

YFE Theatrical Productions, INC.

Mailing Address

63 Smith St., Quincy, MA 02169

Rehearsal/Performing Address:

123 High Street, Dedham, MA 02026

AGREEMENT FOR DIRECTORS

The following is a list of duties and responsibilities of the director. These duties are to be performed in conjunction with your volunteer staff and the YFE Producer. Remember that by working together and keeping the lines of communication open, the show will have a good foundation to build on.

Director's Responsibilities

- Designing or approval of Stage Set.
- Building or supervising of Set Construction
- Building or supervising of Costume Designer/ Costumes
 - *Your producer is your resource to help find volunteer talent to accomplish the above, but your vision drives the show, and your invaluable input will be required in the creation of any sets and costumes.*
- Supervising of Stage Manager – Properties, lighting cues, etc.
 - *Your producer is willing to help find an SM for your production, but the director must also help in the search.*
- Blocking and Running of all Rehearsals, including creating a schedule for said production based on the approved rehearsals and rehearsal times.

The director shall conduct a minimum of two (2) open auditions with possible call back audition. The director shall not cast himself/herself or their producer(s) in the show ***unless necessary and as a last resort and with the approval of the Producer.***

Pre-rehearsal duties —

- Work with the Producer on publicity as needed beyond a general press release; in-house (YFE) resources; and those materials that must be purchased. Any monies needed that are more than Board-approved set construction.
1. Discuss the pre-approved budget with the Producer and agree not to go over budget in the creation of this show. Or by requesting any budget increases only with the approval of the Producer as needed.

Rehearsal duties — The following duties may be performed with/through your stage manager.

1. Adhere to the schedule approved by yourself and the producer.
2. Record all blocking notes.
3. Begin and end all rehearsals on time. Many of our actors come from out of town and expect a timely start and end to a rehearsals.
4. If late or cannot make a rehearsal, the Director must inform the Producer in a timely manner. The Stage Manager may/can run the rehearsal in the Director's absence.

Post-show duties — The following duties should be completed within one (1) week after the closing date of the show, unless prior approval for an extension is received from the Board.

- Collect at least one script for YFE’s Records
- Return any keys of the rented building(s) to the Producer.
- Send the Producer all the receipts of whatever set, props and costume items that were purchased for the show. Director will receive reimbursement via Venmo or Visa Gift Card within 30 days of the final performance.
- Yellow Fun Entertainment, the official sponsor of YFE Theatrical Productions will reimburse receipts based on the approved budget. The Director will not be reimbursed for any costs which go above the approved budget without prior agreement.

Agreement for Directors’ Signature Page

I have received a copy of the YFE’s Contract for Directors, and I have read its contents. I understand that the details of this contract may from time-to-time be amended, modified, or discontinued at the discretion of YFE Theatrical Productions, INC. As a Director, I agree to conform to the policies, rules, and procedures outlined in the Agreement.

Date _____

Director’s Printed Name _____

Director’s Signature _____

Producer’s Printed Name Josef E. Silvia

Producer’s Signature _____