

SLCT Play Reading Policy and Process

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Introduction

This document describes the responsibilities of the Play Reading Committee of Sun Lakes Community Theatre.

Purpose of This Committee

The purpose of the Play Reading Committee is to review scripts. Scripts that are reviewed are placed on our Play List on the website, indicating whether it was approved, and ultimately produced by the club, or rejected.

Membership

- The membership of the PRC committee consists of **seven (7) members** of SLCT and a non-voting board liaison member.
- Each member serves a three-year term. Prior members who wish to continue may do so if there is an available position.
- Members who replace a member who has resigned from the committee will serve the remainder of the term and may continue serving another term if the remainder of the previous term was less than one year.
- New members of the committee are recruits or volunteers from the general membership.
- Members cannot be Board of Director members.
- Members of the committee should represent the various areas of play production, e.g., directing, acting, set design/construction, publicity, etc.

Budget

The committee is authorized to spend up to \$100 per year on copies and script reimbursements.

- One copy of the reviewed script will be the property of the committee
- * Directors will be reimbursed for up to 2 scripts

Committee Chair

The members of the committee must select a chairperson who:

- Provides copies of the script

- Conducts the meetings of the committee
- Establishes the deadline for completing the review of a play
- Ensures that every member of the committee has read and reviewed submitted plays by the deadline
- Contacts Directors if their attendance is required
- Reports the results of the committee's review to the Board.
- Ensures the results are placed on the Play List on the web site.
- Authorizes any expenditures by the committee

Guidelines for Evaluating and Reviewing Scripts

- A play submitted by a director for approval by the Play Reading Committee (PRC) must adhere to all copyright laws. Deviations from copyrighted scripts, including substantive changes, play snippets and videotaping, must have written approval of the author and/or the publisher, and that written permission must be submitted to the PRC prior to the beginning of rehearsals. Failure to adhere to the above will constitute a copyright infringement and may subject SLCT to significant financial liabilities.
- A play selected by a director that has not been performed by SLCT will require PRC approval.
- Plays listed on the SLCT website ("Past Productions") as having been performed in the past will not require a PRC approval.
- Play subject matter should be appropriate for Sun Lakes audiences with an approximate production run time not to exceed two hours (not including intermission).
- A director who submits a play to the PRC for a final approval and is rejected has the right to petition the BOD.
- The PRC will forward the list of approved plays and the directors who have submitted them to the BOD.

NOTE: It is neither the intention nor desire of the Play Reading Committee to impose restrictions that interfere with a director's creativity, but rather to protect SLCT from copyright infringement and financial liability. We rely upon the integrity and discretion of a director to stay within the copyright parameters set forth by the publisher and to seek written permission from the author/publisher when necessary. Also, the current play list on the SLCT website will remain as a resource list and be considered as a library and NOT as an approved play list. **THE ONLY APPROVED PLAYS ARE THOSE THAT APPEAR AS "PAST PRODUCTIONS"**.

Play Reading Requirements

- Material submitted must be from a member who is a Director for SLCT.
- Director should provide PRC an original script for our files if it is performed. Perusal copies paid for by SLCT should be retained by PRC.
- Dates that plays have been approved will be recorded. Plays approved longer **ago** than 10 years old, must be re-submitted to the PRC.

Play Reading Process

1. Play Reading Chair Receives Script
2. Play Reading Chair distributes 4 Copies to Committee Members with deadline for written review. A list of PRC committee members will be attached in order to aid in circulation.
3. The original script will be returned to the Director
4. Committee Members, using the SLCT guidelines as, will write an evaluation to be turned in to the chair stating reasons for acceptance or rejection.
5. A meeting may be called to discuss the script if necessary.
6. If there are concerns the Director will be invited to answer questions
7. If approved by **five (5)** votes, the chair will send approval to the Board and Directors.
8. If not approved by **five (5)** votes the chair will return the play to the director for changes and reasons for the rejection..
9. The Director will not re-write or add to the play in such a way that it changes the author's intent.
10. If Issues are resolved, send approval with resolution to Director and Board and Update Approved Playlist
11. The Director may appeal the decision to the Board.
12. The Play Reading Chair will produce a response by the deadline established. The Director will receive: the original copy of the play submitted, the 3 copies and all reviews.