

# PLAY READING COMMITTEE POLICY

## HIGHLIGHTS

- The committee is chaired by the First VP.
- The committee consists of a minimum of 3 LLT members selected by the First VP and approved by the Board. The Production Manager will automatically be a member of the committee.
- The committee starts meeting after the beginning of the current season.
- PRC asks entire mailing list what they would like to see and/or direct.
- If a director submits a play for a season then, if chosen, they will direct it. Ownership of the play is for one season only. Plays must be re-submitted for future seasons.
- If a play not submitted by a director is selected, then a solicitation of interest is sent to the entire mailing list. A copy of the play(s) is sent to those qualified directors who express an interest in directing it. If two or more directors express an interest in the play, the First VP will contact them and inform them, and request that each prepare a presentation of their vision for the play. The First VP will make a recommendation to the board for approval. A director may opt to withdraw his/her name or accept the decision of the board regarding the director selection for said play.

## DATES & PROCESS

In response to requests from the membership, the board has defined the following process for the selection of plays and directors at LLT.

1. Mid-June	First VP emails the general mailing list soliciting PRC volunteers. PRC members must be, or become, a member to serve.
2. July Board Meeting	First VP selects PRC members, and submits these names to the board for approval.
3. Post July Board Meeting	<p>First VP emails the general mailing list requesting submission of plays, with a deadline for submission of August 15. The request must include the following wording:</p> <p>“If you wish to be considered as a director for a play in the next season, please identify yourself as such when you submit a play or musical you wish to direct.</p> <p>You may submit up to three plays. Plays other than those submitted by a director will also be considered in the selection process by the PRC.</p> <p>To be considered to direct at LLT you must state that you meet LLT’s qualifications: you have been a director or assistant director for a main stage production at LLT; or, you have a verifiable resume of directing accomplishments elsewhere.</p> <p>Your ownership of a submitted play ends at the end of the season for which it was submitted, or at the discretion of the Board, whichever occurs first. If your play is not selected, you may formally resubmit the play at the request for submissions for subsequent seasons.”</p>
	<p>First VP to acknowledge each submission.</p> <p>If two or more directors submit the same play, First VP will contact them and inform them. A director may opt to withdraw his/her submission and submit a different play or accept the decision of the board regarding the director selection for said play.</p>

4. September 1	PRC starts reading and evaluating plays, using an evaluation form to aid in selection.
5. December Board Meeting	First VP presents the PRC's preliminary list of recommended plays, not to exceed 10 plays, to the board, and solicits feedback from the board.
6. January Board Meeting	First VP presents the PRC's final recommendation to the board for approval.
7. Post January Board Meeting	<p>First VP applies for production rights to the selected plays.</p> <p>Should there be a play selected for which there is no director assignment (an unassigned play), the First VP emails all directors in our database soliciting interest in directing it. This email will include the language of the original submission request, as shown in section 3 above.</p> <p>If two or more directors express an interest in the unassigned play, the First VP will request that each prepare a presentation of their vision for the play. The First VP may select one or none of the presenting directors. In this case, or if no director expresses interest in the unassigned play, the First VP may select another play, from the list of submissions or from other sources, at his/her discretion.</p> <p>The First VP will make a final recommendation to the board for approval.</p>
February Board Meeting	Board approves the final selection of plays.
Post February Board Meeting	First VP will advise licensing company of any rights granted, but no longer required due to non-selection of the play by the Board.
AGM (3 <sup>rd</sup> Wednesday March)	Slate of plays and directors is presented to members.