

ALTERNATIVE PROJECTS & PERFORMANCES GUIDELINES

Alternative Projects and Performances provide an opportunity for SCP members to perform and learn in projects that are not considered part of the season.

I. Projects and Performances

A. These include but are not limited to:

1. The Black Box Production
2. The Radio Show
3. The Cabaret
4. Competition Performances
5. Workshops
6. Creative Opportunities (eg; The 24-Hour Theatre Workshop, Writing 10 Minute Play Festival, Creating Original Works)
7. Performance Opportunities (eg; An Evening of One Acts, Monologue Showcase, One-Person Show)

II. The Selection Committee

A. Committee Structure

1. Each of these types of performances must be submitted to the Alternative Project and Performance Committee (APPC), formerly known as the Black Box/Workshop Committee.
2. This Committee consists of the SCPB President (as Board Liaison) and four (4) other SCP members in good standing.
3. The SCPB President will select the Chair of the Committee in January of each year.
 - a) Preference should be given to the immediate previous Vice Chair
 - b) No one may serve as Chair twice in any five-year period
4. The SCPB President will select the Vice Chair, with the Chair's advice and approved by the SCPB
5. The SCPB President and the Chair will choose two (2) other SCPB members in good standing, subject to SCPB approval.
6. No more than three (3) members (including the SCPB President and the Vice Chair) may serve on consecutive APPCs.
7. No one may serve on the APPC more than three times in any five-year period

B. Committee Duties

1. Chairperson duties

- a) Solicit additional committee members from the SCP membership.
- b) Schedule meetings, as needed.
- c) Distribute APP Guidelines, applications and due dates via Constant Contact, social media, and SCP website in conjunction with the marketing team to solicit submissions for APPs
- d) Stay in contact with the play reading chair regarding the possible season production dates.
- e) Communicate with the SCP President, all season directors for main stage productions using the SCP theatre space, and the House & Grounds committee regarding building usage and availability.
- f) Notify the SCP Vice President, the Box Office Chair and the Concession/Usher Chair as soon as a project/production has been selected and confirmed.
- g) Confirm with the Box Office Chair, if tickets will be sold, including the dates, admission price and any additional information the Box Office Chair needs.
- h) At least one month in advance of each opening of the production dates, remind the SCP VP to schedule BMODs, the Box Office Chair to schedule box office workers, the Concessions/Usher Chair to schedule ushers.

2. Committee duties

- a) Recommend the total number of performance opportunities to the board based on calendar availability of the theatre so as to not negatively impact the season productions.
- b) Vote on the initial submissions and will recommend the final selections to the SCP Board for final approval. The selection of these productions will not be financially driven.

III. Financial Guidelines

- A. The SCP Board will establish a specific line item in the yearly budget for the APP.
- B. ALL royalties, ASCAP fees and/or competition registration fees needed for each of these types of APP will be paid from the APP account.
- C. All funds that are earned from these APPs will be deposited as follows: 50% will be deposited in the APP account and the other 50% will be

deposited into the general operating expenses account to be used as designated by the SCP Board.

- D. Honorariums will not be paid nor production expenses or costs be reimbursed, except for the Cabaret as presented as a fundraiser. The expenses for music costs, accompanist honorariums and copy paper must be submitted as a budget with the Cabaret application to be considered for reimbursement from the APP budget.
- E. SCP money will NOT be spent for the publicity of APP. All marketing needs, including but not confined to print media, Constant Contact, social media and artwork should be submitted to the APP chair for approval by the Marketing committee prior to distribution.

IV. Scheduling Guidelines

- A. Space at SCP Theatre will not be guaranteed for either auditions, rehearsals or performances. ALL dates that will utilize the SCP theatre space MUST be given clearance by the APP Chair. Season Productions and needed repairs/renovations must take priority. Keeping that in mind, it should be emphasized that APP also is important to our organization and we should work together to further that end.
- B. All APP Productions that are using the stage are highly encouraged to help the previous production strike their show to help facilitate a smooth transition.
- C. Submissions for all APP Productions will be open from January 1st through August 30th of the year prior to the proposed event. These submissions will receive priority consideration for the coming calendar year and the availability for the performance space. The availability of the theatre for an event will be subject to the season performance dates. These dates should be available after the season has been approved by the SCP Board by July 1st. Please confirm your proposed dates with the APP chair after July 1st.
 - 1. If any additional APP Production submissions are received after August 30th, they will be considered based on the availability of the theatre, the cast size, technical needs of the show and any other factors that may be identified as impactful for a production.

V. Additional Guidelines

- A. Auditions, if being held, are the responsibility of the director or producer.
- B. Specific details pertaining to each APP is detailed in each application/guideline.
- C. If you have any additional questions or special needs for your project or production, please contact the APP Chair directly