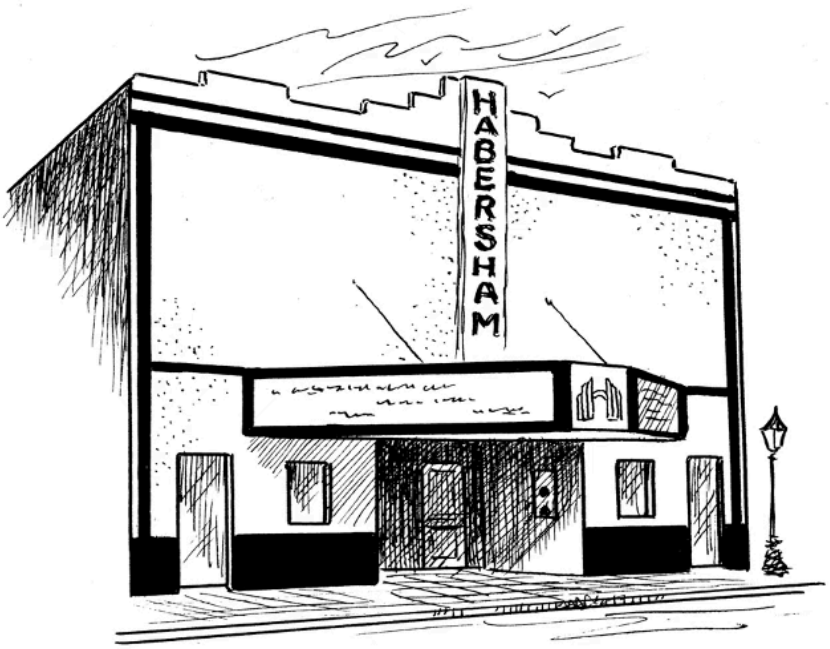
# HABERSHAM COMMUNITY THEATER

# MANUAL OF
# DUTIES & OPERATIONS




Updated October 26, 2026

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# 1 | ORGANIZATIONAL STRUCTURE

## I. OVERVIEW

***The mission of Habersham Community Theater is to provide live entertainment; to offer opportunities for personal growth through use of creative talents in drama, music, art and dance; to contribute to the cultural enrichment of the community; and to share emotions that enrich our perceptions of life and our understanding of others.***
*(See Appendix B: By-Laws, Article II.)*

This manual of operations is for those who are members of Habersham Community Theater (HCT) and who are interested in working effectively within this organization. These guidelines of policies and procedures are designed to enable members to gain a better understanding of the objectives, benefits, and responsibilities of membership. In addition, these guidelines are to assist members of the Board of Directors in planning and conducting the affairs of an accountable non-profit organization in an efficient and cordial manner.

The main purpose of this manual is to create a single source of information to facilitate the administration of the business of HCT. Various circumstances may call for revisions in these policies and procedures and additions may be needed. The Executive Committee and Board of Directors may wish to review procedures on a timely basis so that continued growth in realizing the goals is accomplished.

Policies and procedures are in compliance with the By-Laws of HCT *(See Appendix B: By-Laws)*.

## II. INCORPORATION

A. Habersham Community Theater was incorporated with the State of Georgia on April 18, 1983. The Articles of Incorporation were amended on March 10, 1988. *(See Appendix A: Articles of Incorporation.)*
B. The By-Laws of HCT were amended on March 23, 2026. *(See Appendix B: By-Laws.)*

## III. BOARD OF DIRECTORS

A. Objectives of the Board of Directors
    1. Plan, establish, and execute or facilitate execution of the projects and goals of HCT through the direction of the President and Executive Committee.
    2. Conduct, manage, and control all of the affairs and business of the organization.
    3. Assume primary responsibility for raising funds.
    4. Supervise and regulate the activity of the organization.
    5. Maintain a codified Manual of Policies and Procedures designating specific duties and procedures of operations. Such manual shall be reviewed annually.
B. Responsibilities of the Members of the Board of Directors
    1. Maintain a current membership in HCT.

2. Attend all meetings of Board of Directors, the Annual Membership Meeting, and other membership meetings as may be determined.
3. Work with other members of the Board in a fair and open manner in order to reach consensus for the good of the theater.
4. Support productions and special events by attendance.
5. Study, peruse, and research all material presented to him/her. Peruse other materials that may be found in performance of specific duties.
6. Be involved in an aspect of running the theater. Be a chair or committee member.
7. Perform duties or charges as designated by the President. Such duties will include serving on standing and/or ad hoc committees, helping on work days, taking turns manning the box office, ushering, and serving in concessions.
8. Be a positive advocate for the theater.
9. Should circumstances arise in which a member cannot be an active participant on the Board, it is expected that he/she would resign the position. The President shall address this issue if it arises.
10. The Board will determine a regular monthly meeting day and time at the Annual Membership Meeting or at the first meeting of a new season.

## III. OFFICERS

According to the corporate by-laws, the officers are the President, the Vice President(s), the Secretary, and the Treasurer. *(See Appendix B: By-Laws, Article VII.)*

A. President
   1. The President shall preside at all meetings and be chairperson of the Board of Directors.
   2. The President shall appoint all necessary committees not otherwise provided for.
   3. The President shall present an annual report to the membership and perform all other duties assigned by the Board;
   4. The President shall appoint a nominating committee at least sixty (60) days prior to the August meeting.

B. First Vice President
   1. The First Vice President shall be appointed by the nominating committee (announced at the August Meeting) and shall assist the President, performing the duties of the President in his/her absence.
   2. Other Vice Presidents shall also be officers, performing duties as determined by the Board.

C. Vice President of Operations
   1. Is a member of the Board of Directors and Executive Committee and attends all regular, executive, and membership meetings.
   2. Convenes and oversees operations and facilities committees.
      a. Facility committees are to be formed to ensure that the facility is kept in clean and well-maintained condition including general upkeep of theater, safety and first aid, building maintenance and repairs, storage, and cleaning.

    b. House committees are to be formed to ensure the smooth running of the ticket sales and front of house duties during productions including lobby, house manager, ushers, concessions, and box office.
  3. Keeps an updated list of all operations volunteers.

D. Vice President of Productions
  1. Is a member of Board of Directors and Executive Committee and attends all regular, executive, and membership meetings.
  2. Convenes and oversees productions committees: designers, crews, assistants, play reading, one-act.
  3. Oversees all main stage productions and special events.
  4. Meets with season's directors and hands out Director's Manual with updated letter.

E. Vice President of Marketing
  1. Is a member of Board of Directors and Executive Committee and attends all regular, executive, and membership meetings.
  2. Convenes and oversees marketing committees: audience development, marketing of productions, box office.
  3. The Vice President of Marketing oversees annual promotions, fundraiser implementation, and social media accounts.

F. Secretary
  1. The Secretary shall record attendance and take minutes at all regular meetings of the Board and the membership.
  2. The Secretary shall be responsible for notifying members of the time and place of the meetings.

G. Treasurer
  1. The Treasurer shall collect all membership dues and contributions, make all disbursements, and keep full and accurate accounting of receipts and disbursements.
  2. The Treasurer shall maintain all contracts and financial and legal documents of the organization.
  3. The Treasurer shall present a financial report at each meeting and maintain a list of membership.
  4. The Treasurer shall file any forms or reports as required to maintain the organization's non-profit status.
  5. The books are the property of the organization and shall be open to inspection at all times.
  6. The Treasurer shall submit all records for an internal audit at the discretion of the Board.

# 2 | POLICIES AND PROCEDURES

## I. MEMBERSHIP PRIVILEGES

A. Membership is for one season comprised of the year from September 1 through August 31.

B. Upon payment of annual dues as determined by the Board of Directors, each member shall have voting privileges as specified in the Habersham Community Theater by-laws: individual = one; family = two; institutional = two. *(See Appendix B: By-Laws, Article IV.)*
C. Membership levels are determined by the amount of dues paid, according to the following schedule:

| | |
|---|---|
| Award Winner | $5,000 |
| Executive Producer | $2,500 |
| Producer | $1,000 |
| Director | $ 500 |
| Stage Legend | $ 250 |
| Rising Star | $ 125 |
| Stage Manager | $ 60 |
| Ensemble | $ 35 |
| Crew (one person) | $ 25 |

D. Members may vote on proposed new Board members. If family or institutional members provide only one (1) email address, they forfeit their right to their second vote as the software used for voting can only process one (1) vote per email address. Any member who does not provide an email address for voting will receive their ballot(s) by mail.
E. Members may receive a discount on tickets for each major production
    1. Members at the Crew or Ensemble level may purchase one (1) ticket at the $2 discount.
    2. Members at the other levels may purchase two (2) tickets at the $2 discount.
    3. Season ticket prices reflect this discount (no additional discounts).
F. Members at the Stage Legend level and above receive two (2) complimentary tickets to the main stage show of their choice during the season.
G. Members receive news in various forms including social media, electronic news bulletins (if they have submitted an e-mail address), website, postcards, and other special mailings. Audition alerts are included in social media, in newspaper releases, and are posted on the website.
H. The Annual Membership Meeting at which new Board members are elected is held by electronic vote in August.
I. The Annual Membership Meeting and any other general membership meetings will be announced two weeks in advance of the date.

## II. AFFILIATIONS

Habersham Community Theater is a member of the Clarkesville Business and Community Association (CBCA), Habersham County Chamber of Commerce, the Georgia Council for the Arts (GCA), the League of Historic Theaters, the American Association of Community Theaters (AACT), and the Georgia Presenters.

## III. ELECTIONS

Elections must follow procedures outlined in the By-Laws. *(See Appendix B: By-Laws.)*

## IV. INSURANCE

HCT is insured for property (the building and contents) and for liability. The Treasurer has information about current amounts.

## V. LEGAL ADVISEMENT

In the event of any legal questions, advice will be sought from a designated attorney-at-law.

## VI. MEETINGS

Each year the Board of Directions will decide on an evening for the regular meetings once a month. *(See Appendix B: By-Laws, Article VIII.)*

## VII. ORGANIZATIONAL AND FINANCIAL CONTROLS

The Board of Directors governs the organization. An annual budget is projected for each year. New budget items and any changes to the projected budget must be approved by the Board at a regular meeting or by a poll conducted by the president. The Treasurer (or President, if necessary) disburses funds by check.

## VIII. RECORDS

Current records are kept by the officer or person responsible for their use. Records from past years are stored in file cabinets at the theater.

## IX. RENTAL

Habersham Community Theater does not rent the facility to members of the public. If this policy changes with Board approval, the theater may be rented under contract at a fair market price as determined by the Board of Directors. A contact person would need to be designated to administer the contract. A certificate of liability insurance would be required, along with a deposit for cleaning. Any person or group performance sponsored by HCT is under HCT's umbrella of insurance.

## X. REVENUE

Operating revenue is produced by ticket sales, memberships, and donations. Fundraising activities may result in additional revenue. Grants and donations may be applied to operating funds or building funds, or as stipulated in grant contract(s).

## XI. SEASON

A season usually consists of six productions in a variety of comedy, drama, and musical selections. See Play Committee under the Productions section of this manual. HCT may

sponsor other performers or productions from outside the theater as special events. The HCT season runs from September through the following August.

## XII. TAX STATUS

Habersham Community Theater is a 501(c)(3) not-for-profit organization registered with the state of Georgia. The Federal Identification Number assigned to HCT by the IRS is 58-1532338. The Treasurer keeps a letter of this status.

## XIII. COMPLIMENTARY TICKETS POLICY

A. Two complimentary ("comp") tickets are offered to each actor and crew member involved with any given production for immediate family only. These are to be used on Preview Night (sometimes referred to as the Invited Dress Rehearsal) only. If not used that night, they cannot be used for any other night of the production.
B. Complimentary tickets may be offered to:
    1. Individuals who perform special services such as the press, charities, or to those who make special donations to the theater;
    2. Members at the $250 level ("Stage Legend") and above receive two (2) complimentary tickets for any one (1) show during the season);
    3. Show sponsors receive two (2) complimentary tickets to the production for which they are a sponsor. These are usually reserved for the first Friday evening of the show.
    4. Corporate sponsors receive complimentary tickets as follows:
        a. Bronze sponsor - 2 tickets to each show
        b. Silver sponsor - 2 tickets to each show
        c. Gold sponsor - 4 tickets to each show
        d. Platinum sponsor - 8 tickets to each show

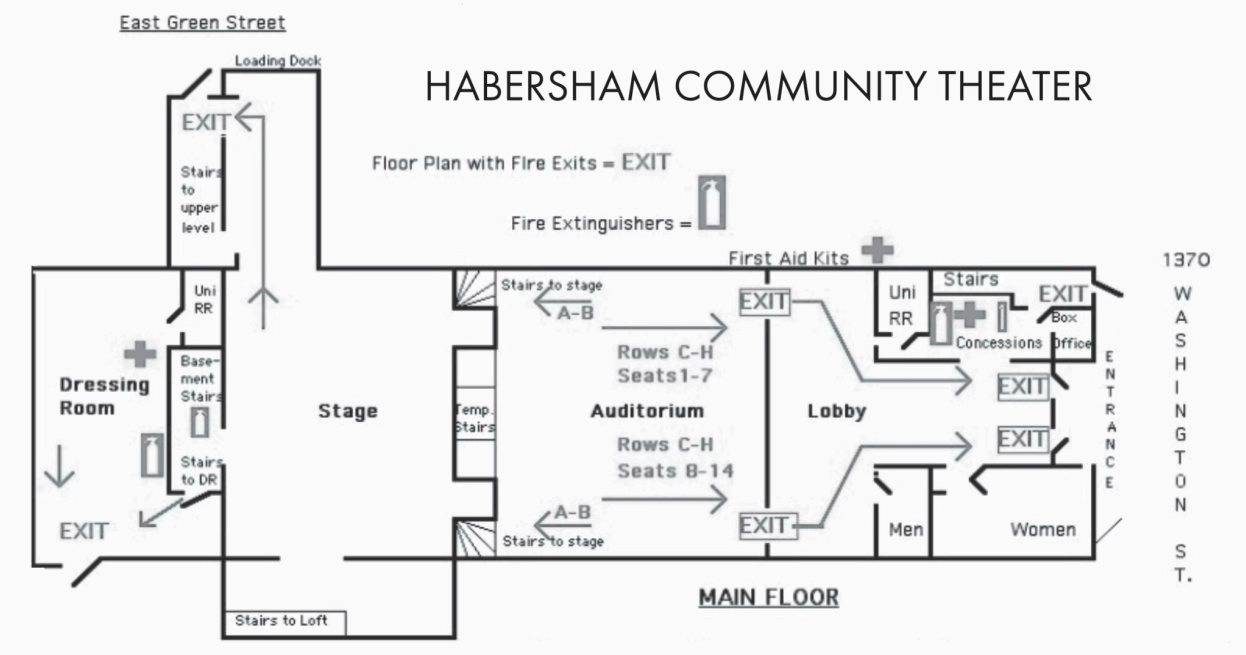
    All final decisions regarding special complimentary tickets will be made by the President of the Board or as directed by the Board. The Board is allowed to donate up to two (2) complimentary tickets per show with a max of twelve (12) tickets per season to a business of choice on a first come, first serve basis. A record of all complimentary tickets should be presented to the Board at monthly Board meetings.

C. In addition, those individuals working concessions or box office are offered a guaranteed complimentary seat on Preview Night; if available, they may have a complimentary seat for the night they work, but this is not guaranteed.

## XIV. SAFETY

A. Ushers should be familiar with exit plans and location of first aid kits, fire extinguishers, and flashlights for emergencies.
B. Usher or designated person should check all passages to exits before show to be sure they are clear.

C. If tables are in the lobby, they should be centered in front of the benches so that the lobby area is free for emergency exits.
D. Signs for rows and seats 1-7 (right) and 8-14 (left) are posted for the appropriate entrance aisle. Usher should have a small flashlight available.
E. The alarm is on the glass door exit from the upper level. This door must be unlocked during performances. Alarm is left set in case of unexpected entrance.
F. Following performances, the door is to be locked and be sure the alarm is set.
G. Leave at least 8 feet clear at exits. Parking during productions in the loading zone is only close to the sidewalk, leaving a clear area.
H. Directors: Inform audience of strobe lights, fog/smoke usage including cigarette on stage, unexpected loud sounds such as gun shot, and live animals.
I. Post signs of strobes - post or announce any as needed.
J. Be sure the stage set is not beyond the first black curtain. An option is a hinged set that could be moved instantly in care of emergency exits.
K. Backstage: all paths to exits must be kept clear at all times.
L. Be sure dark areas are illuminated, including blue lights behind the back curtain.
M. Two people check all areas of the theater before locking and leaving the theater.
N. All lights should be off. Be certain no one is left in the theater.
O. Every person volunteering should be aware of emergency exit plans. Exit plans with location of fire extinguishers are in the lobby, backstage, dressing room, stage right storage floor, and meeting area near tech booth.
P. In the event that a volunteer (cast or crew) sustains a significant injury during the course of the pre-production or production of a show (whether on our premises or off), a medical release must be presented to the director in order to continue the volunteer's work on the show. The director shall forward the release to the board of directors.



# 3 | PRESIDENT

## I. DUTIES OF THE PRESIDENT

A. General
   1. Is a member of Board of Directors and Executive Committee.
   2. Presides at all meetings and is the chairperson of the Board of Directors.
   3. Appoints all necessary committees not otherwise provided for.
   4. Presents an annual report to the membership and performs all other duties assigned by the Board.
   5. Appoints a nominating committee at least sixty (60) days prior to the August meeting.
   6. May serve as an ex-officio member of the Board of Directors in the year after his/her term ends.

B. Corporate
   1. Standing Committees as provided for in Article VII of the By-Laws:
      a. Executive Committee
      b. Nominating Committee
   2. Other Committees
      a. Fundraising Committee
      b. Grant Writing Committee

## III. COMMITTEES

A. Executive Committee
   1. The Executive Committee shall be composed of the President, Vice President(s), Secretary, and Treasurer.
   2. The following areas shall be directly under the auspices of the Executive Committee:
      a. Legal and financial;
      b. Insurance: property and liability;
      c. Records; corporate resolution; and
      d. Sponsorship of concerts or outside events brought into the theater.
   3. Community public relations:
      a. A member of the Executive Committee or designee may be appointed to attend city and county meetings as a representative of HCT. The City of Clarkesville, City of Cornelia, City of Demorest, the Habersham Chamber of Commerce, and Georgia Presenters may address special community events in which the Board may choose to participate. *Chamber Business After Hours* affords an opportunity to meet with various members.
      b. The Vice President of Productions attends monthly meetings of the Clarkesville Business and Community Association (CBCA) as the designated HCT representative per Board vote on 02/24/2020.

B. Nominating Committee
   1. The President appoints a nominating committee of at least three people.
   2. Nominations are solicited by the board and the committee.
      a. A deadline for recommendations is announced two weeks ahead.

   b. The person recommending must determine if the prospective nominee is interested in serving on a working board.
   c. A written recommendation is requested.
      i. Include a short biography/resume.
      ii. Indicate areas of expertise this person has to offer the theater.
      iii. Consider qualifications for a Board member and describe how this person would be a positive advocate for the theater and a working member of the Board.
      iv. Consider Board member duties.
   d. Committee members will consider qualifications for Board members and determine to the best of their knowledge if the prospective nominee would be an asset to the Board.
   e. The committee selects persons to be recommended as new Board members and officers.
3. Qualifications to be considered for a board member:
   a. Would this person be dedicated to the theater?
   b. Would this person be a strong advocate?
   c. Would this person be helpful in fundraising?
   d. Does he/she believe in the mission of the theater?
   e. Is he/she willing to be a volunteer and a cooperative, working board member?
   f. Will he/she attend board and special meetings, performances, and work days?
   g. Will he/she work on at least one committee?
   h. What area(s) of skill, knowledge, or expertise does the person have that will benefit the board and theater?
   i. Skill areas may include: administrative, management, strategic planning; legal; financial or budget designer; fundraising, grant writing; marketing or public relations; human resources or personnel; community relations; building and grounds; and production related (on and off stage, technical/support/media).
   j. In what area would the person like to participate?
   k. Review Board member duties if needed.
4. The deadline for submission of a slate is the regular August meeting.
   a. The Board of Directors will vote to elect the officers for the next year and the new Board members who will also be elected at the Annual Membership Meeting.
   b. Confirmation of the Treasurer for the next year will take place.
5. Annual Membership Meeting
   a. The nominating committee will present the Board elected slate of new Board members. The chair will preside over the membership election of the new Board members.
   b. The committee will introduce officers newly elected by the Board.
   c. Board members and officers will be installed.
   d. The committee selects a First Vice President pursuant to Article VI of the By-Laws *(see Appendix B: By-Laws)*.
6. Review By-Laws Article VIII *(see Appendix B: By-Laws)* for the annual membership meeting details.

C. Fundraising
    1. Plans must be made by the Board each year to raise funds.
    2. An annual fundraiser may be needed; if so, the President forms a fundraising committee.
D. Grant Writing
    1. The President designates a grant writing chairperson. Various grants are available, including The Fox Institute, Georgia Grass Roots, United States Department of Agriculture (Rural Business Development), and Georgia Council for the Arts.

# 4 | OPERATIONS

## I. DUTIES OF THE VICE PRESIDENT OF OPERATIONS

A. General
    1. Is a member of the Board of Directors and Executive Committee.
        a. attends all regular, executive, and membership meetings.
        b. convenes and oversees operations committees.
        c. Keeps an updated list of all operations volunteers.
    2. Provides the President with reports on a regular basis between Board meetings.
    3. Assists the President in monitoring policies and procedures of corporation.
    4. Coordinates with the Vice President of Productions and Vice President of Marketing when duties merge.
    5. Transmits all pertinent materials to incoming Vice President of Operations and archives committee.
B. Maintenance
    1. Facility committees are to be formed to ensure that the facility is kept in clean and well-maintained condition.
        a. General upkeep of theater.
        b. Safety
        c. Building maintenance and repairs: Vice President of Operations makes contact and ensures repairs are made (air/heat, electricity, plumbing, marquee, etc.).
        d. Storage
        e. Cleaning
    2. House committees are to be formed to ensure the smooth running of the ticket sales and front of house duties during productions.
        a. Lobby
        b. House Manager
        c. Ushers and Concessions
        d. Box Office

## II. OPERATIONS COMMITTEES

A. Facility Committee
The Facility Committee oversees the general maintenance of the theater.

1. General Upkeep - Daily upkeep is necessary when theater is in use. During play production, this could be assigned to director and staff.
    a. Garbage pick-up is on Friday mornings. Bags are to be placed in can with lid. No loose garbage or trash will be picked up.
    b. Needed repairs should be done immediately. Contact Vice President of Operations.
    c. No drinking, smoking, or vaping is allowed in the building.
    d. Cleaning
        i. A cleaning service is hired to clean before opening night and between weekends of a major production. Cleaning is done once a month. Schedule and confirm cleaning for performance weeks with Brenda at (706) 499-6200.
        ii. Cleaning for other events is to be done as needed.
    e. Kitchen
        i. Store products such as paper towels, soap refills, toilet paper, cleaning products, and light bulbs in the bottom of the freestanding cabinet in the kitchen.
        ii. The key required to open the paper towel dispensers is taped to the inside of the door of the freestanding cabinet in concessions.
        iii. Drinks and snacks in the kitchen are only for concessions. Cast or other volunteers may purchase drinks/snacks at a discounted price (at cost) during rehearsals and work days on the honor system: a covered can labeled as such is available under the concessions window.
    f. Restrooms must be kept clean and stocked with hand soap, paper towels, and toilet paper. A designee will purchase these products as needed.
    g. Basement
        i. Be sure stored paint cans are not leaking.
        ii. Set materials may be kept in the basement while they are being used for a show, but should be returned to storage after use.
        iii. The floor must be kept swept.
    h. Outdoor areas
        i. Alley - Keep clear of junk, leaves, etc.
        ii. Green area outside of the dressing room - regularly clear/mow to keep weeds down.
2. Safety
    a. Maintain keys to HCT and related property. Keep an updated list and change locks/replace keys if necessary.
    b. Fire extinguishers must be current and mounted in the dressing room and concession areas. Yearly inspection by a certified company needs to be sent to the insurance company. Contact Safety Plus at 706-776-3460 or 706-499-9622 to arrange for annual inspection.
    c. Fire exit maps must be posted.
    d. Exit lights and other lights must have working bulbs at all times.
    e. Handrails must be checked periodically.
    f. Aisles, stairs, and exits must be kept clear.

g. Store "plug-in" flashlights in the kitchen and in the dressing room for emergencies. Store pen lights for ushers in the kitchen drawer.

3. Building Maintenance and Repairs
    a. Procure supplies needed for building upkeep: order light bulbs, toilet paper, hand soap and paper towels for dispensers through Dale at Holcomb's Office Supply at (706) 778-4173 or (706) 499-3841.
    b. The shop sink is to be washed after cleaning brushes.
    c. Vacuum cleaners and brooms are stored under the stairs in the kitchen area.
    d. The Vice President of Operations contacts repairmen when necessary.
        i. Marquee - maintenance and repair is done by Prismview. For reset, call 1-800-741-6721 or (404) 538-1360 (open 24 hours). For repair, contact Jonathan Timmons at (770) 876-1116.
4. Storage
    a. Be aware of inventories of all sites (basement, warehouse, Mill storage, stage right storage, upstairs, etc.).
    b. Do maintenance as needed on shelving, etc.
    c. No items shall be stored in the dressing room except those needed in the dressing room during performances (i.e. paper towels, toilet paper, etc.). Props, costumes, wigs, concessions, and any other items not needed in the dressing room should be stored elsewhere in order to provide a clutter-free environment for our performers.
5. Cleaning Requirements
    a. General Information
        i. Storage
            a. Vacuum and brooms under stairs by kitchen sink and one in the dressing room.
            b. Cleaning supplies under the kitchen sink and restroom by the kitchen.
            c. Please notify the Vice President of Operations or designate regarding needed supplies via the maintenance/repair form located on a clipboard on the wall in concessions.
        ii. Garbage Removal
            a. Empty all used bags (kitchen, lobby, restrooms, dressing rooms, and upstairs costume and tech rooms) and replace with new.
            b. Bags are under the sink in the kitchen and under the counter in the dressing room.
            c. All garbage must be in bags and removed from the building.
    b. Cleaning procedures the day (no more than two days) before a major production:
        i. Entrance
            a. Sweep
            b. Wipe down cobwebs
            c. Clean glass on windows and doors.
        ii. Lobby, restrooms, kitchen, and box office
            a. Dust (surfaces, woodwork, and baseboards)
            b. Vacuum all carpeted floors.
            c. Clean toilets and sinks in restrooms. Sweep the floors. Mop.

d. Be sure t.p. holders are full and extra rolls on the toilet back.
e. Place paper towel rolls on towel holders.
f. Check soap for refills needed.
g. Check in handicapped stall for dust and cattails by the outside glass door.
h. Clean mirrors and insides of glass doors.
i. Clean sink in kitchen and other surfaces.
j. Vacuum bench cushion if needed.

iii. Area next to kitchen
a. Box office, hall, and stairs should be vacuumed.
b. Vacuum all carpeted areas upstairs in conference and tech rooms.

iv. Auditorium
a. Dust & sweep woodwork (baseboards, edges of chair rail)
b. Vacuum between rows of seats and all aisles.
c. Sweep steps -may need a damp mop/cloth to get in comers.

v. Stage and wings
a. usually swept by stage crew.
b. During the run of the show, garbage is to be removed by the cast.
c. Between weeks, "cleaner" should check.

vi. Dressing room
a. Dust flat surfaces and cubbies.
b. Vacuum and mop floors.
c. Clean restrooms.
d. Clean countertop, refrigerator, and top of water cooler.
e. Restock bathrooms for cast with toilet paper (including extra rolls), hand soap, paper towels, and feminine products.

c. Between weeks, one or two days before the next show:
i. Check all areas for spot cleaning, restroom facilities, and garbage bag removal and replacement.
ii. Lobby and aisles floors, etc (including dressing room) will need vacuuming.
iii. Sweep between rows of chairs checking for left items in chair arms and on floors.
iv. Check for needed toilet paper, paper towels, and hand soap and replace as needed.

B. House Committee

The House Committee oversees anything to do with the lobby, concessions, and box office during productions or special events.

1. Lobby
a. Coordinate lobby decorations, if any, as determined by the director of each show.
b. All areas that are visible from outside the theater should be kept tidy at all times.
c. The outside light that illuminates the word “Habersham” on the facade should stay on at all times (first light switch as you come into the theater from the left front door).
d. Outside lights illuminating front entrance, front window lights, and the art deco light in the lobby should be turned on before each show.

e. If a Christmas tree is erected in the lobby during the Christmas season, lights should be left on at all times until after Christmas.

2. House Manager
    a. One (1) house manager must be scheduled for each performance. Board members and ex-board members may serve as house manager.
    b. Pre-show setup
        i. Be at the theater one (1) hour before the show opens: 6:30 pm for evening performances, 1:00 pm for matinee performances.
        ii. Unlock both front doors to the lobby entry and the fire escape door in the side hallway.
        iii. Provide help/instructions to concession volunteers who will also arrive early to set up for concessions.
            1. Check lobby for cleanliness and that lobby displays are in place.
            2. Assist concessions with setup for drinks and snacks.
            3. Check bathrooms for paper towels, hand soap, and toilet paper and replace if needed.
            4. Make note of low inventory and record on Operations work order on a clipboard on the concessions area wall.
        iv. Review evacuation chart and familiarize yourself with emergency exits.
        v. Set out playbills along the entries to the auditorium.
        vi. Set out boxes of tissue and bottles of hand sanitizer on each half-wall leading to the auditorium entries.
        vii. Prepare hearing assisted devices: ensure the system is turned on in the tech booth and check for battery strength. Replace batteries as needed.
        viii. Check with the box office regarding use of the handicap seat(s) for each show and remove handicap seat(s) if necessary to make room for wheelchair(s).
    c. Patron arrival and first act
        i. Greet patrons on arrival.
        ii. In tandem with the usher, scan tickets as patrons enter the building.
        iii. Make yourself available in the lobby to usher patrons to their seats.
        iv. Hand out playbills and maintain inventory on the railing.
        v. Before the show starts, make sure curtains to auditorium entries are drawn and lobby lights are lowered by shutting the main lights of the lobby off.
        vi. Remain in lobby during performance to hear/see if:
            1. Anyone enters the theater after the show starts; or
            2. Anyone leaves the theater to go to the lobby or restroom who might require help.
    d. Intermission
        i. Assist if needed at the concessions window.
        ii. Be available for questions.
        iii. Promote special events, season tickets, volunteer opportunities, and memberships.
        iv. Clear lobby of patrons when lights flash.
    e. Closing up

i. Be at exit doors at the end of the show and thank patrons for coming.
ii. Help put away concessions supplies and set up for the next show.
iii. Check the auditorium for cleanliness, pick up trash and any items left behind.
iv. Tally out donations and concessions receipts. Leave in a box marked "concessions." Sign card in the cash box with the amount you counted. Leave under the counter in the box office.
v. Lock hallway fire exit door.
vi. Unless the director is locking up, you are responsible to ensure the building is empty, the alarm is set, and all doors are locked: dressing room door, stage left door, hallway door in stairwell to tech booth, and both front doors.

3. Usher
   a. One (1) usher is to be scheduled for each performance.
   b. Assist with pedestrian traffic outside the box office.
      i. Patrons who have tickets in hand may enter using the left front door for ticket scanning.
      ii. Patrons who do not have tickets, or did not bring them, are to be directed to the box office window.
   c. Hand out playbills. This duty may also fall to cast members or the house manager.
   d. Show patrons to seats.
   e. Close curtains between house and audience before show begins, open at intermission, close at the end of intermission, and open at end of show.
   f. If not sold, the usher may sit in the back of the theater in the single wooden chair right behind the curtain. If a patron needs to exit, use pen light to aid that person in seeing aisles. Return pen light to the concessions drawer at the end of the show.
   g. Assist with concessions during setup, cleanup, and during shows as needed
4. Concessions
   a. Designee purchases drinks, snacks, ice, napkins, cups, plates, etc. as needed. Receipts may be submitted to the Treasurer for reimbursement.
   b. Obtain liquor license as needed for specific shows.
   c. One (1) concessions volunteer is to be scheduled for each performance.
   d. Volunteers arrive one (1) hour early and set up concessions before each show.
      i. Set up a drink/snack table next to the window.
      ii. Place ice in one galvanized tin bucket and fill with bottled water and soft drinks.
      iii. Fill the other galvanized tin bucket with candy/snacks.
      iv. Hot drinks are only sold during fall/winter months. There are thermos coffee dispensers for regular and decaffeinated coffee, labeled accordingly. These are to be placed on the cabinet between the two front doors along with creamer, sugar/Splenda, and stir sticks.
      v. If t-shirts are to be sold, hang sample shirts in a prominent spot either inside the concessions area or on the open doorway that leads to the maintenance closet/women's restroom across from concessions.
      vi. Post concessions price lists inside and outside the concessions window.

e. Ensure Point-of-Sale (POS) systems are set up, charged, and working for patrons to use debit/credit cards.
f. Serve concessions before the show and at intermission.
g. Straighten up at the end of the performance.
    i. Put unsold candy/snacks back in the concessions area.
    ii. Put unsold bottled drinks back in the refrigerator.
    iii. Dump ice outside in the gutter.
    iv. Place a POS tablet in the box office.
    v. Take filled garbage bags to the containers in the alley.

5. Box Office
    a. Two (2) box office volunteers are to be scheduled for each performance. One volunteer should be posted in the box office for ticket purchases and to check-in any patrons who have not brought their tickets with them. Another volunteer should be posted outside to direct patrons, or if the house manager is busy may be posted just inside the front door to scan tickets of any patrons who have already purchased tickets and have brought their printed tickets with them.
    b. Ensure the ticket scanner is in good working order. If not, an alphabetical list of patrons with seat assignments will suffice.
    c. The box office opens one hour before a show. The box office worker should have $100 in change.
    d. Monies collected from ticket sales are placed in the safe for collection by the Treasurer.
    e. Seats not filled by showtime may be resold.
    f. After patrons have checked in, scanner should be returned to the box office.
6. Instructions for workers are to be posted on the concessions area wall.
7. Volunteer tags are provided and should be worn.
8. Be familiar with emergency exit plans; may have to use flashlights to aid exits.

# 5 | PRODUCTIONS

## I. DUTIES OF THE VICE PRESIDENT OF PRODUCTIONS

A. General
    1. Is a member of the Board of Directors and Executive Committee.
        a. attends all regular, executive, and membership meetings.
        b. convenes and oversees productions committees.
        c. Attends monthly meetings of the Clarkesville Business and Community Association (designated HCT representative per Board vote on 02/24/2020).

B. Productions
    1. Oversees all main stage productions and special events.
    2. Meets with season's directors and hands out Director's Manual with updated letters.
    3. Provides the President with reports on a regular basis between board meetings.

## II. MAJOR PRODUCTIONS

A. Production Staff Personnel - Maintain lists of volunteers for each area.
    1. Directors
        a. Meet with new directors to acquaint them with range of responsibilities, available materials, and the facility of Habersham Community Theater.
        b. Ensure that directors set up a production staff as needed.
            i. Designers: Sets, Lights, Sound, and Special Effects; Costumes, Make-up and Hairstyles, Media.
            ii. Technical Staff
                1. Designate chief(s) for lights and sound.
                2. Maintain lists of assistant operators.
            iii. Crew: Set construction, performance crew, painters.
            iv. Assistants: Director's assistant, Stage manager, Props Manager, Scenic director, wardrobe mistress and/or dressers.
    2. Lobby
        a. Lobby displays may be themed to coordinate with productions. The director may designate someone to design lobby displays for each show in liaison with Vice President of Operations or designee.

## III. SPECIAL EVENTS

A. Special events are productions that are not the major productions for the season. They are intended to provide opportunities for more people to participate in theater activities. They have the potential to be fund raisers with no discount on ticket prices unless the event is offered at a discount to season ticket holders.
B. Establish committees for special events, and chair for concerts as needed.
C. These events may include theater fund raisers, one-act plays, revues, readers' theater, sponsored events, and participation in community events, etc.
D. The schedule of special events should not conflict with the needs of productions at the theater.
E. Ensure that special events (usually fundraising events) planned at the theater are included in publicity and follow procedures of the theater.
F. One-Act Plays
    1. The Vice President of Productions will oversee the One-Act plays.
    2. Guidelines are included in this manual under One-Act Play Committee.

## IV. EDUCATION

A. Establish committees for educational endeavors and workshops as needed.
    1. Technical
    2. Production staff
    3. Youth
        a. Young Playwrights Festival of Georgia
        b. Youth Workshops
    4. Other as needed

B. Library
The HCT library houses copies of scripts, theater magazines, books, and audio CDs relating to theater activities and training.

## V. EQUIPMENT

A. Information on equipment and its proper use shall be located in the tech booth.
B. Items should have ownership marks and identification numbers.
   1. Lighting instruments
   2. Sound equipment
   3. Keyboard and mixer
   4. Microphones
   5. Fog machines, strobes (disclaimer should be posted when in use), etc.
   6. Any other technical equipment that is acquired by HCT.

## VI. COMMITTEES

A. Designers
   1. Sets
      a. Designers work with directors.
      b. Design is done according to script requirements and stage space.
      c. Plans should include allowances for curtains and sight lines.
   2. Technicians
      a. Technical chief meets with the director to determine lights, sound, and special effects that are needed in the production.
      b. Tech chief or trained designee may set lights, sound, and effects.
      c. Tech chief approves operators for the production.
      d. Work lights are to be used until technical rehearsals for a production.
      e. When lights, sound, and effects are set for a show, they are not to be changed without consent of the designer.
      f. When tech is set for a production, changes may not be available to a special events presentation.
      g. Four wireless devices for communications with the back stage are available.
      h. Fog machines, microphones, keyboard and mixer, etc. are available.
      i. Workshops in the systems should be held once or twice a year or as needed so that systems are handled properly and well maintained.
      j. Maintain a list of operators trained in the systems at HCT.
      k. A set of instructions for proper use of equipment should be available.
      l. An inventory of equipment is to be kept up-to-date.
      m. Equipment should be marked and numbered for identification purposes.
   3. Costumes
      a. The designer confers with the director to determine characters and time period of costumes.
      b. The designer supplies a costume plot.

c. Most wardrobe items may be altered (unless marked no alteration) or used as they are for costumes, or with additional pieces.
d. An inventory and map is available to help in locating types of clothing or costumes.
e. New items may be found in thrift stores or may be sewn.
f. Some materials are stored in the costume closets.
g. Members of wardrobe maintenance committees can help in cleaning and repairing costumes before replacing them in closets.
h. Return any borrowed or rented item as soon as possible after a production.

4. Make-up; Hair Styles
   a. Make-up designer, hair/wig stylist confers with director concerning characters and time period of the production
   b. Designer should provide a make-up and hair style sketch with information.
   c. Make-up and hair styles may be done by designer, staff, or by actors.
   d. Sponges, Q-tips, cotton balls, tissues, hair sprays, and some color hairsprays, etc. are provided.
   e. Pencils, sharpener, beard stipplers, nose putty, scar putty, spirit gum and remover, and stage blood are available.
   f. Staff handling make-up should keep the area clean. Director should replace needed items if needed during production.
   g. Committee or designee should be responsible for the following.
      i. Keep inventory up to date.
      ii. Make a list if make-up needs to be ordered.
      iii. Clean items after use and replace in proper containers.

B. Crews
   1. Set Construction
      a. Designers: director works with design according to script needs.
      b. Carpenters build according to design from director.
      c. Sets must accommodate sight lines of the audience.
      d. Be aware of needs for exits in emergencies. Do not block exits.
      e. Materials may be available in the storage areas. Check before buying new materials.
      f. Construct with screws. Don't set so deep that sets cannot be dismantled without damage.
      g. Use equipment and construct in a manner that will be safe.
      h. Replace equipment after use and all materials after strike.
   2. Stage Crews
      a. Crew moves furniture and other set pieces according to set design.
      b. The actors may be the crew or others may be needed.
      c. If the set is complicated, a crew chief may be needed.
      d. All stage equipment must be kept out of the way of entrances and exits.
   3. Paint and Brushes
      a. Colors for sets should be indicated on the design.
      b. Use paint stored in the basement before new purchase.
      c. Paint is stored in the basement on shelves according to color family.

d. Vinyl paint is used. Enamel paint and stains are not used.
e. New cans should have 3 or 4 nail holes put into the top rim where the lid fits so that paint can drip into the can during use rather than drip on the outside of the can. This also keeps a lot of paint from collecting in the rim.
f. Several types of brushes and rollers with handles and extensions are available. Trays and liners are available in this area as may be drop cloths.
g. Post use requirements:
    i. Close paint tightly with a hammer after use.
    ii. Clean brushes in the dressing room sink immediately after use.
    iii. Lay the brush flat to dry. Do not leave standing.
    iv. A roller to be used the next day may be stored in plastic.
    v. Return paint and brushes to the proper place.
h. List depleted materials and inform Vice President of Productions.

C. Assistants
1. Assistant Director: The director may have an assistant director.
2. Stage Manager
    a. Follows scripts to give cues for back stage activities.
    b. Gives cues for timely stage entrances.
    c. Alerts crew for changes.
    d. Communicates with technical operators via headsets.
3. Props Manager
    a. Locate properties for set dressing and hand props.
    b. Set up a system for storage of props to be used for a show.
        i. Actors must be responsible for their hand props.
        ii. Specific locations must be used throughout the show.
    c. Curtains and many hand props, dishes, vases, etc., are stored in the dressing room. For larger items, consult inventories.
    d. Props, furniture, and other items for set dressing should be inventoried by a designated committee.
4. Wardrobe Maintenance
    a. Organize areas for different clothing and costumes.
    b. Inventory those items.
    c. Indicate items that may not be altered.
    d. Maintain with washing, cleaning, repairing.
    e. Items not to be retained, give to local school drama departments, charity, or dump.
    f. Work with director for selections if requested.
    g. Committee member/or volunteer at each performance to help with costumes: emergency repairs, pressing, being sure all is hung up, etc.
    h. Supplies needed: ironing board, iron, needles, thread, etc.
    i. Sign-out book for loan of any costumes. Record information as to person who is borrowing, phone number, signature, and date to be returned.

D. Play Reading
1. A play selection committee of five members is appointed by the VP of Productions.
2. The committee will form a list of plays for consideration.

a. The committee gathers suggestions of plays. Suggestions are anticipated from the Board, directors, HCT members, audience members, playwrights, and others.
b. Directors may submit plays they would like to direct.
    i. The applicant must be a person with a good deal of theater experience.
    ii. The committee may request a resume and interview an applicant in order to determine if the person has qualifications to be a director.
    iii. The applicant may be asked to demonstrate abilities by directing a one- act before being considered for directing a full length play or musical.
c. Others may submit plays they think would be a draw to the theater.

3. Select plays that each member of the committee will read with the following in mind:
    a. Consider the number of actors needed and availability of actors able to perform parts.
    b. Take into consideration the feasibility of required sets.
    c. Note the costumes and make-up required.
    d. Anticipate the appeal to audiences of Northeast Georgia.
    e. Plan a selection of a variety of types of plays – six in the season.
        i. Classic
        ii. Comedy
        iii. Drama
        iv. Mystery
        v. Musical - one or two
        vi. Children! Youth featured
        vii. Farce
        viii. Holiday - Christmas
4. Consider the season's calendar including special events. Avoid holidays, high school graduation, and similar events when possible. A minimum of six weeks is needed to prepare a show.
5. The proposed calendar of presentations may include dates for special performances, events, and concerts, either produced or sponsored by HCT.
6. Meet with directors who have submitted plays that are under consideration. This meeting will provide an opportunity for the committee to ask questions about the play and its productions and to clarify concerns such as assistant director requirement, appropriateness of themes, recommended audience age or rating.
7. The committee then would meet to discuss merits and appropriateness of plays and directors for the community. The committee will come to consensus for the season.
8. The play selection committee recommends a season of high-quality works to the board. If no adjustments are necessary, the Board votes to approve the season, directors, and dates.
9. The next season should be approved by the May board meeting.
10. This committee also approves and recommends to the board plays that may be performed outside the theater.
11. The Vice President of Marketing should be notified of recommended ages of audience (similar to movie ratings such as G, PG, PG13), any themes which may be important to note to potential show sponsors, and the possibility of the use of strobe lights, simulated lightning, simulated gunshots, or dry ice/fog.

12. The One-Act Play committee will consider and recommend to the Board any director and one-act play to be performed under the auspices of HCT. The Board then takes action on approval of those recommendations. This committee may be a separate committee and will be under the direction of the VP-PR.

E. One-Act Play Committee
    1. The Vice President of Productions (or designee) will preside over The Evening of One-Act Plays committee which will select plays and directors for each one-act to be presented.
    2. The purpose, in alignment with our mission, is to give experience to persons new to directing. This activity provides coordinators and experienced directors that can be of help in various facets of the productions. To persons new to HCT, this will introduce them to the procedures and duties required for a well-managed production in our theater.
    3. The committee considers and recommends to the Board any director and one- act play to be performed under auspices of HCT. The Board then takes action on approval of those recommendations.
    4. Procedures for selections for the evening of one-act plays
        a. The committee reviews applications from persons who are interested in directing a one- act play.
        b. The person(s) should have had several experiences in performance. A resume may be requested. The person must be willing to work with a coordinator for the evening of one- acts (setting rehearsals, lights, etc.).
        c. The play selection must be approved by the Board.
    5. Requirements for production
        a. The plays are to be performed in "black box" with a minimum of set pieces.
        b. Costumes, make-up, and props may be used.
        c. The director follows HCT procedures for use of the theater and equipment.
        d. The director provides the following information for the playbill: title and author, performance permission information, cast of characters, and setting for his/her play.
    6. The Coordinator for one act plays will:
        a. Order scripts and request permission to perform if needed. Script handling by actors shall follow directors' guidelines.
        b. Coordinate rehearsal schedules.
        c. Attend some rehearsals and give constructive suggestions as needed.
        d. Help with contacts with tech chief and assistants for light and sound boards operation.
        e. Gather materials for a one page program (two sides) and have it printed.
        f. Ensure that publicity is done and the theater is ready for performance evenings.

# 6 | MARKETING

## I. DUTIES OF THE VICE PRESIDENT OF MARKETING

The Vice President of Marketing shall be responsible for the promotion of all productions, events, and activities of Habersham Community Theater.

A. General
    1. The Vice President of Marketing is a member of the Board of Directors and Executive Committee.
    2. Attends all regular, executive, and membership meetings.
    3. Convenes and oversees marketing committees.
B. Audience Development
    1. Maintain an email database of all members, season ticket holders, and volunteers.
    2. Coordinate with VP Productions and/or directors for production photos of shows and/or actors.
    3. Social media and email notices - Audition alerts, season information, show information, spotlight on actors, directors, or other volunteers.
    4. Scholarship recipients - photos, recipient information, update of lobby plaque, announcements on social media.
C. Public/Media relations including newspaper, radio, or any other mass media communication to help promote the HCT brand in our community, including coordinating with directors to schedule a reporter to attend dress rehearsal.
D. Design and production of marketing materials
    1. Show materials such as posters, online ticket design, playbills, postcards.
    2. Final approval of production posters will be governed by the board.
    3. General theater information materials such as business cards, brochures, rack cards, t-shirts, and/or any other items used to promote HCT.
E. Box Office
    1. All advertising for HCT ticket sales.
    2. Keep records of ticket sales and patrons.
F. Annual promotions
    1. Membership drive
    2. Season tickets
    3. Show sponsors
    4. Corporate sponsors
G. Fundraiser implementation
    1. Bricks
    2. Seats
    3. Marquee
H. Management of HCT social media platforms.
    1. Facebook
    2. Instagram
    3. YouTube
    4. Google My Business
    5. Slack
I. Management of the HCT website: www.habershamcommunitytheater.com.
J. Management of the content on the HCT digital marquee.

## II. LEGAL REQUIREMENTS

Habersham Community Theater is under legal obligation to include specific language in marketing. This language does not need to be included on tickets or on show posters framed for the lobby.

A. Production posters and playbills
    1. Coordinate with Vice President of Productions regarding licensing agreements for each show and include legal language required by our contract with the script company on the show poster and playbill.
    2. Language may be placed inside the playbill rather than on the cover to keep the cover clear of clutter.
B. All other marketing materials:
    1. Until September 2024, HCT is obligated under contract with a USDA grant to include specific language with all marketing. At minimum, language will include: “HCT is an equal opportunity provider.”
    2. Language must be placed in a conspicuous spot.

## III. MARKETING COMMITTEES

A. Audience Development
    1. Annual campaigns
        a. Corporate Sponsorships
            i. Bronze – $500
                1. Company name in sponsor section in all playbills
                2. Company name and backlink on each show’s webpage
                3. Company name in pre-show slides
                4. Two (2) tickets to one mainstage production
            ii. Silver – $1,000
                1. Company name in sponsor section in all playbills
                2. Company logo and backlink on each show’s webpage
                3. Company logo on all season posters
                4. Company logo in pre-show slides
                5. Two (2) tickets to one mainstage production
            iii. Gold – $1,500
                1. Quarter page ad in all playbills
                2. Company logo in sponsor section in all playbills
                3. Company logo and backlink on each show’s webpage
                4. Company logo in pre-show slides
                5. Company logo on all season posters
                6. 2 season ticket packages to all six mainstage productions
            iv. Platinum – $2,500
                1. Half page ad in all playbills
                2. Company logo in sponsor section in all playbills
                3. Company logo and backlink on each show’s webpage

4. Company logo in pre-show slides
5. Company logo on all season posters
6. 4 season ticket packages to all six mainstage productions

v. Diamond – $5,000
1. Full page ad in all playbills
2. Company logo in sponsor section in all playbills
3. Company logo and backlink on each show's webpage
4. Company logo in pre-show slides
5. Company logo on all season posters
6. Four season ticket packages to all six mainstage productions

b. Show sponsorships
i. Plan procedure, committee, and chair.
ii. Show sponsorships include an ad on the back of the playbill of one of our main stage productions, advertising on the pre-show slides on the video monitors, and the sponsor's logo on the show's poster, playbill, tickets, and any other promotional material.
iii. Review sizes, fees, and policies for ads in the playbills. The full page ad on the back of the playbill needs to have dimensions of 5"x8" in portrait orientation.
iv. Set deadlines for order, with camera-ready ad or copy and logo.
v. Identify potential show sponsors, communicate the upcoming season's shows, and offer sponsorships.
vi. Invoices for show sponsorships for the coming season are sent out by the Treasurer; current price is $100/performance (typically $800 for a show with 8 performances. Letters should be out by July 15 at the latest with a deadline for payment and ads by August 15.
vii. If needed, obtain labels from the Chamber of Commerce for additional sponsorship letters.
viii. Obtain sponsor's logo, preferred website link, and art for back cover of the playbill.

c. Season tickets
i. Season tickets are on sale June 1 - September 1. Announcement is made to members in the newsletter and June-August playbills.
ii. Tickets for each production go on sale one month ahead.
iii. Prices of tickets are to be reviewed each year. Current prices in 2024 are $25 for adults and $15 for children and full-time students (ticketing platform fees are rolled into this amount). Season tickets are calculated at $25 x number of shows x 10% discount.

d. Memberships
i. Plans annual campaign and ongoing activity.
ii. Membership campaign opens with an annual meeting in August.
iii. Membership chair keeps contacts with old and new members. Letters are to be sent to members who have not yet rejoined and any prospective members who request information. Membership is open anytime.
iv. Build an e-mail data base.

2. Ongoing development committees
    a. Volunteers
        i. Keep an up-to-date list or data base of volunteers and their interests.
        ii. Work to expand numbers of volunteers.
        iii. Coordinator should write notes of thanks.
        iv. Persons who have participated in productions need a note of thanks and encouragement to continue working with HCT.
    b. Fundraising
        i. Plans must be made by the board each year to raise funds.
        ii. An annual fund raiser may be needed. A committee will be needed for this activity.
        iii. Designate grant writer chair. Various grants are available including the Georgia Grass Roots grant.
        iv. Bricks - Order bricks **check with Alta how to do this**.
        v. Seat Markers - Assign seat number and take info to Bob & Ted's Trophy Shop (Clarkesville) for seat "marker." Pick up and place on the seat when finished.
3. Each committee is responsible for submitting appropriate copy and photos to the publicity coordinator.

B. Marketing of Productions
1. Main Stage Shows
    a. Season Poster
        i. Coordinate with Vice President of Productions regarding show dates.
        ii. Coordinate with Directors at the beginning of the season to determine the imagery they want associated with their show.
        iii. Create or purchase imagery and create season posters including all six shows.
        iv. A QR code should be placed next to the HCT logo, programmed to link to the home page of the HCT website.
        v. Arrange for printing of posters (in satin finish):
            1. 1 (26"x38") poster for the display case outside the theater (opposite the box office window);
            2. 1 (24"x36") poster: 1 for the lobby;
            3. 7 (18"x24") "ladies" posters (with notice on bottom regarding the flushing of anything other than toilet paper):
                a. 4 for the ladies' restroom (1 in each stall);
                b. 1 for the men's restroom (stall with door);
                c. 2 for the dressing room restrooms; and
                d. If the unisex restroom in concessions is utilized as a restroom, add an additional 18"x24" poster for this area.
        vi. Install posters
            1. The key to the display case and the allen wrench needed to unlock the frame in the display case are in a drawer in the kitchen.
            2. The poster frames need to be opened in order: bottom part, side parts, top parts.

3. Posters are to be displayed behind a transparent screen of frames.
4. Frames need to be closed in order: top part, side parts, bottom part.

b. Show Posters
   i. Use imagery discussed with the Director of each show at the beginning of the season (on season poster) for one poster for each show.
   ii. Coordinate with Vice President of Productions regarding licensing agreement and include legal language required by our contract with the script company.
   iii. Obtain logo from show sponsor and include on bottom right corner of the poster. If the show sponsor has provided a link to their website, include a QR code for their website next to the logo.
   iv. Use the HCT logo on the bottom left corner of the poster.
   v. Include the following under the HCT logo: “HCT is an equal opportunity provider.”
   vi. A QR code should be placed next to the HCT logo, programmed to link either to the home page of the HCT website or to that show’s webpage.
   vii. Include names of the director, music director (if any), scenic director, and/or choreographer (if any).
   viii. To avoid cluttering the poster with too much information, include dates (including year) but not times; those will be available on the website and ticketing service.
   ix. Posters for each show of the season should be placed as follows:
      1. 4 (26”x38”) of each show poster, to be placed in front of the building: 2 windows (access in the ladies’ restroom and the Box Office), 2 doors (access in the hallway leading upstairs and in the ladies’ restroom).
      2. 50 (11”x17”) posters to be distributed around the county.
      3. 1 (11”x14”) simplified poster for the lobby poster showcase.
   x. Posters should rotate out of windows after each show.
   xi. Posters are not kept; they may be offered to the director or one of the main stars of the show. If no one wishes to keep the poster, it may be thrown away.

c. Publicity - coordinate with the Director and/or Publicity Coordinator of each show to produce publicity in the form of emails to patrons, social media posts, and press releases or news items to newspapers and radio stations (at least three per show).

d. Photography - coordinate with the Director and/or Publicity Coordinator of each show to ensure photos are taken of cast, candid photos from rehearsals, and production photos, and any other events held at the theater.
   i. Cast Photos - have photos printed and mounted on the bulletin board next to the concessions counter. After the show, cast photos may be offered to the cast as souvenirs.
   ii. Candid Photos from Rehearsals - use in blasts and social media to create community interest in show and support ticket sales. Rehearsal photos should not show much of the set or costumes in order to maintain the mystery and excitement in the days or weeks before a show.

iii. Production Photos - official photos of each show for social media, newspaper press releases, and websites. These may be posted on social media at the end of the production so that the mystery of the show is maintained for all audiences during the show's run.

e. Marquee
   i. The marquee should be changed regularly to reflect the current show, future shows of the season, special events, and general theater information.
   ii. Cloud-based software for updates is at https://banner.prismview.com/login.

f. Tickets
   i. Design online tickets using playbill/poster art if possible.
   ii. Upload ticket designs on www.OnTheStage.com.

g. Playbill
   i. Artwork for the playbill should be in color and match the show's poster using imagery discussed with the director and include the following verbiage:
      1. HABERSHAM COMMUNITY THEATER proudly presents
      2. Title of Show.
      3. Author of script or other verbiage required by licensing company to follow the show's title.
      4. Name of director and scenic director (and Music Director if a musical).
      5. Show dates including the year.
   ii. The inside front cover should have HCT logo, mission statement, tax-exempt information, list of Board of Directors, and all pertinent HCT contact information (mailing address, website, how to find HCT on social media, email addresses of different departments). Also include the following statement in a conspicuous spot through September 2024 due to USDA grant obligations: "HCT is an equal opportunity provider."
   iii. The next page should have the show's title and any legal verbiage required by script licensing company (coordinate with Vice President of Productions), and director's notes.
   iv. The following sections should also be included in the playbill:
      1. Cast
      2. Production Crew
      3. Setting and Synopsis of Scenes
      4. Who's Who (cast biographies)
      5. Special thanks, if any
      6. Audition alert for the next show
      7. Concessions list of prices
      8. List of season shows, including modified poster artwork, and short synopsis of each.
      9. "Audio Assistance Available" notice with instructions
      10. Notice not to videotape or record performance
      11. In Case of Emergency - directions and map to emergency exits
      12. HCT Membership information

13. Current season members according to membership level
14. Corporate sponsor names/logos.

v. Show sponsor's art goes on the back page of the playbill in full color.

vi. A .pdf file of the playbill is sent to the President prior to printing, both for review and to add a "President's Note," if desired.

C. Box Office

1. President or other designee records message with information of show dates, times, and ticket prices.
2. Designee records phone orders and returns calls to confirm reservations.
3. Seats are assigned in order of reservations with the exception of season ticket holders or special needs (i.e. handicapped).
4. A chart is used to record names and type of tickets that are reserved.
5. Tickets are automatically emailed upon purchase through www.sellingticket.com. Any tickets entered manually must generate a confirmation email with tickets.
6. The box office opens one hour before a show. Ticket sales revenue may be cash, check, or credit card. The box office worker should have $100 in change.
7. Monies collected from ticket sales are given to the Treasurer along with charts for reservations. This information is to be used to track ticket buyers by types, numbers of patrons at performances, etc. Concession donations need to be kept separately.

# IV. PRESS CONTACTS

**The Red and Black (University of Georgia)**
Red and Black Publishing Co. Inc.
540 Baxter Street
Athens, GA 30605
(706) 433-3000
Redandblack.com

**The North Georgia News**
P.O. Box 2029
259 Cleveland Street
Blairsville, GA 30514
(706) 745-6343
northgeorgianews@hotmail.com
nganews.com

**News Observer**
P.O. Box 989
5748 Appalachian Hwy
Blue Ridge, GA 30513
(706) 632-2019
news@thenewsobserver.com

**Now Habersham**
P.O. Box 2393
Clarkesville, GA 30523
(844) 669-6397
news@nowhabersham.com

**The Clayton Tribune**
P.O. Box 425
84 Plaza Way
Clayton, GA 30525
(706) 782-3312
news@theclaytontribune.com

**White County News Telegraph**
13 E. Jarrard Street
Cleveland, GA 30528
(706) 865-4718
publisher@whitecountynews.net

**Commerce News Today**
33 Lee Street
Jefferson, GA 30549
(706) 367-5233
news@mainstreetnews.com

**The Northeast Georgian**
P.O. Box 1555
2440 Old Athens Hwy
Cornelia, GA 30531
Matthew Osborne, Editor
(706) 778-4114
editor@northeastgeorgian.com
news@northeastgeorgian.com

**Forsyth County News**
327 Dahlonega Street, Suite 904A
Cumming GA 30040
(770) 887-3126
events@forsythnews.com

**Madison Journal Today**
P.O. Box 908
33 Lee Street
Jefferson, Georgia 30549
(706) 367-5233
news@mainstreetnews.com

**Dawson County News**
30 Shoal Creek Road
Dawsonville, GA 30534
(706) 265-3384

**The Elberton Star**
P.O. Box 280
Elberton, GA 30635
(706) 283-8500
star@elberton.com

**Times-Courier**
P.O. Box 1076
47 River Street
Ellijay GA 30540
(706) 635-4313
news@timescourier.com
calendar@timescourier.com

**The Times**
P.O. Box 838
345 Green St, N.W.
Gainesville, GA 30503
(770) 532-1234
gainesvilletimes.com

**Hartwell Sun**
P.O. Box 700
8 Benson Street
Hartwell, GA 30643
(706) 376-8025
dhunt@thehartwellsun.com

**Towns County Herald**
P.O. Box 365
446 North Main Street
Hiawassee, GA 30546
(706) 896-4454
editor@nganews.com

**Banks News Today**
P.O. Box 908
33 Lee Street
Jefferson, GA 30549
(706) 367-5233
news@mainstreetnews.com

**Pickens County Progress**
P.O. Box 67
94 N. Main Street
Jasper GA 30143
(706) 253-2457
news@pickensprogress.com

**Jackson Herald Today**
P.O. Box 908
33 Lee Street
Jefferson, GA 30549
(706) 367-5233
news@mainstreetnews.com

**Franklin County Citizen Leader**
P.O. Box 580
12150 Augusta Rd
Lavonia, GA 30553
(706) 356-8557
fcc@franklincountycitizen.com

**Walton Tribune**
121 S Broad Street
Monroe, GA 30655
(770) 267-8371
support@waltontribune.com

**The Toccoa Record**
P.O. Drawer 1069
151 W. Doyle Street
Toccoa, GA 30577
(706) 886-9476
tlaw@thetoccoarecord.com

**Barrow News-Journal**
P.O. Box 908
33 Lee Street
Jefferson, GA 30549
(706) 367-5233
news@mainstreetnews.com

# 7 | SECRETARY

## I. DUTIES OF THE SECRETARY

A. General
   1. Is a member of Board of Directors and Executive Committee.
      a. Attends all regular, executive, and membership meetings.
      b. Notifies members of time and place of the meetings.

B. Minutes
   1. The primary duty of the secretary is to prepare detailed minutes of any Board meetings, as well as the minutes of the Annual Membership meeting. The minutes are the official record of the business of the Board and must reflect the discussion and thought processes involved in any decision made by the Board. It is important that any member who was not able to present at a meeting, be able to follow the processes of that meeting. Although current Board members would probably recall events at a particular meeting, someone examining the minutes years later would have no idea what happened unless the minutes clearly reflect what occurred.
      a. Keep accurate notes, including specifics of discussions and salient points which impacted any decision made.
      b. Follow *Robert's Rules of Order* in ensuring that each decision is properly documented with a motion, a second and a vote by the Board.
      c. Transmit minutes, either electronically or by mail, within ten (10) days so that members still have a clear memory of what happened at the meeting in case corrections need to be made to the minutes. Transmit revised minutes as required.
      d. Maintain a copy of the approved minutes for the official records.

C. Thank you notes for any non-cash donations received.
   1. Within one month of receipt of a donation of clothing, furniture, props, building materials, etc., send the donor either a pre-printed card or a personally written note/letter acknowledging receipt of the items and including a statement indicating that HCT is a qualified not-for-profit organization.
   2. Maintain a copy of the letter for the official file.

# 8 | TREASURY

## I. DUTIES OF THE TREASURER

A. Keep accounting of receipts and disbursements.
   1. Memberships / Donations
      a. Update list of donors.
      b. Write thank you notes and mail them.
      c. Enter money amounts into appropriate accounts in computer and code accounting numbers for monthly reports.
      d. Forward new addresses to Vice President of Marketing for mailing list.
      e. Deposit monies in appropriate bank accounts.
   2. Special fundraisers (i.e. bricks, seats, marquee, etc.)
      a. Write thank you letters or notes for item.
      b. Forward information pertinent for ordering bricks, seats, marquee, etc. to Vice President of Marketing for implementation.
   3. Disbursements
      a. Pick up mail at the post office and sort.
      b. Pay regular bills by check as per approved budget.
      c. Pay reimbursements by check. Receipts or signed break down document for approved expenses are required.
   4. Monthly Bills - to include but not be limited to:
      a. Utility bills
         i. Phone/Internet - Windstream.
         ii. Electricity - Georgia Power for theater and storage warehouse.
         iii. Water/sewage - City of Clarkesville.
         iv. Cellphone - Verizon.
      b. Usage - Break out amounts to appropriate project codes.
         i. Habersham Hardware.
         ii. Lowes (Cornelia).
         iii. Printer - All Service Printing (Clarkesville).
         iv. Show poster framing for lobby - The Hollow Log (Cornelia).
         v. Play and musical scripts and royalties due to publishers.
         vi. Other as necessary including items for props and reimbursements.
   5. Quarterly Bill - Clarkesville warehouse rent
   6. Yearly Bills
      a. County and city taxes.
      b. Corporate registration: update online at Secretary of State: Georgia Corporations Division after August meeting when officers have been elected: https://ecorp.sos.ga.gov.
      c. Property insurance (includes liability on site and HCT-approved location).
   7. Other disbursements as approved and necessary.

B. Reports
   1. Monthly treasurer's report of income and expenses with current balances.
   2. Production reports

        a. First board meeting after play ends if possible.
        b. Include income, expenses, and profit compared to budget.
    3. Annual report to general membership
        a. Recap yearly totals for income and expenses.
        b. Include production recaps, board members, membership schedule for coming year and nominations for board and elected officers.

C. Budget
    1. Annual budget
        a. Compile for historic data and projected information for the coming year.
        b. Submit for approval at the August meeting of the Board.
    2. Yearly budget
        a. Submit a report of income and expenses for the accountant for tax return preparation.
        b. Comply with non-profit requirements.

D. Playbill Sponsorships
    1. Prepare and send out invoices for show sponsors and corporate sponsors.
    2. Receive and record sponsorship revenue.
    3. Write thank you notes/letters when payments come in.

# 9 | ARTICLES OF INCORPORATION

## ARTICLES OF INCORPORATION OF HABERSHAM COMMUNITY THEATER, INC.

### I.

The name of the corporation is: HABERSHAM COMMUNITY THEATER, INC.

### II.

The corporation is not organized and shall not be operated for pecuniary gain or profit, and is organized pursuant to the provisions of the Georgia Non-profit Corporation Code.

### III.

The corporation is organized exclusively for educational, civic, literary and cultural purposes and shall seek to enhance community appreciation of the arts by theatrical productions, workshops and the study of literary works.

### IV.

The corporation shall be authorized to receive and take by gift, grant, assignment, transfer, devise, bequest, or otherwise from any person or persons, firm, corporation, trust association or foundation, any money or property whether real, personal, mixed or otherwise, and such money or property to be thereafter held, managed, or disposed of exclusively for literary, and educational purposes set forth herein; to borrow money for the improvement of property, and to mortgage any such property to secure any such debts so incurred. All net receipts from any such property and all proceeds from any such dispositions thereof, shall be taken, possessed, and enjoyed pursuant to the purposes as herein stated. Anything contained herein to the contrary notwithstanding, the corporation shall not do or permit to be done any activity not permitted to be carried on:

1. By a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (as hereafter amended or the corresponding provision of any future United States Internal Revenue law).
2. By a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (as hereafter amended or the corresponding provision of any future United States Internal Revenue law).

### V.

Membership in the corporation shall be open to all contributing persons, firms, associations, corporation, and civic, fraternal, or religious groups.
The Board of Directors shall have the power to admit members to the corporation in such a manner as may be provided from time to time in the By-Laws of the corporation.

### VI.

The affairs of the corporation shall be managed by a Board of Directors which shall be composed of not less than three members. The initial Board of Directors and their respective addresses are as follows:

| | |
|---|---|
| Michael Shirley<br>Route One<br>P. O. Box 572<br>Cornelia, GA 30531<br><br>Jackie Flanigan<br>Stewart Lane<br>Clarkesville, GA 30523<br><br>Nelson Payne<br>Salome Street<br>Clarkesville, GA 30523 | Barbara Kerby<br>P. O. Box 162<br>Chestnut Oaks<br>Cornelia, GA 30531<br><br>John Arnold<br>Cedar Avenue<br>Demorest, GA 30535 |

The handling of the affairs of the corporation are hereby vested in the Board of Directors. The Board of Directors shall have the right to exercise all corporate powers of the corporation including the right to adopt By-Laws of the corporation and to provide such other rules and regulations as the Board of Directors may deem proper to govern and control the affairs of the corporation, including the right to alter, amend or surrender the Charter of the corporation and to amend the By-Laws of the corporation which shall be done by majority vote of the Directors at any regular or special meeting of the Board in accordance with the By-Laws at which a quorum is present with such additional restrictions as the By-Laws may provide.

## VII.

The initial registered office of the corporation shall be as follows: First National Bank of Habersham Building, 310 Front Street, Third Floor, Suite 300, P. O. Box 688, Cornelia, Georgia 30531. The initial registered agent of the corporation at said address shall be as follows: James N. Butterworth.

## VIII.

In the event of any liquidation, dissolution or the winding up of the corporation, whether voluntary or involuntary, or by the operation of law, all assets of the corporation remaining after the satisfaction and discharge of all liabilities or obligations of the corporation shall be distributed to such organizations operated exclusively for theatrical, educational, and literary purposes as is the Habersham Theater, Inc.

## IX.

The name and address of the incorporator is: James N. Butterworth, First National Bank of Habersham Building, 310 Front Street, Third Floor, Suite 300, P.O. Box 688, Cornelia, GA 30531.

IN WITNESS WHEREOF, the undersigned executes these Articles of Incorporation.

BUTTERWORTH & VERDERY

By: James N. Butterworth
ATTORNEYS FOR INCORPORATOR

# State of Georgia

OFFICE OF SECRETARY OF STATE

*I, Max Cleland, Secretary of State of the State of Georgia, do hereby certify that*

"WATERSHAM COMMUNITY THEATER, INC."

has been duly incorporated under the laws of the State of Georgia on the 18th day of April, 19 83, by the filing of articles of incorporation in the office of the Secretary of State and the fees therefor paid, as provided by law, and that attached hereto is a true copy of said articles of incorporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of my office, at the Capitol, in the City of Atlanta, this 18th day of April in the year of our Lord One Thousand Nine Hundred and Eighty Three and of the Independence of the United States of America the Two Hundred and Seven.

Max Cleland

SECRETARY OF STATE, EX-OFFICIO CORPORATION COMMISSIONER OF THE STATE OF GEORGIA

# ARTICLES OF AMENDMENT OF ARTICLES OF INCORPORATION OF HABERSHAM COMMUNITY THEATER, INC.

Amended March 10, 1988

The Directors of Habersham Community Theater, Inc., a non-profit corporation organized and existing under the laws of the State of Georgia did on the 10th day of March, 1988, adopt an amendment to the Articles of Incorporation of said Corporation as follows:

By deleting in toto Paragraph Eight of the Articles of Incorporation and placing in lieu thereof the following:

## ARTICLE VIII – DISSOLUTION

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt organizations as described in Section 501(c)(3) and Section 170(c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State or local government for exclusive public purpose.

Said amendment was adopted by the vote of the majority of the Board of Directors who are entitled to vote and to amend the Articles of Incorporation. The vote of the majority of the Board of Directors, consisting of not less than three members, is required under the Articles as set forth in Paragraph Six to amend the Articles of Incorporation.

IN WITNESS WHEREOF, the Habersham Community theater, Inc., has caused these Articles of Amendment to be executed and its corporate seat to be affixed and has used the foregoing to be attested, all by its duly authorized officers, this 10th day of March, 1988.

HABERSHAM COMMUNITY THEATER, INC.

By:  Stephen F. Warner, President

ATTEST:  Alice Arnold, Secretary

# 10 | BY-LAWS

## HABERSHAM COMMUNITY THEATER BY-LAWS

Amended March 23, 2026

## ARTICLE I – NAME

The name of this organization shall be Habersham Community Theater.

## ARTICLE II – MISSION

The mission of HCT is to provide live entertainment; to offer opportunities for personal growth through use of creative talents in drama, music, art, and dance; to contribute to the cultural enrichment of the community; and to share emotions that enrich our perceptions of life and our understanding of others.

## ARTICLE III – VOTING CONTROL

Habersham Community Theater is a non-profit organization with no capital stock or stockholders. The voting control is vested in and limited to persons who are members under provisions of the by-laws.

## ARTICLE IV – MEMBERSHIP

4.0 The membership of this organization shall be composed of individual, family, institutional, and honorary members.

4.1 Membership is granted upon payment of annual dues. The amount is to be determined annually by the Board of Directors. Honorary memberships may be granted by the Board and require no payment of dues.

4.2 Limitations on voting members are as follows:

- Each individual member has one vote.
- Each family membership is limited to two votes.
- Each institutional membership is limited to two votes.
- Honorary members have no vote.
- Voting members must be at least 18 years of age.

## ARTICLE V – BOARD OF DIRECTORS

5.0 A Board of Directors shall govern this organization and shall manage the affairs and exercise all the rights, duties, and powers of this organization not excluded elsewhere in these by-laws.

5.1 The Board of Directors shall consist of at least nine (9) but no more than fifteen (15) members. Board members must be members of the organization. The Immediate Past-President may serve as an ex-officio, non-voting member. Approximately one-third (1/3) of the Board shall be elected by the membership each year for a three-year term, with the exception of the Treasurer (see Article VI). Board members may serve no more than two

consecutive terms. After a one-year separation from Board service, a member will be eligible for re-election to the Board.

5.2 Any vacancies that occur during a fiscal year may be filled by the Board for the unexpired term. If the unexpired term is twelve (12) months or less, the appointee may subsequently be elected to two full terms without the one-year hiatus. (The maximum length of service in this case would be seven (7) years.) The Board of Directors may remove any Director with cause as determined by a vote of three-fourths of the membership.

5.3 The Board shall meet monthly at a time, date, and place determined by the Board at the first meeting. Meeting dates may be changed by a majority of the Executive Committee with seven (7) days notice, except in the case of an emergency. Additional meetings may be called by the President, or any two (2) members of the Executive Committee, with seven (7) days written or email notice.

5.4 A quorum, which shall consist of a majority of the voting members of the Board, shall be required for any vote of the Board.

5.5 When circumstances require the Board to quickly decide an issue, the President shall be authorized to poll Board members regarding a specific proposal. The poll and the member votes must be in writing or e-mail. A majority vote of the Board is required for adoption. Decisions resulting from the poll will be presented at the next regular meeting.

5.6 No committee, officer, or member shall have the authority to make any contract, incur any indebtedness, obligation, or liability in the name of, or on behalf of, the organization, without the authority and approval of the Board. Once a budget is approved by the Board, any change requires additional Board approval.

## ARTICLE VI – OFFICERS

All officers shall be elected annually by the Board of Directors at the August meeting upon recommendation of the nominating committee, with the exception of the Treasurer. The Board shall be responsible for appointing a Treasurer to serve without term limitation, but to be confirmed at the August Board meeting. The Treasurer shall serve as a voting member of the Board of Directors.

1. President – shall preside at all meetings and be chairperson of the Board of Directors; shall appoint all necessary committees not otherwise provided for; shall present an annual report to the membership and perform all other duties assigned by the Board; shall appoint a nominating committee at least sixty (60) days prior to the August meeting.
2. First Vice President – shall be designated by the nominating committee and shall assist the President, performing the duties of the President in his/her absence. Other Vice Presidents shall also be officers, performing duties as determined by the Board.
3. Secretary – shall record attendance and take minutes at all regular meetings of the Board and the membership. The Secretary shall be responsible for notifying members of time and place of the meetings and coordinating with the nominating committee as required.
4. Treasurer – shall collect all membership dues and contributions, make all disbursements, and keep full and accurate accounting of receipts and disbursements. The Treasurer shall

maintain all contracts and financial and legal documents of the organization. The Treasurer shall present a financial report at each meeting and maintain a list of membership. The Treasurer shall file any forms or reports as required to maintain the organization's non-profit status. The books are the property of the organization and shall be open to inspection at all times. The Treasurer shall submit all records for an internal audit at the discretion of the Board.

## ARTICLE VII – STANDING COMMITTEES

7.0 The Standing Committees shall consist of the Executive Committee and the Nominating Committee. Others committees may exist at the discretion of the Board.

7.1 The Executive Committee shall consist of the President, the Vice President(s), the Secretary, and the Treasurer. During the intervals between the meetings of the Board of Directors, the Executive Committee has the authority to meet for discussion pertaining to all matters of the organization. However, proposals arising from those discussions must be presented to the Board of Directors in a formal motion for Board approval. In unusual circumstances and/or when an emergency decision is deemed necessary and a quorum is not possible by means of an in-person or electronic vote, the Executive Committee may exercise all rights and powers of the Board of Directors. Under such circumstances, all decisions made by the Executive Committee must be ratified by the Board of Directors within thirty (30) days.

7.2 The Nominating Committee, as appointed by the President, shall consist of a minimum of three (3) members, with at least one (1) of the three being an active Board member. Each year the Nominating Committee will solicit nominations to fill upcoming board vacancies. The Committee shall be responsible for conducting the nomination process, in coordination with the Secretary, vetting new nominees, and counting the ballots. The Nominating Committee shall present the slate of nominees for the Board of Directors and recommendation of Officers to the Board at the July meeting.

## ARTICLE VIII – MEMBERSHIP MEETINGS

8.0 The fiscal year shall be September 1 through August 31.

8.1 The Annual Membership Meeting shall be conducted each August by mail or e-mail according to member contact on file. Election of new Board Members shall take place at this meeting. Additional membership meetings may be called by the Board.

8.2 Installation of the Board and election of Officers shall take place at the August meeting.

8.3 The President and Treasurer shall prepare and distribute annual reports to the membership within sixty (60) days of the close of the fiscal year.

8.4 A quorum shall consist of the members present and voting. A simple majority vote shall be the authorization to decide business.

8.5 The Annual Membership Meeting, as referenced in 8.1, must take place at least fifteen (15) days prior to the August Board meeting.

## ARTICLE IX – AMENDING THE BY-LAWS

These by-laws may be amended at any meeting of the organization by a two-thirds (2/3) vote of the members present and voting, provided that notice of such proposed amendments shall have been made available to all known members at least fifteen (15) days prior to said meeting.

## ARTICLE X – DISSOLUTION

Upon dissolution of this organization, the residual assets of the organization shall be turned over to one or more organizations which are themselves exempt organizations as described in Section 501(c)(3) and Section I70(c)(2) of the Internal Revenue Code, or corresponding sections of any prior or future Internal Revenue Code or to the Federal, State or local governments for public purposes. The Board of Directors shall select which qualified organization(s), or to which government body, distribution shall be made. Under no circumstances shall any of the property or assets of this organization, during the existence thereof and/or dissolutions thereof, go to or be distributed to any officer or member.

## ARTICLE XI – INCLUSION POLICY

No person shall, on the basis of sex, age, disability, race, religion, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity presented or produced by Habersham Community Theater.

## ARTICLE XII – RULES

*Robert' s Rules of Order Newly Revised* shall govern in all matters of procedures not covered by these by-laws.

# 11 | CURRENT BOARD MEMBERS

| | Term Ends |
|---|---|
| Jack Molnar (President) | 2027 |
| Adam Wiley (Vice President, Productions) | 2027 |
| Rufino Pato (Vice President, Operations) | 2029 |
| LeAnne Challenger (Vice President, Marketing) | 2027 |
| Tleshia Farrar (Secretary) | 2029 |
| Joshua Brackett (Treasurer) | N/A |
| Mary Decker (Box Office) | 2029 |
| Angela Bishop | 2028 |
| Jeremy Bishop | 2027 |
| Donald Filaski | 2028 |
| Richard Gay | 2028 |
| Katie Johnson | 2028 |
| Tracy Pato | 2029 |
| Christopher Parker | 2028 |
| Susan Watson | 2029 |

## ALPHABETICAL LISTING WITH CONTACT INFORMATION

**Joshua Brackett**
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Cleveland, GA 30528
(404) 219-8164
jthbrack@gmail.com

**Angela Bishop**
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**Jeremy Bishop**
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**LeAnne Challenger**
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**Jack Molnar**
3314 Orchard Drive
Clarkesville, GA 30523
(706) 968-2053
orchard16th@yahoo.com

**Rufino Pato & Tracy Pato**
321 Hamilton Drive
Cleveland, GA 30528
(678) 617-7776
rufino.pato@yahoo.com

**Christopher Parker**
328 Lovell Circle
Toccoa, GA 30577
(706) 491-6538
parkerchristopher@yahoo.com

**Susan Watson** Person
501 Windridge Road
Clarkesville, GA 30523
(706) 499-8628
susanbwatson@gmail.com

**Adam Wiley**
676 Sweetgrass Drive
Demorest, GA 30535
(706) 768-2069
adam.wiley@white.k12.ga.us

# THEATER EMAIL ADDRESSES

| | |
|---|---|
| president@habershamcommunitytheater.com<br>operations@habershamcommunitytheater.com<br>productions@habershamcommunitytheater.com<br>marketing@habershamcommunitytheater.com<br>treasurer@habershamcommunitytheater.com | secretary@habershamcommunitytheater.com<br>boxoffice@habershamcommunitytheater.com<br>specialevents@habershamcommunitytheater.com<br>technical@habershamcommunitytheater.com<br>billing@habershamcommunitytheater.com<br>auditions@habershamcommunitytheater.com |

# 12 | CURRENT COMMITTEE APPOINTMENTS

## EXECUTIVE COMMITTEE

According to Article VII, Section 1 of the By-Laws, the Executive Committee shall consist of the President, the Vice President(s), the Secretary, and the Treasurer.

Jack Molnar (President)
Adam Wiley (Vice President, Productions)
Rufino Pato (Vice President, Operations)
LeAnne Challenger (Vice President, Marketing)
Tleshia Farrar (Secretary)
Joshua Brackett (Treasurer)

NOMINATING COMMITTEE

According to Article VII, Section 2 of the By-Laws, the Nominating Committee, as appointed by the President, shall consist of a minimum of three (3) members, with at least one (1) of the three being an active Board member.

_____

_____

_____

PLAY READING COMMITTEE

_____

_____

_____

_____

SCHOLARSHIP COMMITTEE

Mary Decker (Chair)

Committee's Charter
Scholarship Committee will use the guidelines below to award a Community Theater Needs-Based Scholarship for HCT summer camps.

(Maximum Award: $250 per Family per Season/Session)

1. Purpose
   The scholarship is intended to assist families experiencing financial hardship so their child(ren) may participate in community theater programs.
2. Eligibility

- Open to families registering a participant for a current production, class, or camp.
- Demonstrated financial need is required.
- A completed registration form must accompany the scholarship application.

3. Award Limit
   - Open to families registering a participant for a current production, class, or camp.
   - Demonstrated financial need is required.
   - A completed registration form must accompany the scholarship application.
4. Application Requirements
   - Completed scholarship application form.
   - Brief written statement explaining financial need.
   - Optional supporting documentation (e.g., proof of free/reduced lunch, SNAP/WIC eligibility, or other assistance programs).
5. Confidentiality
   All financial information and applications will be kept confidential and reviewed only by designated board or scholarship committee members.
6. Approval Process
   - Awards are granted based on demonstrated need and available funds.
   - Submission of an application does not guarantee funding.
   - Applicants will be notified in writing of the decision.
7. Family Commitment
   - Scholarship recipients are expected to comply with attendance, rehearsal, and volunteer requirements.
   - Excessive absences or withdrawal without cause may affect future eligibility.
8. Non-Transferability
   Scholarships are non-transferable and apply only to the approved participant(s) and program.
9. Review & Amendments
   The theater reserves the right to modify scholarship guidelines at any time based on funding and program needs.

_____

_____

_____

GRANT WRITING COMMITTEE

_____

_____

_____

_____

# 13 | CALENDAR

## MAIN STAGE PRODUCTIONS, 2026-2027

***The Spitfire Grill***

September 30 - October 4, 7-11, 2026
Director: Carson Whitt
Sponsor: Jana Flury Realty

***She Loves Me***

December 2-6, 9-13, 2026
Director: Adam Wiley
Sponsor: Hatchett for Georgia

***Peter Pan and Wendy***

February 4-7, 11-14, 2027
Director: Katie Johnson
Sponsor: Wood's Mercantile

***The Hiding Place***

April 7-11, 14-18, 2027
Director: Lisa Smith
Sponsor: Compass Pest Management

***Rodgers & Hammerstein's Cinderella***

June 9-13, 16-20, 2027
Director: LeAnne Challenger
Sponsor: Duncan, Kitchens, & Rhyneer

***Death By Chocolate***

August 5-8, 12-15, 2027
Director: Chris Parker
Sponsor: Hillside Memorial

## SPECIAL EVENTS

TBA (Summer Camp)

## BOARD OF DIRECTORS MEETINGS

Meetings will be the last Monday of the month, unless otherwise directed by the President.

| | |
|---|---|
| September 23, 2026 at 6:30 pm<br>October 26, 2026 at 6:30 pm<br>November 30, 2026 at 6:30 pm<br>December 28, 2026 at 6:30 pm<br>January 25, 2027 at 6:30 pm<br>February 28, 2027 at 6:30 pm | March 29, 2027 at 6:30 pm<br>April 26, 2027 at 6:30 pm<br>May 31, 2027 at 6:30 pm<br>June 28, 2027 at 6:30 pm<br>July 26, 2027 at 6:30 pm<br>August 30, 2027 at 6:30 pm |

ANNUAL MEMBERSHIP MEETING

Due to significant time/cost and low attendance, the membership voted in 2017 to replace the in-person Annual Membership Meeting with mail-in voting (in the case of no email address available for a member) and/or online voting.

According to Article VIII, Section 3 of the By-Laws, the Annual Membership Meeting shall be conducted each August by mail or e-mail according to member contact on file. Election of new Board Members shall take place at this meeting. Additional membership meetings may be called by the Board.

WORK DAYS

_____

_____

_____

_____

_____

_____

# HABERSHAM COMMUNITY THEATER
# DIRECTOR'S MANUAL



Habersham Community Theater
1370 Washington Street
P.O. Box 846
Clarkesville, GA 30523
(706) 839-1315

www.habershamcommunitytheater.com

president@habershamcommunitytheater.com
operations@habershamcommunitytheater.com
productions@habershamcommunitytheater.com
marketing@habershamcommunitytheater.com
treasurer@habershamcommunitytheater.com
secretary@habershamcommunitytheater.com
boxoffice@habershamcommunitytheater.com
specialevents@habershamcommunitytheater.com
technical@habershamcommunitytheater.com

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# 1 | LETTER TO DIRECTORS

HABERSHAM COMMUNITY THEATER
*Create · Perform · Inspire*

1370 Washington Street
P.O. Box 846
Clarkesville, GA 30523
(706) 839-1315
www.habershamcommunitytheater.com

---

Dear Director,
Welcome!
The HCT Board of Directors is thrilled that you will be directing a production in the upcoming 2025-2026 season. This Director's Manual is provided for your information. It is hoped that this will assist you in putting on a successful production!

Listed below are persons on the Board of Directors, along with other committed volunteers, who are contacts for various aspects of productions.

**Jack Molnar (President)**
orchard16th@yahoo.com

**Adam Wiley (Vice President, Productions)**
productions@habershamcommunitytheater.com
- Scripts/Royalties
- Calendar
- Costumes/Makeup

**Rufino Pato (Vice President, Operations)**
operations@habershamcommunitytheater.com
- Maintenance
- Lobby displays

**Joshua Brackett**
treasurer@habershamcommunitytheater.com
- Expense reimbursement

**LeAnne Challenger (Vice President, Marketing)**
marketing@habershamcommunitytheater.com
- Photography
- Poster
- Playbill
- Publicity/Social Media
- Sponsorship

**Joshua Brackett**
technical@habershamcommunitytheater.com
- Technical (lighting/sound)

**Chris Bryant**
ccbryant@comcast.net
- Props

**Donald Filaski**
dfilaski@firstcleveland.com
- Scene
- Set

The HCT Board of Directors is looking forward to a successful season of bringing art in the form of live theatre to Habersham and surrounding counties!
HABERSHAM COMMUNITY THEATER has an excellent lineup for our upcoming 2025-2026 season. We have curated a diverse selection of musical and plays, which our community will thoroughly enjoy. Please contact the board members listed above if you have any questions or concerns.
Adam Wiley
*Vice President of Productions*

# 2 | CHECKLIST FOR DIRECTORS

- ☐ 1. Orientation to Habersham Community Theater
- ☐ 2. Royalty quote received from script company _____
- ☐ 3. Scripts ordered
- ☐ 4. Budget submitted
- ☐ 5. Budget approved
- ☐ 6. Production staff:
- ☐ Assistant Director _____
- ☐ Music Director _____
- ☐ Scenic Director _____
- ☐ Choreographer _____
- ☐ Set Designer _____
- ☐ Set Construction _____
- ☐ Stage Manager _____
- ☐ Properties _____
- ☐ Costume Designer_____
- ☐ Costumes _____
- ☐ Wigs_____
- ☐ Makeup _____
- ☐ Lighting Designer _____
- ☐ Lighting Technician_____
- ☐ Sound Designer_____
- ☐ Sound Technician_____
- ☐ Photographer _____
- ☐ Other _____
- ☐ 7. Marketing
  - ☐ Prior to announcing auditions, discuss poster art with Vice President of Marketing. Variations of the poster art will be used for posters, website imagery, audition alerts, eblasts, social media posts, the playbill cover, and tickets.
  - ☐ Small show posters distributed around downtown and other venues.
- ☐ 8. Auditions
  - ☐ Dates _____
  - ☐ Forms copied or electronic form created
  - ☐ Cast completed
  - ☐ Calls/emails made
- ☐ 9. Rehearsal schedule made and posted
- ☐ 10. Scripts
  - ☐ Policies explained to cast members
  - ☐ Signed out to cast members

- [ ] Scripts turned in
- [ ] Rented scripts turned in and mailed (if used)

- [ ] 11. Performance dates clarified
- [ ] 12. Policies explained to cast
  - [ ] Food and drinks
  - [ ] Environment - no drinking, smoking, vaping, or use of illegal substances
  - [ ] Ticket reservations
  - [ ] Complimentary tickets for Invited Dress Rehearsal
- [ ] 13. Publicity
  - [ ] Photographer - submit photos to Vice President of Marketing
    - [ ] Cast photos for bulletin board and publicity
    - [ ] Production photos
- [ ] 14. Playbill information provided to Vice President of Marketing four (4) weeks before production
- [ ] 15. Dressing room information provided
- [ ] 16. Safety measures made known to cast and crew
- [ ] 17. Study video planned
- [ ] 18. Costumes ready
- [ ] 19. Cast party planned
- [ ] 20. Strike completed
- [ ] 21. Expense report and copies of receipts to Treasurer
- [ ] 22. Notes of thanks

# 3 | PLAYS

## I. SAMPLE BUDGET

HABERSHAM COMMUNITY THEATER
Proposed Budget for Play
[Show Title][Show Dates]

| | | |
|---|---|---|
| INCOME | | |
| Ticket Sales (projected estimate) | $ | 14,400.00 |
| Show sponsorship | $ | 800.00 |
| TOTAL INCOME | $ | 15,200.00 |
| EXPENSES | | |
| Royalties & Scripts | $ | 1,000.00 |
| Set & Props | $ | 500.00 |
| Costumes | $ | 800.00 |
| Musicians | $ | 0.00 |
| Music/CDs | $ | 0.00 |
| Marketing | | |
| Posters | $ | 130.00 |
| Postcards | $ | 100.00 |
| Playbill | $ | 800.00 |
| Miscellaneous | $ | 300.00 |
| TOTAL EXPENSES | $ | 3,630.00 |
| TOTAL ESTIMATED PROFIT | $ | 11,570.00 |
| Deposit Returned | $ | 300.00 |
| NET ESTIMATED PROFIT | $ | 11,870.00 |

NOTE:
This is a sample budget. Items that are pertinent to a show should be added/changed/deleted.

II. SAMPLE Audition form for plays (see next page)

HCT

HABERSHAM COMMUNITY THEATER

*Create · Perform · Inspire*

NUMBER

# AUDITION FORM

NAME_____

MAILING ADDRESS_____

PHONE(S)_____

EMAIL ADDRESS_____

**STUDENTS ONLY**

HEIGHT _____ AGE _____ GRADE _____ SCHOOL _____

PARENT/GUARDIAN_____

PARENT/GUARDIAN EMAIL ADDRESS_____

**PRODUCTION:** _____

Role(s) for which you wish to be considered:

_____

_____

_____

_____

_____

Would you consider other roles? ☐ Yes ☐ No

Are you willing to play an understudy? ☐ Yes ☐ No

If you are not cast in a role in this production, would you you still like to be involved in another area of production (costumes, set, props, lighting, sound, etc.)? ☐ Yes ☐ No

**ACTING EXPERIENCE:** If needed, use the back of this paper for additional information.

_____

_____

_____

_____

_____

_____

_____

**REHEARSALS**

List any conflicts_____

_____

_____

**TECH WEEK/FINAL DRESS REHEARSAL/PERFORMANCE DATES**

List any conflicts_____

_____

_____

_____

HCT

# AUDITION FORM, Page 2

**ACTING EXPERIENCE:** Continued from page 1, if needed.

_____

_____

_____

_____

_____

_____

_____

_____

**PRODUCTION AREAS:** Would you be able/willing to work in any of the following production areas?

- ☐ Set construction
- ☐ Set painting
- ☐ Stage crew
- ☐ Props
- ☐ Costumes (sewing)
- ☐ Costumes (pressing)
- ☐ Hair
- ☐ Makeup
- ☐ Lobby display
- ☐ Lighting
- ☐ Sound
- ☐ Deliver posters
- ☐ Assist the directors
- ☐ Other

_____

_____

## VOLUNTEER WAIVER

I desire to work as a volunteer for Habersham Community Theater ("HCT"), and engage in the activities related to being a volunteer for the theater. I release and hold harmless HCT from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer work with HCT. I fully understand that HCT does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death, or property damage.

I understand that this Waiver discharges HCT from any liability or claim that I may have against the organization with respect to bodily injury, personal injury, illness, death, or property damage that may result from my participation on HCT's work site. I hereby release HCT from any claim whatsoever which arises or may arise in the future on account of any first aid treatment or other medical services that are conducted in connection with an emergency during my time with HCT. I grant HCT all right, title, and interest in any and all photographic images and video or audio recordings that are made by HCT during my work with them, including, but not limited to, any royalties, proceeds, or other benefits that are derived from such photographs or recordings.

I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the State of Georgia and in the event that any clause or provision of this Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

_____ _____

Volunteer or Parent/Guardian Signature Date

_____

Print Name of Volunteer

# 4 | MUSICALS

## I. SAMPLE BUDGET

HABERSHAM COMMUNITY THEATER
Proposed Budget for Musical
[Show Title]
[Show Dates]

| | | |
|---|---|---|
| INCOME | | |
| Ticket Sales (projected estimate) | $ | 14,400.00 |
| Show sponsorship | $ | 800.00 |
| TOTAL INCOME | $ | 15,200.00 |
| EXPENSES | | |
| Royalties & Scripts | $ | 2,500.00 |
| Set & Props | $ | 850.00 |
| Costumes | $ | 800.00 |
| Musicians | $ | 500.00 |
| Music/CDs | $ | 100.00 |
| Marketing | | |
| Posters | $ | 130.00 |
| Postcards | $ | 100.00 |
| Playbill | $ | 800.00 |
| Miscellaneous | $ | 300.00 |
| TOTAL EXPENSES | $ | 6,080.00 |
| TOTAL ESTIMATED PROFIT | $ | 9,120.00 |
| Deposit Returned | $ | 300.00 |
| NET ESTIMATED PROFIT | $ | 9,420.00 |

NOTE: This is a sample budget. Items that are pertinent to a show should be added/changed/deleted.

II. SAMPLE AUDITION FORM FOR MUSICALS (see next page)

HCT

HABERSHAM COMMUNITY THEATER

*Create · Perform · Inspire*

NUMBER

# AUDITION FORM

NAME_____

MAILING ADDRESS_____

PHONE(S)_____

EMAIL ADDRESS_____

**STUDENTS ONLY**

HEIGHT _____ AGE _____ GRADE _____ SCHOOL _____

PARENT/GUARDIAN_____

PARENT/GUARDIAN EMAIL ADDRESS_____

## PRODUCTION: _____

Role(s) for which you wish to be considered:

_____

_____

_____

Would you consider other roles? ☐ Yes ☐ No

Are you willing to play an understudy? ☐ Yes ☐ No

If you are not cast in a role in this production, would you you still like to be involved in another area of production (costumes, set, props, lighting, sound, etc.)? ☐ Yes ☐ No

## ACTING EXPERIENCE: If needed, use the back of this paper for additional information.

_____

_____

_____

_____

_____

_____

_____

## MUSICAL PRODUCTION INFORMATION

**Music Experience**: Can you read music? ☐ Yes ☐ No Singing ability: ☐ None ☐ Amateur ☐ Trained (_____ years)

Voice category: ☐ Bass ☐ Tenor ☐ Baritone ☐ Alto ☐ Soprano Skill Level: ☐ Beginner ☐ Intermediate ☐ Advanced

Instruments you play_____ Skill Level: ☐ Beginner ☐ Intermediate ☐ Advanced

**Dance/Movement Experience**: ☐ Ballet ☐ Tap ☐ Jazz ☐ Contemporary/Modern ☐ Hip-Hop ☐ Ballroom ☐ Other

Style (if other)_____ # of Years_____ Skill Level: ☐ Beginner ☐ Intermediate ☐ Advanced

Special skills: ☐ Stage combat ☐ Juggling ☐ Acrobatics ☐ Circus ☐ Cheerleading ☐ Gymnastics

Other relevant information/skills to note_____

## REHEARSALS

List any conflicts_____

## TECH WEEK/FINAL DRESS REHEARSAL/PERFORMANCE DATES

List any conflicts_____

HCT

# AUDITION FORM, Page 2

**ACTING EXPERIENCE:** Continued from page 1, if needed.

_____

_____

_____

_____

_____

_____

_____

_____

**PRODUCTION AREAS:** Would you be able/willing to work in any of the following production areas?

- ☐ Set construction
- ☐ Set painting
- ☐ Stage crew
- ☐ Props
- ☐ Costumes (sewing)
- ☐ Costumes (pressing)
- ☐ Hair
- ☐ Makeup
- ☐ Lobby display
- ☐ Lighting
- ☐ Sound
- ☐ Deliver posters
- ☐ Assist the directors
- ☐ Other

_____

_____

## VOLUNTEER WAIVER

I desire to work as a volunteer for Habersham Community Theater ("HCT"), and engage in the activities related to being a volunteer for the theater. I release and hold harmless HCT from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer work with HCT. I fully understand that HCT does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death, or property damage.

I understand that this Waiver discharges HCT from any liability or claim that I may have against the organization with respect to bodily injury, personal injury, illness, death, or property damage that may result from my participation on HCT's work site. I hereby release HCT from any claim whatsoever which arises or may arise in the future on account of any first aid treatment or other medical services that are conducted in connection with an emergency during my time with HCT. I grant HCT all right, title, and interest in any and all photographic images and video or audio recordings that are made by HCT during my work with them, including, but not limited to, any royalties, proceeds, or other benefits that are derived from such photographs or recordings.

I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the State of Georgia and in the event that any clause or provision of this Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

_____ _____

Volunteer or Parent/Guardian Signature Date

_____

Print Name of Volunteer

# 5 | SUMMARY OF HCT POLICIES

I. BUDGET

Present a budget to the Board for approval before beginning preparations for the production. This is a guideline for the Board so that they are aware of anticipated expenses.

II. SCRIPTS AND REHEARSALS

Scripts are to be marked in pencil and returned after the show. Copies of rehearsal schedule go to the President, Vice President of Productions, and each cast member, and posted in a common area such as the lobby bulletin board and dressing room.

III. PLAYBILL

Cast biographies, play information, setting/time, cast of characters, production staff, special thanks, and director's notes are to be provided to the Vice President of Marketing for the playbill 4 weeks before production.

IV. FOOD

Food or drinks in the building are to be kept to a minimum. There is a water cooler in the dressing room and a water fountain in the lobby.

V. LIGHTS

No changes are to be made in the way lights and other items are plugged into various receptacles and no changes may be made to channels in the light board.

VI. SETS

Entrances and exits to the stage doors must be kept clear. Sets should not be constructed forward of the first black curtain. Nothing may be attached to the back wall except to the boards provided. Only vinyl, water based-paint is to be used. No enamel or stains may be used on sets, etc. Stage floor may be painted. Paint must be closed, put away, and all brushes washed properly after use.

VII. MAKE-UP

Cast members must provide their own makeup unless it is for a specific character requiring special makeup or effects. Makeup is not to be shared between cast members.

VIII. ENVIRONMENT

No drinking, smoking, or vaping on the premises. Drugs and alcohol are not permitted in the building with the exception of alcohol provided by concessions during licensed productions.

## IX. SAFETY

Be aware of emergency exits. Be sure lights and any electric devices are turned off before leaving building. Be sure all doors are locked and no one is in the building. Director should address the audience and cast as to procedures of exit in the case of emergency.

## X. STRIKE

Sets are to be dismantled and all props and other equipment returned to proper storage after the show. Do not leave any screws or staples in flats. Costumes must be laundered or dry-cleaned and returned to closets. Garbage must be put in bags and in the dumpster in the loading dock area. All tape should be removed from the stage floor and the stage should be repainted black.

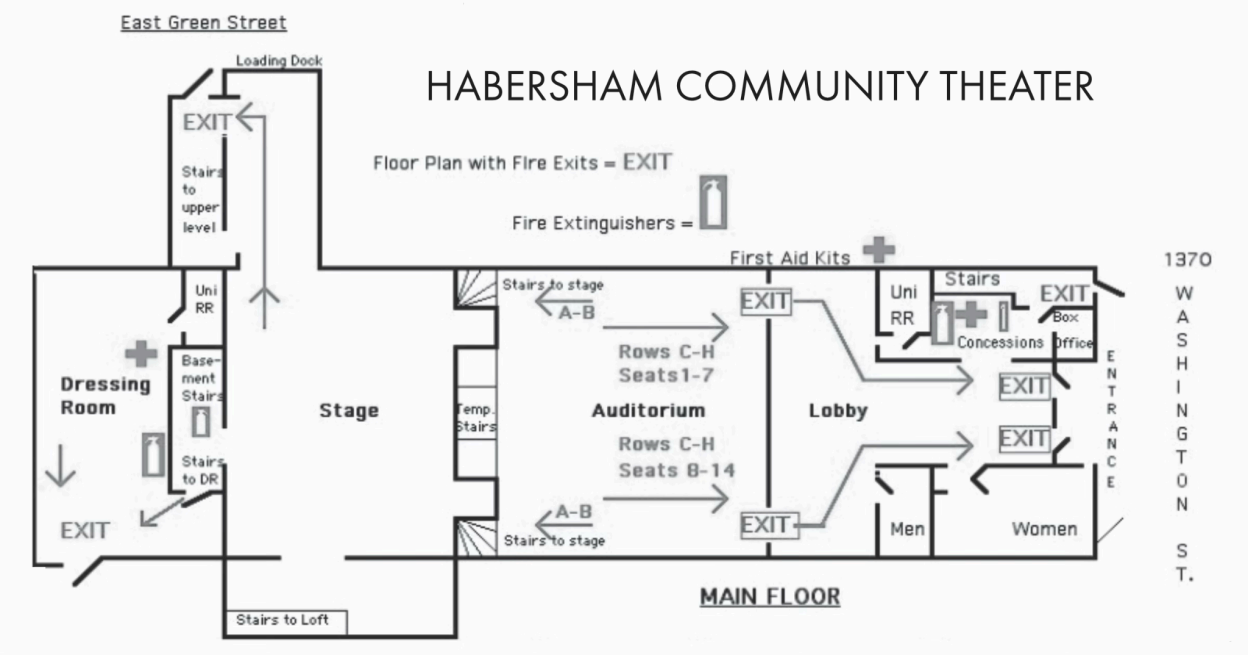
# 6 | POLICIES AND PROCEDURES

I. ARTISTIC PRODUCTION
   A. The director is responsible for the concept of the vehicle to be presented and for the artistic production of the play. The director articulates the artistic style and confers with those responsible for design and construction elements as soon as possible to achieve coordination of efforts. The director is responsible for the balance, proportion, rhythm and pace of the show, bringing all elements together.
   B. The director may call upon the Board of Directors for assistance when needed. The Vice President of Productions is a direct coordinator to be of help with any item in question. Reports of progress or problems may be presented at any regularly scheduled Board meeting or called meeting.
   C. The director must acquaint the actors with policies of the theater.

II. GENERAL INFORMATION
   A. Ushers, concession workers, and box office personnel are under the Vice President of Operations.
   B. The theater is cleaned before the first performance and between weekends of the production.
   C. Please have your cast and crew keep everything as neat as possible.
   D. Trash must be in bags and removed from the building.

III. SAFETY
   A. Be sure all doors are locked and lights are out before leaving the building.
   B. Return key(s) after the show is over, strike, and return of materials is completed.
   C. A landline phone is located in the box office. The phone number is (706) 839-1315.
   D. If strobe lights, dry ice/fog, or simulated gunshots are used during a show, a notice should be posted in the lobby, on pre-show slides, and on the ticketing platform indicating when they will be used.
   E. If candles are necessary, use fake candles.
   F. First aid kits are in the dressing room, backstage, and in the kitchen.
   G. In the event of any emergency, the director or stage manager should be prepared to address the audience with instructions.
   H. The audience must be able to exit by the side stage doors in case of an emergency.
   I. In the event that a volunteer (cast or crew) sustains a significant injury during the course of the pre-production or production of a show (whether on our premises or off), a medical release must be presented to the director in order to continue the volunteer's work on the show. The director shall forward the release to the board of directors.

IV. ENVIRONMENT
   A. Smoking or vaping in the building are not permitted.
   B. No alcohol or illegal substance is to be consumed during rehearsals or performances.
   C. No pyrotechnics or other dangerous theatrical devices are to be used.




V. PRE-PRODUCTION

A. Present a budget

1. The budget is based on the needs of the production.
2. The following are typical budget items to be included in estimating expenses:
   a) Royalties
   b) Scripts
   c) Musical scores
   d) Fees/gratuities (if any)
   e) Sets
   f) Technical needs
   g) Costumes
   h) Makeup
   i) Props
   j) Other

   *Note: Before purchases are made, existing inventories such as lumber in the warehouse storage area, theater basement, paint in the theater basement, and costumes in the upstairs storage areas should be checked. See list of contacts provided in the cover letter if needed.*

3. Script orders and royalty requests will be made by the director or the Vice President of Productions.
4. Income should be based on projected ticket sales. There are 105 seats, and ticket prices are $25 adults and $15 full-time students or children as of 2024.
5. Present the written budget to the Vice President of Productions, who will then present it to the Board of Directors for approval.
6. Work to keep costs within the approved budget.

a) Significant changes are to be approved by the Board.
b) All receipts for expenses must be given to the Treasurer within two weeks of the close of the show so that final accounting can be prepared. Contact the Treasurer if you need more information.

B. Production staff
   1. Assemble a production staff before auditions or shortly after casting. Some who audition may be interested in being on the staff.
   2. Staff Members: The director must have an assistant director. This staff member will be invaluable in helping to handle the myriad of things to be done and can carry on if the director has an emergency. Other staff should include lighting & sound designer, board operators, set design, set construction, costumes and hair/makeup assistants, stage manager, stage crew, props manager, and photographer. Some functions may be combined as necessary.

C. Staff member duties
   1. Assistant Director
      a. The Director and Assistant Director work together to coordinate all decisions, select a staff, work to keep costs within budget and on schedule, balancing artistic and financial needs, and report to the Board.
      b. The Assistant Director may coordinate financial aspects of the show.
      c. The Assistant Director may plan a time line for completion of various elements of production.
      d. Be present at rehearsals.
      e. Make notes of blocking and record any changes.
      f. The Assistant Director should work with the director to support cast and crew and help oversee maintenance of facilities.
      g. Oversee appropriate thank you notes and recognitions.
   2. Technical Staff
      a. Design lighting with director.
      b. Work lights should be used for rehearsals until need to do tech rehearsals.
      c. Set lights as designed by time planned for tech rehearsals.
      d. Designate light, sound, and special effects operators.
   3. Stage Manager
      a. Keep a script with all entrances, exits, and props marked.
      b. Plan set changes with director and crew.
      c. Ensure that actors are ready for cues and crew is making timely set changes.
      d. May be in charge of props, etc.
   4. Set Construction Crew
      a. Run set construction plans by scenic director before any sets are constructed or purchased.
      b. Check inventory of available flats and lumber, etc. and locations of storage. Use available materials, doors, etc. when possible.
      c. Work with director, set designer, and painters on appropriate set for the production. Be aware of sight lines for the audience.
      d. VP-PR can provide a list of persons who may help construct sets.
      e. Use screws for construction rather than nails. Don’t sink screws too deeply.

f. Paint is located in the basement. Use vinyl or acrylic, not enamel or stain.

5. Stage Crew
   a. Move sets, furniture, set pieces, etc. for scene changes.
   b. A crew chief may be needed for complicated changes.
   c. All crew and staff participate in strike after play is over. Check with VP-PR to see if any parts of the set need to be retained for the next production.
6. Properties Crew
   a. Help gather props for plays.
   b. Set dressing may be done by the props manager and or actors or crew .
   c. Be sure props are ready for the performance and that they are collected and stored promptly after the performance for the next evening/day.
   d. Be sure props are placed in storage areas after the production run is finished.
7. Wardrobe Mistress
   a. Plan to help for costume changes if needed.
   b. Be present for emergency repairs and pressing.
   c. See that costumes are washed/cleaned and returned after performances.
8. Makeup and Hairstyles Designer
   a. A designee may design make-up and hair styles. Some wigs are available.
   b. The designer may be present to help with make-up and hair styles or wigs during performances. For a very large show, an assistant or cast members may be needed to assist.
   c. Policies of proper use of supplies must be observed.
   d. Help clean up supplies after use. The director may wish this person to replenish supplies if they are needed.
9. Lobby Display - Director and Vice President of Operations plan.
10. Ticket Sales and Box Office - Vice Presidents of Marketing and Operations
11. Concessions and Ushers - Vice President of Operations

VI. PRODUCTION

1. Auditions

1. Audition dates will be determined by the director and Vice President of Productions according to the theatre schedule. These should be held no later than the week between the two weeks scheduled for a major production, but not held during the week before an opening.
2. Audition alerts of dates, times, and places should be posted on social media and website by the Vice President of Marketing at least a month in advance. Along with the name of show, director, time, place, and dates, include the number and gender of parts needed, and specify adults/youth/both. If auditions are for a musical, specify if actors should prepare a song and that they should be prepared with their own music.
3. Audition forms should be completed. HCT has a generic form that can be used (a copy is attached) or a separate form may be created with specifics for that show. Audition forms may also be completed online via Google Forms (created by the Vice President of Marketing). Retain forms for theater database when finished (forms should be given to the Vice President of Marketing).
4. Cast the play. Contact everyone who auditioned, offering roles or extending thanks with encouragement to audition again in the future or to be a volunteer.

5. All cast and crew members must sign a Volunteer Waiver and Volunteer Agreement. Background checks are to be performed on all cast/crew aged 18+ (form must be signed). Minors will need to provide their “Minors in Entertainment” registration number along with their date of birth and the last four digits of their social security number.
6. Information about Minors in Entertainment in Georgia is here: https://dol.georgia.gov/minors-entertainment.

1. Scripts

1. Scripts should be numbered, and actors sign out for a script.
2. Scripts and stage directions should be marked only in pencil.
3. The name of the character may be put on the cover. Actors may highlight the part for that one character if the script belongs to HCT, but not if rented.
4. All scripts are to be returned to HCT.

1. Scripts owned by HCT:

1. An actor may purchase a non-rented script for the list price.
2. If an actor should lose a script, he must reimburse HCT for the list price.

1. Rented scripts:

1. An actor may not purchase a rented script, as HCT must return all rented scripts.
2. If an actor loses a rented script, he must reimburse HCT for the amount that HCT will be charged for that loss.

3. Rehearsals

1. Make a rehearsal schedule and prepare cast list of phone numbers. Give copies to each cast member and to the President. Post copies in the dressing room, upstairs, and add to the master schedule typically located in the notebook in the kitchen.
2. If minors are cast, a parent or guardian must be present during rehearsals and performances. If the parent/guardian chooses, a release form may be signed to allow a Child Labor Coordinator (CLC) to assume responsibility for the safety and well-being of the minor while he/she is on location.
3. Minors may not be asked to rehearse or perform more than 6 consecutive days, and on school nights they must be dismissed within 12 hours of the opening of the following school day.
4. Final dress rehearsal:  Each cast member, director, stage crew, and tech crew may be given two complimentary passes to this “performance.” There are no other complimentary tickets given to cast members or staff. Members of the press may be invited and given passes to the dress rehearsal.
5. If a director wishes to provide snacks for the staff, those snacks are to be purchased by the director as a budget item. Personal drinks may be marked and stored in the refrigerator. The drinks and snacks that are in the kitchen storage and refrigerator are for concessions only.
6. In the event a rehearsal is held offsite, the director is responsible to ensure that all volunteers have transportation at the conclusion of the rehearsal. The director is the last to leave.

1. Performances

1. Dates and times of performances are set by the Board of Directors.
2. During rehearsals, all communications between backstage and technical booth will have been practiced, including cues for beginning the performance.

3. The director or designee usually welcomes the audience and gives any needed information such as special thanks, etc. This may be pre-recorded if preferred by the Director.
4. The director, stage manager, or tech chief should be prepared to give directions to audience in case an emergency requires a quick exit from the theater. Exits are posted.
5. Costumes
6. Costumes are available in the costume room upstairs as well as off-site storage. Most items may be altered or used to create another costume. HCT does not provide shoes unless special shoes are needed; cast members are asked to provide their own character shoes, jazz shoes, etc.
7. A costume plot should be planned for the production. The costume designer may also need to sew new costumes as well as adapt available costumes. Clothing may be purchased, if needed. Costumes may also be rented. The designer may need a committee to work on the costumes.
8. Cast members should rehearse in costumes several days before the show starts to check for comfort and to be sure there are no issues with the costumes.
9. Costumes should be hung in dressing room when not in use. When the show is over, they must be returned to the costume room for laundering or dry-cleaning before they are returned to the closets. Hats and accessories should be replaced.

1. Sets

1. Contact the Vice President of Productions for list of persons who will work with set construction. There are 8' flats which can be reused, flats with doors, steps, etc. Do not separate luan from frames in the flats.
2. Work with set designer, construction crew, etc. for set design. Be aware of the sight lines from the audience, the black curtains (if they need to be closed during performances) as well as appropriateness for the show. Use screws for construction.
3. Sets should be struck the last day of show or next day depending on HCT schedule. Flats, and other construction materials including lumber and screws and props should be replaced in storage. Steps, windows, flats, and door units may be kept intact. Remove all screws and staples!
4. Keep entrances and exits to the stage clear.
5. The floor of the stage may be painted as desired to coordinate with the set.

1. Technical equipment

1. Lighting and sound designs are to be prepared by Tech Chief. Board operator(s) should be persons trained in the use of theatre equipment.
2. No changes should be made in the setting of the lights or the way items are plugged in various receptacles when lighting design is being set before or during the show without permission of the Tech Chief.
3. Two sets of wireless communication devices are available. Portable phones, fog machines, microphones, and keyboard are part of available equipment.
4. Be sure to replace portables on power source and recharge devices nightly.

1. Borrowed items

1. Please return these promptly with note of thanks.
2. Put list of special thanks in the playbill.

1. Posters

1. Posters will be provided by Marketing.
1. Large posters will be placed in the windows and door fronts outside the theater.
2. Small posters are to be distributed by the cast/crew of the production to downtown businesses and other venues.
3. Playbill
1. Articles needed from the director to the Vice President of Marketing four (4) weeks before opening are:
1. Director's notes (about half a page);
2. Synopsis of scenes (typically half a page. For musicals, one page may be needed);
3. Cast of characters;
4. Bios of cast members;
5. Production staff;
6. Special thanks, if any.
1. The Playbill cover is usually the same artwork (or variation) used for the poster.
2. The Vice President of Marketing will send the playbill to the printer fourteen (14) days before the show.
1. Makeup
1. Each actor is expected to bring their own makeup. If there are special makeup requirements, HCT will provide makeup.
2. Items such as hairspray, hair color spray, face cleaners, witch hazel, tissues, safety pins, bobby pins, and hair nets will be provided.
3. Makeup needs should be established early so that any special purchases may be made and designs completed. After lights are set, a trial makeup session should be done to check the makeup in the stage lights.
1. Dressing Room
1. A first aid kit and a fire extinguisher are present. The fire exit door is marked with a sign.
2. This room should be kept clean and neat, with clothes hung, etc. Makeup area should be left clean and straightened.
3. The director or assistant director should check supplies in the dressing room (i.e. toilet paper, hand soap, etc.) and replenish items as needed.
4. No props, furniture, costumes, accessories, hats, or building supplies are to be stored in the dressing room. This area is for the cast only.
1. Lobby Display
1. Confer with the Vice President of Operations / House Committee regarding themes for the lobby display. If possible, displays should feel immersive
2. There is a $150 budget per show for lobby displays.
1. VII.POST-PRODUCTION
1. Return all borrowed items.
2. Return costumes to the costume room for laundering or dry-cleaning.
3. Ensure cast takes all personal items from the dressing room.
4. Remove tape from the stage floor and repaint it with black paint.

HABERSHAM COMMUNITY THEATER
*Create · Perform · Inspire*

EXPENSE FORM

DATE:_____
NAME OF DIRECTOR: _____
ADDRESS: _____
PHONE NUMBER: _____

| Date | Item Description | Production Code (see below) | Total Amount |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Total Expenses | |

_____ _____
Director's Signature Board Approval
If over $250, must have Board approval.

All expenses must be submitted to the Treasurer within 2 weeks of the close of the production.
Production codes: Royalties, Scripts, Costumes, Set, Miscellaneous