

## **DRP PROMOTIONS DIRECTOR's CONTRACT**

The following represents a contract between The Del Rey Players Theatre Company (hereafter known as DRP) and the DRP BOARD MEMBER.

FIRST: The BOARD MEMBER understands that financial remuneration will be limited to the financial award given to the student and the DRP budget. DRP holds no responsibility for any emotional or physical injuries caused to the BOARD MEMBER during his or her involvement in DRP. In holding this position, the BOARD MEMBER is a lifetime member of DRP and will receive a complimentary ticket to future productions.

SECOND: The BOARD MEMBER understands that s/he is expected to assist in painting and scenic construction, costume construction and buying, prop buying, cleaning, strike, publicizing, or any other aspect of a theater company. Any items purchased for the production by the BOARD MEMBER requires clearance from the production team. Financial reimbursement for the BOARD MEMBER must be agreed upon before the item is purchased. Reimbursement shall not exceed the budgeted amount. The BOARD MEMBER will keep detailed records of the receipts and all funds spent.

THIRD: The BOARD MEMBER is to attend any day that requires the BOARD MEMBER present. S/he is to be on time and mentally alert. All plans, final designs, products, and responsibilities shall be completed by the deadlines set forth on the production calendar and at meetings.

General responsibilities of all BOARD MEMBERS include but are not limited to:

- Reading all submissions and deliberating and voting on the upcoming DRP season
- Attendance at weekly Board Meetings (during convocation hour)
- Attendance at build days (4 per production)
- Preparing the theater for the audience after the final dress rehearsal, the night before opening night of each production
- Working the strike on closing night of each production
- Attending Club Fest
- Attending and leading general meetings
- Working performances as House Manager when necessary
- Publicizing and working All-you-can-eat fundraisers
- Working DRP events (Masquerade Ball, 24-Hour Play, Educating the Artist Series, etc.)
- Aiding in distributing publicity materials
- Preparing, setting up, and working the Annual DRP Cabaret Awards

Specific responsibilities of each BOARD MEMBER is defined by his/her position on board, which include but are not limited to:

PROMOTIONS DIRECTOR(S):

- In charge of programs, flyers, and messages to the members of the company
- Advertises auditions for each production in conjunction with the director
- Ensures that publicity materials are complete and submitted to the Board for approval and proof-reading before copying and distribution
- Is responsible for copying publicity materials with a reasonable amount time for distribution

- Ensures that all publicity information is distributed on time
- Emails Judith Royer at jroyer@earthlink.net with DRP news for inclusion in “This Week”
- Reserves publicity space with SLD (display cases, Seaver wall, etc)
- In charge of creating and maintaining the display case outside of the Del Rey Theater
- Turns in 10 flyers to SLD in Malone
- Manages the DRP facebook group
- Manages the delreyplayerslmu@yahoo.com e-mail address
- Keeps up-to-date mailing lists for information to members and interested students
- Works with the director to find a showboard designer and oversees its completion
- Works with the director to find a poster designer and oversees its completion
- The creation, printing, and distribution of posters and fliers for all events
- The creation and printing of programs to distribute at performances
- Creates press releases for the on- and off-campus media
- Contacts the A&E Editor of the Loyolan regarding a preview in the paper (and gives correct information regarding the spelling of names and titles)
- Ensures that promotional material is correct and distributed on a deadline
  - Posters Finished to be Proofread: e-mail copy due three Fridays (at least 16 days) before opening night to the Artistic Director
  - Posters Completed: due to the Artistic Director two Tuesdays (at least 14 days) before opening night.
    - 100 posters brought to the Board Meeting, an additional 100 posters to leave in the theatre for the cast to distribute.
  - Program Finished to be Proofread: e-mail copy due to the Artistic Director the Friday (at least 5 days) before opening night
  - Programs Sent to Printers: due the Monday (at least 2 days) before opening night
- Performs any other duties required of him/her by the organization.

FOURTH: DRP and LMU have a zero tolerance policy regarding drug use and alcohol consumption. Under no circumstances is the BOARD MEMBER to partake in any substance use while at a DRP function, including but not limited to rehearsals, build days, Cabaret Awards, or simply being inside North Hall.

FIFTH: DRP and LMU have a zero tolerance policy regarding sexual harassment and discrimination. If a problem arises attention must be brought immediately to the DRP Staff Advisor. Nudity is prohibited in all DRP productions.

SIXTH: The BOARD MEMBER must work in accordance with the other BOARD MEMBERS as well as the production team, cast, and crew members of DRP productions. The Board of Directors has final say over the logistical aspects of the design and the budget (as opposed to the artistic aspects of a design).

SEVENTH: DRP will have the use of the BOARD MEMBER's name, professional biography, and likeness for use in all forms of media including but not limited to newspapers, film, television, print ads for fundraising or publicity. This clause will continue to remain in effect even if this agreement is terminated for any reason by any party. The BOARD MEMBER agrees to allow DRP to videotape any rehearsals or performances in part or in full for DRP archives or to be used in promoting the production and DRP. DRP will not use these videotapes for any other purposes other than archival or promotional.

EIGHTH: This contract may be revised or revoked by the BOARD MEMBER only with the permission of the Artistic Director and the DRP Staff Advisor. The reason(s) for requesting revision or revocation must be put in writing by the BOARD MEMBER. DRP may revoke this contract immediately if paragraph(s) 3, 4, or 5 are not adhered to by the BOARD MEMBER. If the BOARD MEMBER fails to perform any of his/her duties as described in the provisions of this contract, the BOARD MEMBER will receive one written, documented warning of his/her possible termination. If non-compliance by the BOARD MEMBER continues, the Artistic Director and the Board of Directors will remove the BOARD MEMBER from his/her position.

This contract is a working document, and DRP reserves the right to add and/or alter provisions of this contract in consultation with the BOARD MEMBER.

I HAVE READ AND UNDERSTAND THE ABOVE CONTRACT. I CERTIFY THAT I AM OF LEGAL AGE AND WILLINGLY CONSENT TO ENTER INTO THIS CONTRACT.

**BOARD MEMBER**

NAME (printed) \_\_\_\_\_ Date: \_\_\_\_\_

SIGNED \_\_\_\_\_

**DRP Staff Advisor**

NAME (printed) \_\_\_\_\_ Date: \_\_\_\_\_

SIGNED \_\_\_\_\_