

## **FEASIBILITY REPORT – October 2024**

1. What are the proposed dates of your performance/event?
2. Are those dates available on the company calendar?
3. What are the proposed dates of your rehearsal/tech?
4. Have you spoken with the Technical Director regarding dates and technical needs?
5. Are those dates available on the company calendar?

**Once the Board has approved the Project get something in writing.**

- Sign an Agreement with the Managing Director to Confirm:
  - Dates
  - The name of the project
  - Any financial expenses, or requirements.
- **Is this a?**
  - Mainstage
  - Reading
  - Solo Show
  - Stand Up Comedy
  - Sketch Comedy
  - Dance
  - Cabaret
  - Concert
  - Staged Reading
- **Is this a Fundraiser for Theatre West?**

## **PRODUCTION PERSONNEL**

- Who is your director?
- Producer/producers?
- Board liaison?
- Front of House?

- Stage Manager?
- Do you require an ASM?
- Volunteer Co-Ordinator to coordinate Community Service and TW Volunteers?
- Graphic Artist?
- Social media person, if not in-house?
- Publicist, if not our in-house PR?

## FINANCES

**You and/or your producers must supply a budget for every line item. (even if the line item is donated).** This will ensure that you consider every financial element of the production process. (The budget template is on the member's page; if not, please ask in the office.

**\*Who will be paying for the event?**

## SUPPORT STAFF

**What are the support needs you require for every performance?**

These will be overseen by the FOHManager. •

**They include:**

1. Cleaning the theatre:
  - a. sweeping and mopping the stage
  - b. sweeping the front of the theatre
  - c. sweeping/mopping the lobby
2. cleaning/ stocking the bathrooms (including upstairs and backstage)
3. vacuuming the theatre
4. placing the parking sign across the street and communicating with the Community Service personnel.
  - You and your producers work with the FOHManager to get help from company member volunteers to perform these tasks. The hours will count toward their monthly volunteer hours.
  - **Ushers and FOH. You and your producers must help get volunteers for these positions** (or work with our FOH coordinator to solve this need).

- If you plan to sell concessions, you must arrange to stock the inventory and supply the behind-the-bar person.

## MARKETING AND PROMOTION

1. **Must send over artwork, actor and crew headshots, and short bios**
  - (All in one email, no separate emails. Only send over when you have collected all headshots, bios, and info.)
  - **Dina Morrone dinamorrone@gmail.com** to get it up on the website ASAP.  
**Note:** We require a Synopsis and a log Line. Director, Producer, Writer. Running time. Special notes. Etc.
2. **Theatre West requires a poster 31x36" on FOAM CORE flat** – to be placed in the window as soon as possible.
3. **Speak to BOX OFFICE: Michael Van Duzer mrcvanduzer@yahoo.com** to set up ticketing ASAP.  
Need ticket prices and images of the show in the correct format for EVENTBRITE.
4. **All artwork MUST be approved by the Board** before printing.
5. **Program must be:**
  - created,
  - approved by the board
  - and printed.

You can also choose to go digital and use ONLY a QR Code.
6. **If using TW personnel, provide our Social Media person and company publicist with the necessary images and artwork** (in the proper file formats) to promote the event.▪

## TECH CREW NEEDS

**You must meet with our technical director to discuss the scope of your technical needs. The Tech person must sign off on all needs.**

- Who is your photographer?
- Who is your sound designer?

- Who is your lighting designer?
- Who is your stage manager?