

PROGRAM CHAIR

Duties and Responsibilities

TW will have a minimum of two (2) General Membership meetings per year. The meetings will include a September welcome back meeting and a March election meeting. Tuesday programs will be presented monthly from September through April. When there is a general membership meeting, the programs will be less than 30 minutes long.

- The Program Chair shall arrange for the monthly programs by seeking directors. Monthly programs must be submitted to and approved by the Board. The Program Chair will aid as needed. The monthly programs are a time for recruiting new members so that the type of program, quality and overall production value needs to be impressive to new potential members.
- The material performed at these programs must be material that is copyright free, submitted for approval to the board, and material that has few technical demands. There will only be one technical rehearsal on the Monday prior to the Tuesday performance.
- Any published skit, monologue, reading from current production or scene from a movie/play may need publisher approval which must be submitted to the Treasurer before performance is allowed.
- The Program Chair requests a list of interested directors from the Membership in April and/or May. Following reception of this list, he/she will request a date from the Production Coordinator for holding a meeting with the interested directors.
- Once directors have committed to dates, they should be provided with a list of members who are potential actors by the Membership Chair.
- The names of the directors and the content of the program must be submitted to and approved by the Board at least two months before each of the program dates.
- The Tuesday program library is in the Back 40 and the stage right cabinet located next to the sound system.
- The rehearsals for Tuesday programs are most, but not all, every Monday and Tuesday, from 8am-12pm. Directors should check with the Production Coordinator for any variations to this schedule. The Production Coordinator shall be contacted for any technical or scheduling needs.