

## Artistic Committee

Purpose: To establish a method for the Artistic Committee (which includes the VP Productions) to relay to the Board their recommendations for plays and directors. Recommendations should be emailed from the AC chair to the Board liaison. The email should contain:

1. A Copy of the play so the board can read it in order to vote
2. A List of recommended:
  - a. Director
  - b. Slot
  - c. Critical Roles
  - d. Other concerns, if any
  - e. AC liaison name and contact
3. A paragraph summarizing why the AC thinks this play would be a good choice
4. The AC chair will then send an email to the director to let them know that their play has been sent to the Board for approval, and given a liaison if they haven't already
5. Plays should be sent into the Board as they are chosen, and preferably in chronological order. The goal is to have at least 18 months to properly market the productions (as per our marketing firm). They do not need to be submitted as a season, as reading 4 plays in one month is not viable for the Board.
6. After the Board has approved the play, the President will then send an email to the Director, and CC the VP Productions, AC Chair and AC Liaison, letting them know that the play was approved and to schedule a presentation with the Board. They will also be offered assistance to fill the critical positions at that time.

This process will be similar for workshops:

1. Once a workshop has been selected, with a time and instructor, the AC chair will send an email to the Board liaison detailing the specifics. This should include space and resource requirements, personnel requirements, duration of workshop, how many participants maximum/minimum, any concerns they have and a general outline.
2. When it is passed by the Board, the President will then email the instructor, and CC the VP Productions, AC Chair, and AC liaison.

The Artistic Committee should be prepared to have alternatives to the presented shows/directors in case they are not passed by the Board, the rights are not available, or the show cannot be cast/crewed.