

MADRONA INTEGRATED TEAM MADRONA CHILDREN'S THEATRE GUIDELINES

The Madrona Children's Theatre is an organization operating within the Madrona Integrated Team, a Washington State registered not-for-profit Corporation, recognized under U.S. Internal Revenue code 501c3. In order to ensure compliance with State and Federal law regulating non-profits, the following guidelines have been established. Any revision of these guidelines must be approved by a majority of the membership of the Theatre Administration Board.

The following guidelines will apply:

THEATRE ADMINISTRATION BOARD MEMBERS (TAB)

TAB is made up of:

1. Producers
2. MCT Treasurer
3. 4 MCT parents at large (one to be TAB chair to be appointed by TAB team)
4. MIT Treasurer or voting executive board member who can speak on behalf of MIT and finances
5. MIT parent at large (appointed bi-annually by the MIT chair)
6. DHH Rep – parent or faculty
7. Faculty and/or administrative staff representative

NOTE: TAB members must be current members of MIT

Appointment on to TAB

1. Producers – appointed to TAB once selected
2. MCT Treasurer- appointed to TAB once selected
3. MCT Parents at large – serve two year terms, staggered
 - TAB will ask for volunteers wishing to be nominated in September
 - Voted on by current TAB members
 - All MCT parents are eligible after two years with MCT
 - Two must be in department head roles or will be one for the upcoming season
 - TAB members can serve more than one term
4. MIT Treasurer – appointed upon election to MIT
5. MIT parent at large – appointed bi-annually (in September) by the MIT chair
6. DHH Rep – If parent then serves two year term.
7. Faculty or administrative staff representative(s) – appointed by Madrona principal and can represent MCT with any school related issues and vice versa

Revised Oct 2019

- TAB Board will meet a minimum of 3x during the year. Once in Sept/ Dec/ April. Dates will be agreed upon at the beginning of the school year. The Producers may schedule an additional meeting if necessary.
- The Producer will delegate to a TAB member the job of taking the “minutes” to the TAB meetings, this person will type them up and send them out to all TAB.
- The Producer will make sure that the Principal has a copy of the minutes and current guidelines in her book.
- TAB members must be current members of MIT.
- The Producer(s) will act as the nominating committee for new TAB members as old members leave. TAB will vote on the nominees at the next meeting.
- The Principal of Madrona is responsible for keeping copies of the most current Guidelines and minutes of the meeting.

DIRECTOR (NOTE – need to compare against job description)

- The TAB will responsible for hiring the Director for the MCT productions.
- The TAB will approve by a vote the stipend amount for this position at the same time the current show’s budget is approved.
- The Director must be over 21 years of age.
- The Director must submit to a Washington state background check.
- TAB members may not apply for a Director, Musical Director or Choreographer position.
- The Producer will manage any issues with the Director or any issues the Director may have. If the two are not able to resolve any issues the final decision(s) will be made by TAB.
- The Director is responsible for hiring musical director, and other roles needed. Appointments must be approved by TAB.

PRODUCER(S)

Selection of Producers

- Eligibility
 - MIT parent and 2 years of MCT experience
- Position Selection/ Advertising Process
 - Position is posted via standard Madrona communication (MCT newsletter, Bear Facts, notes from the office, Facebook) and wrap up email from MCT at the end of the production process in readiness for the following year.
 - TAB will execute approval/ voting process
- The TAB will approve Producer(s) to represent its interests in each year’s MCT production.
- The Producer(s) will coordinate the Director hiring process for the TAB.
- The Producer(s) will bring to the TAB for approval the year’s proposed MCT production.
- The Treasurer, with the support of the Director and Producer(s), will be responsible for establishing the MCT Budget.

- The MCT Treasurer(s) will bring the proposed budget to the TAB for approval.
- The Producer/ Treasurer(s) will work with the MIT Treasurer and Assistant Treasurer to manage the day to day income and expenses and to ensure that any paid or unpaid members of the MCT production do not spend more than budgeted.
- The Producer(s) will keep schedules clear and communicated with Madrona Staff.
- The Producer(s) will book and schedule the needed space for rehearsals and performances and meetings.
- The Treasurer(s) will ensure that MIT income and expense forms are utilized and that proper receipts and paperwork accompany all transactions so that a financial record can be maintained for the IRS.
- The Producer(s) will liaise with the teacher representative(s) with regard to student academic concerns and/or Study Club.

PROCESS OF SELECTING THE DIRECTOR

- The process of selecting a Director will begin at the close of the current play to be completed by the beginning of the next school year.
- The Director from the previous year will be given first choice of directing the current year's production providing that there are no concerns or problems related to the individual brought to the attention of the TAB. The director will make the decision to stay or not, in writing to the Producer(s) and TAB, June 1, No communication is an automatic "NO". After a Director has completed two (2) consecutive productions, TAB must interview potential directors for the next year. This does not exclude the previous director but opens the opportunity up for others to interview.
- If the current year's director is not interested in directing for the next year, the Producer(s) will advertise for potential Directors. This process will begin on or before June 1.
- Requests to be considered for the director's position will be made within the Madrona community first and then with outside agencies.
- TAB will review applicants' letters of interest and resumes.
- TAB will interview and hire the most appropriate candidates, as determined by the criteria for selection outlined in the hiring packets sent to each candidate.
- The Music Director, Choreographer and rest of Creative Team will be hired by the Director and Producer using the criteria set forward by the TAB.
- If we don't receive confirmation from the Director to return for the approved second production, the position will become open June 1.

MCT BUDGET

- The MIT Treasurer or MIT Assistant Treasurer may not have any family relationship to persons receiving a stipend.
- The TAB will prepare the MCT budget and bring it to a Fall MIT Meeting for voted approval.
- All MCT Budget line items should be listed.
- All items \$500 or more must be approved at the time the budget is approved.

- Any item outside the MCT Budget over \$250 requires TAB approval before purchase. This approval may be done via email for sake of urgency.
- The total of artistic team stipends should never exceed 1/3 of the total budget for that year's show.
- MCT Producer representative will track expenses and revenues in Quickbooks on MCT Laptop and meet with MIT Treasurer regularly to compare records and ensure accuracy on both sides.
- MCT Treasurer will prepare reimbursement requests with receipts and retain copies for record. They will be disbursed by the MIT Treasurer or Assistant Treasurer according to MIT guidelines.
- Each Department Head is responsible for keeping an ongoing financial record of their expenses and must stay within assigned budget.
 - If a department head has expenditures over approved budget they must submit request to revise budget to TAB for approval before expenditure is made.
 - Each Department Head must keep copies of all receipts submitted for reimbursement.
 - Department Heads will fill out MCT Reimbursement Request Form and turn in with receipts to the MCT mailbox in the office or designated box at rehearsal.
- All income deposits will be prepared by MCT Producer representative. Copies and deposit detail will be submitted timely to MIT Treasurer.

Stipends – Voting TAB members may not receive stipends

- Stipends will be given to:
 - Director
 - Assistant Director
 - Music Director
 - Assistant Music Director
 - Choreographer
 - Stage Manager
 - Site Coordinators (this position is required by MLTHS)
 - Orchestra (professional musicians as designated by the Musical Director)
- Conditions for stipends
 - Members of creative team cannot be members of MIT unless voted on by and approved by TAB
 - Stipends amounts will be set and approved by TAB and MIT annually and before the production begins within the overall budget approval process
 - Changes to stipends mid-year must be approved by TAB vote and MIT executive board vote and recorded in meeting minutes

THE MUSICAL PRODUCTION

- TAB must approve any MCT production before auditions begin.

- No one with any family ties to the possible lead cast will have any influence over casting decisions.
- The production must be child centered giving the greatest number of students the opportunities to participate.
- Madrona alumni may not be in the acting cast, but may help in other volunteer capacities.
- All Edmonds School Board Policies regarding student participation in extracurricular activities must be followed.
- The MCT will involve the following members of the Madrona community: Intermediate students, Deaf and Hard of Hearing (DHH) students, Middle School students, and the Madrona staff.

TICKET GUIDELINES

The Department head will be responsible for setting 4 dates of distribution and publicize the appropriate dates to the necessary people.

- **Date one:** Distribution of tickets to Directors, Choreographer, Stage manager. Ticket sales to Producer(s)
- **Date two:** Tickets sales to Department heads
- **Date three:** Ticket sales to actor's families
- **Date four:** The first day of sales to general public

Tickets will be sold/given in the following order:

- **Director:** Receives 12 complimentary tickets and can purchase up to 9 additional tickets for a total of 21 tickets
- **Music Director(s):** Receives 6 complimentary tickets and can purchase up to 9 additional tickets for a total of 15 tickets
- **Assistant Director:** Receives 6 complimentary tickets and can purchase up to 9 additional tickets for a total of 15 tickets
- **Stage Manager:** Receives 6 complimentary tickets and can purchase up to 9 additional tickets for a total of 15 tickets.
- **Choreographer:** Receives 6 complimentary tickets and can purchase up to 9 additional tickets for a total of 15 tickets
- **Producer(s):** Receives 4 complimentary tickets and can purchase up to 11 additional tickets for a total of 15 tickets
- **Department heads:** Can purchase up to 15 in initial sales
- **Families of actors:** Can purchase up to 15 tickets
- **General public:** Prepaid tickets will cost less than door sales to encourage pre-sales. No limit on tickets bought by individuals.
- **The purpose of the Ticket Guidelines listed above** are to ensure fair ticket availability for the Madrona Community at large, early in the sales process. This allows MCT to expose our younger students and their families

to MCT productions with the hope to continue excitement and student participation in the future.

WILL- CALL TICKETS AT THE DOOR

It is important that we meet the mission statement and fill the house in order to provide the young actors the full theatre experience. Therefore, the following will apply:

- **Unpaid tickets:** Will-call tickets will be held for up to 35 minutes after curtain goes up. Then they will be sold to people waiting.
- **Pre-sold tickets on hold:** Paid tickets at will-call will be available to purchase after all unpaid tickets are sold. This becomes relevant 35 minutes after curtain goes up.

Candy Grams

Actor expenses/participation fees

- Increased in 2019 in order to reflect increasing costs occurred by MCT. \$150 first student, \$75 sibling, \$50 Stage crew.

Fundraising efforts

Volunteer requirements

Succession planning

- Plan to license the next year's production at the wrap up meeting in April.