of the committee consists of nine (9) members of SLCT and a non-voting Board liaison member.
- Each member serves a three-year term. Prior members who wish to continue may do so if there is an available position.
- Members who replace a member who has resigned from the committee will serve the remainder of the term and may continue serving another term if the remainder of the previous term was less than one year.
- New members of the committee are recruits or volunteers from the general membership.
- Members cannot be Board of Director members.
- Members of the committee should represent the various areas of play production, e.g., directing, acting, set design/construction, publicity, etc.

Budget

The committee is authorized to spend up to \$100 per year on copies and script reimbursements.

- † One copy of the reviewed script will be the property of the committee
- * Directors will be reimbursed for up to 2 scripts

Committee Chair

The members of the committee must select a chairperson who:

- Provides copies of the script

- Conducts the meetings of the committee
- Establishes the deadline for completing the review of a play
- Ensures that every member of the committee has read and reviewed submitted plays by the deadline
- Contacts Directors if their attendance is required
- Reports the results of the committee's review to the Board.
- Ensures the results are placed on the Play List on the web site.
- Authorizes any expenditures by the committee

Guidelines for Evaluating and Reviewing Scripts

- Subject matter should not contain anything that could be offensive to Sun Lakes audiences (e.g. ethnic slurs, profane language which cannot be changed, explicitly sexual references) unless it can be changed without losing the character or subject of the script.
- Subject matter should be relevant to Sun Lakes audiences.
- Consider the size of our space. The set should be simple enough to fit our limited space.

Play Reading Requirements

- Material submitted must be from a member who is a Director for SLCT.
- Director should provide PRC an original script for our files if it is performed. Perusal copies paid for by SLCT should be retained by PRC.
- Dates that plays have been approved will be recorded. Plays approved longer **ago** than 10 years old, must be re-submitted to the PRC.

Play Reading Process

1. Play Reading Chair Receives Script
2. Play Reading Chair distributes 4 Copies to Committee Members with deadline for written review. A list of PRC committee members will be attached in order to aid in circulation.
3. The original script will be returned to the Director
4. Committee Members, using the SLCT guidelines as, will write an evaluation to be turned in to the chair stating reasons for acceptance or rejection.
5. A meeting may be called to discuss the script if necessary.
6. If there are concerns the Director will be invited to answer questions
7. If Approved by 7 votes, the chair will send Approval to Board and Director and update Approved Playlist
8. If not approved by 7 votes, the Chair will return the play to the Director for changes, reject it completely with reasons for rejection, and add it to the play list.
9. The Director will not re-write or add to the play in such a way that it changes the author's intent.
10. If Issues are resolved, send approval with resolution to Director and Board and Update Approved Playlist
11. The Director may appeal the decision to the Board.

12. The Play Reading Chair will produce a response by the deadline established. The Director will receive: the original copy of the play submitted, the 3 copies and all reviews.