**S.O.P Producer (committee)**

**Responsibilities of the producer are**

1. **Choosing the plays and directors--preferably at least a year ahead-in line with the guidelines long established eg must have commercial appeal, cast minimum 6, and larger for end of year.**
2. **Assess suitability of director. If no director brings a play to committee they must select play and find a director--advertise if necessary.**
3. **To apply for and get approval from the theatre for the dates for the rehearsal hall and theatre. In August preferably. Factoring in school holidays and BMMS production dates, then to pass on to publicity, directors and webmaster.**
4. **Organise liquor licence as soon as we have dates--with Licence holder.**
5. **Make sure all cast and on stage help have paid their subs and send/give SOP's to all relevant people at the start of each play.**
6. **Make sure there is a committee member regularly at rehearsals.**
7. **While generally all issues are dealt with by the director or stage manager, ultimate dispute resolution fall to the committee**
8. **After each show to thank bookings, lighting, sound, costumes, all backstage help and stage manager and FOH and at least verbal thanks to director (cast thank Director)**
9. **Request regular reports from publicity and promotions to ensure all is on track.**