

MONTOUR FOUNDATION FOR THE PERFORMING ARTS

SERVING THE STUDENTS OF THE MONTOUR SCHOOL DISTRICT

*****PROGRAM/PHOTOGRAPHY COMMITTEE*****

Purpose: *This committee plans and produces the program for the musical. It collects all program ads, creates, designs, and arranges for printing of the program. It prepares Program Book Ad Sales Packets which are handed out in early December. This committee is also responsible for taking all needed photographs for the Program Book. These photos are also displayed during performances and on our website.*

Membership: *This committee has typically been done by one or two people, but there may be ways to divide the work among as many as 5 to 7 people. We strongly recommend that digital photography be used for this. These are the distinct duties of this committee which may be split up as the chairperson sees fit:*

1. *Printer Liaison*
2. *Program Ad Campaign Coordinator*
3. *Program Assembly (bulk of work is here)*
4. *Copywriter*
5. *Cover Designer*
6. *Photography Liaison*
7. *Proofreaders*

Time frame: *Preparation begins as soon as the musical is chosen. In late November, Program Ad Sales Packets should be prepared for distribution at the December meeting. Bids for printing should be negotiated by December or January so that you can determine a deadline. Start taking photographs of seniors for the senior bio portion of the program, along with candid shots at practices*

Budget: *Any expenditure over the budgeted amount for your committee must be approved by the MFPA Board.*

Duties:

1. Printer Liaison to develop the specs for the Program and request bids for several printers, select the printer, and work with them to set submission dates, etc. Work with the MFPA Board to determine how many Program Books should be ordered.
2. Program Ad Coordinator to manage the ad sales campaign.
3. Photography Liaison to take pictures of all senior members of the cast and crew for use with the senior bio section of the Program. Candid shots should be taken at practices for use on display at the performances, in the Program, and on the website.
4. Program Assembly – this person(s) is responsible for organizing all of the content and actually building the Program Book on computer software (check with the printer to verify compatibility of software).

5. Copywriter to prepare the content for the front on the Program which contains information such as: Synopsis, Acts & Scenes and who is in them, listing of Cast, Crew, Orchestra, Staff, Committees, as well as lead, senior, and staff bios, etc.
6. Cover Designer (self explanatory) – requires graphics skills.
7. One or two proofreaders who are absolute sticklers for proper spelling and grammar.
8. Lastly, someone (maybe the Program Chairperson or the Printer Liaison) must arrange with the printer to receive (or pick up) the Programs and store them at their house until needed. Delivery should be arranged up to one week in advance to make sure they are available on time. Special care must be taken to not store them anywhere that people could get into before the performance. Just prior to each performance, enough programs should be brought to the back of the auditorium and placed inside the doors on each side. Extras should be available, but locked up. After each performance, leftover Programs should be picked up and recycled if possible, and stored away in the ticket room until the next performance.