

Feasibility Report

SCHEDULING

- What are the proposed dates of your performance/event?
- Are those dates available on the company calendar?
- What are the proposed dates of your rehearsal/tech?
- Are those dates and times available on the company calendar?

PRODUCTION PERSONELL

- Who is your director?
- Who is your producer/producers?
- Who is your Artistic Board liaison?

FINANCES

• You and/or your producers must supply a budget that accounts for every line item. (even if the line item is donated time). This will ensure that you consider every financial element of the production process. (A budget template will be added to the member web page.)

SUPPORT STAFF

- What are the support needs you require for every performance?

These include:

- Cleaning the theatre: sweeping front of theatre, sweeping/mopping the lobby, cleaning/stocking the bathrooms (including upstairs and backstage). Vacuuming the theatre. You and your producers must help get company volunteers for these tasks. The hours will count toward their monthly volunteer hours.
- Ushers and FOH. You and your producers must help get volunteers for these positions (or work with our FOH coordinator to solve this need) if you plan to sell concessions, you must arrange to stock the inventory and supply the behind the bar person.

MARKETING AND PROMOTION

- Provide our Social Media person, web master, and company publicist with necessary images and artwork (in the proper file formats) to promote the event.
- Provide our Social Media person, web master, and company publicist with necessary cast and crew credits, bios (as needed), and headshots (as needed). All information must be spellchecked and approved by cast and crew members.

TECH CREW NEEDS (You must meet with our technical director and discuss the scope of your technical needs.)

- Who is your photographer?
- Who is your sound designer?
- Who is your lighting designer?
- Who is your stage manager?