



### **Appendix 3: Support available for new or experienced directors**

We recognise that the role of the director can be complex and challenging and we are keen to ensure that all directors who work on our shows feel well-supported. Bawds has a long history of delivering high quality productions, so the company can offer new or experienced directors a range of support. The following section gives an indication of the support that is readily available but it is not an exhaustive list so if you are in any doubt, please contact the Secretary or any member of the Committee, who will be happy to assist you.

#### **Support in 'pitching' an idea**

The Secretary can provide assistance in completing the 'pitch' to the full Committee.

#### **Support in appointing your team**

Support is available from any member of the Committee but you may wish to begin by contacting either the Secretary or Treasurer. Appointing your Assistant Director and/or Production Secretary should be a very early priority as s/he will be able to assist you with a variety of aspects of your role, not limited to the administrative or finance responsibilities.

When appointing the production team, you should prioritise appointing the set designer, set builders and stage manager / technical manager; you will also need a deputy stage manager (to go 'on the book'), sound designer, lighting designer and possibly a special effects designer. In addition, you will need to appoint an ASM Props, ASM Script, ASM Hair and Make Up and an ASM Costumes. You are advised to make early contact with the Penguin Club, as their members regularly work on Bawds shows and their team has a wealth of expertise to offer. In relation to costumes, you may wish to use the services of a costume hire company, such as Dress Circle.

Your Production Secretary or Assistant Director will support you during meetings with the production team and will generally take notes of the meeting for circulation so that you can ensure all aspects of the production remain on track.

#### **Support in setting the budget**

The Treasurer has extensive experience in setting production budgets, so you may wish to seek advice before finalising your proposals. Your Assistant Director or Production Secretary will also be able to provide you with support.

#### **Support at auditions**

Once you have fixed the date(s) and format for the auditions, you or your Assistant Director or Production Secretary should contact the Treasurer who will book the venue for you and settle the accounts. Members of the Committee will act as 'meet-ers and greeters' at the auditions, leaving you free to focus on casting your show.

You should ensure that your Assistant Director (if you are using one) is available for the auditions to help you coordinate the application forms and assist in reading in against those wishing to audition. You may also want to ask one or more members of the Committee to assist you.

## **Support with production design**

Your relationship with the set designer will be crucial. Fortunately, you will find that members of the Penguin Club are very helpful and creative in designing productions of all kinds, although ultimately the designs will rest with you. Several members of the Bawds' Committee have also directed productions for the company, so you may wish to draw on their experience too.

## **Support during rehearsals**

If you are using an Assistant Director, s/he will probably attend most, if not all rehearsals, so should be a useful sounding board for ideas. Your Assistant Director will be able to lead occasional rehearsals or work with one or more cast members on specific aspects of the text or staging if this would be helpful.

Likewise, if you are using an ASM Script, s/he may be able to assist you. Your cast can also be very useful in discussing your ideas or developing their own, although, again, ultimately you will be responsible for the final decisions.

Several members of the Committee are able to provide support or attend the occasional rehearsal to offer ideas if you would like to invite them to do so. Likewise, if you are new to directing and would find it useful to have a mentor to turn to for support, please let us know as this can easily be arranged.

If you are using fight scenes, special effects, dance, music or have other ideas for the show, please do discuss them with your production team as they will be able to offer suggestions or may be able to source experts who can assist you.

## **Support with publicity**

Our Publicity Officer has a wealth of expertise and will be very happy to assist you in developing and implementing the publicity strategy.

## **Support during the 'get in', technical run and dress rehearsal**

In addition to your production team, who will lead on the 'get in' and technical run, the ADC Management Team are helpful and resourceful if you need any assistance.

Finally, please remember that we all want your production and your experience of working with Bawds to be a big success, so if you are in any doubt about anything at all, please ask!!!