

# TADS Directors Guidelines

*. . . with respect to play-selection and show planning . . .*  
July 2007

- The directors will form the core play selection committee of TADS and should make every effort to attend all such meetings. A 'leader' should be elected, from this core.
- Membership of this group is flexible and other members of TADS are encouraged to attend the meetings and to become part of the play selection process. Please let the host know if you are planning to attend.
- The 'leader' is responsible for calling meetings at necessary intervals.
- Any meetings should be minuted, and a copy of the minutes, and any suggestions made, passed to the TADS committee for ratification.
- A member of the TADS committee should be present at these meetings, provided enough notice is given.
- Any problems must be reported to the TADS committee as soon as possible.
- The directors and play slots should be assigned at least three productions in advance wherever possible. TADS secretary will continue to book venue dates up to 2 years in advance.

## **Show Finances**

Financial estimates of play costing must be recorded on the form provided by the treasurer, and submitted to the treasurer before casting/rehearsals take place.

Any major purchases, or those that occur after the form has been submitted, must be checked with the TADS committee before purchases take place.

The TADS committee members will expedite any such business speedily.

## **Production**

A production meeting should take place before rehearsals begin, to ensure that all main jobs and requirements are covered. If key positions: i.e. Set building, technical jobs or costumes, etc., are not filled - rehearsals should not go ahead until they are.

All members of cast and crew must be committed to adequate rehearsals/meetings and to full attendance over the whole show week.

## **Director's Pack**

A director's information pack will be made available and issued to the lead-director, by the secretary, at the start of each new production (and returned afterwards). That director will hold this pack during their tenure.

This pack includes:

- The Accident Book
- TADS Health and Safety Rules
- TADS Child Protection Policy
- Show Expenditure Forms
- Directors' Guidelines
- TADS Constitution

This document has been produced as a set of guidelines to help directors. It is recommended and requested that the play selection committee formulates its own way of working to achieve the association's aims.