

**Burns Park Players**  
**Production Team: 2008-2009**

**Producer:** Sara Meingast

**Production Team:** Kathy Koehler, Catherine McCurrach & Helen Starman

| <b>Sara</b>   |  |   |  |
|---|--|---|--|
| <b>Sara &amp; Kathy</b>   | <b>Sara, Kathy &amp; Catherine</b>   | <b>Catherine</b>  | <b>Helen</b>   |
| <ol style="list-style-type: none"> <li>1. Director, assistant director, choreographer, music/vocal director, creative director</li> <li>2. Orchestra &amp; musicians</li> <li>3. Rehearsals (adult &amp; child)</li> <li>4. Stage manager and back stage</li> <li>5. Child Care Liaison</li> <li>6. End of show information and clean up schedule</li> <li>7. Order perusal scripts and acquire rights to show</li> <li>8. Tappan MS liaisons</li> <li>9. Respond to questions and concerns from all above</li> </ol> | <ol style="list-style-type: none"> <li>1. Production and creative crews: sets, costumes, props, make-up, lights and sound, including paid personnel for lights and sound.</li> <li>2. Respond to questions and concerns from all above.</li> </ol> | <ol style="list-style-type: none"> <li>1. Publicity, house, photos and poster. This includes: tickets, patron seats, Sunday tech rehearsal, crew heads for these teams and photographer.</li> <li>2. Recruit and place new members on the appropriate crew.</li> <li>3. Miscellaneous tasks and/or ad hoc problem solving.</li> <li>4. Respond to questions and concerns from all above.</li> </ol> | <ol style="list-style-type: none"> <li>1. All financials including: budget and financial reports, bank deposits, check writing to pay personnel, reimburse, make donations etc.</li> <li>2. Program, ad sign-up and sales, apparel, DVD's and child care.</li> <li>3. Prepare budget, in consultation with production team, for board approval; monitor budget.</li> <li>4. Provide board with timely financial reports and supply accountant with necessary information for tax returns.</li> <li>5. Burns Park school liaison</li> <li>6. Respond to questions and concerns from all above.</li> </ol> |
| <p><b>All:</b> Can send group emails, schedule meetings (fall new member, first read-through, business meeting, spring meeting), confer and agree on salary issues.</p>   |  |   |  |