



KMC Onstage Production Life Cycle

Pre-audition:

Show selected for season. May be chosen by Staff or submitted by Director and approved by Staff. Season proposal must be submitted to MWR staff for final approval, then shows submitted for rights usage permission through Army SharePoint.

Director selected for show (if not already chosen). Meet with Entertainment Staff to go over expectations, facility orientation, discuss production team options, initial concept.

Pre-Production Meeting: At least 4 weeks prior to auditions, Director and entire production team meet with Staff to discuss director's concept, vision, and artistic choices for the show. After this meeting, an expected timeline for delivery of technical elements will be drafted by the SM and distributed to all on the production team. (Practical set requirements, rehearsal costumes or props, etc. when can cast have these elements to begin working with.)

Auditions: Casting is done through open auditions advertised to the public, in compliance with KMC Onstage Casting Policy. Required at auditions: Director, Stage Manager. Also may include ASM, Music Director, Choreographer as necessary. Entertainment Staff may attend auditions if Staff or Director feels it necessary. Casting decisions are made by the Director with input from Music Director and Choreographer when applicable. Cast lists must be submitted to Entertainment Staff for approval and public announcement. Cast may not discuss roles publicly until the public announcement has been made via KMC Onstage social media.

Rehearsals: Read-thru: Initial Rehearsal, includes read(sing) thru of the entire script with the cast, director, and stage manager. (Others—ASM, Music Director, etc) may be present as determined by the show and the director. During Read-Thru, all cast, crew, and production team must be oriented to Code of Conduct, expectations, register in VMIS, and must complete form DD Form 2793, NAF Volunteer Registration (unless they have already completed a form earlier in the season). Stage manager must return all DD forms to Staff.

Working Rehearsals: Rehearsals for blocking, character development, and storytelling. Require director, SM, ASM, and cast as called. May also require Music Director, Choreographer, other production team members (fight choreographer, intimacy coordinator, etc).

Observed Rehearsals: Entertainment staff will observe a minimum of 2 rehearsals to provide adequate supervision of the program and ensure content and quality standards are met. One within the first 3 weeks of rehearsal, one a full run-through (design run). Staff may observe more frequently if either staff or volunteers feel it is necessary. Staff will provide feedback to director after observed rehearsals, and may facilitate discussions with cast/crew/production team if needed.

Production Meetings: Production meetings should occur at least 2 times between auditions and tech week, more if necessary. Production meetings will include Staff, Director, Stage Manager, and all members of the production team, as applicable. Others may be invited if their input will assist in planning the successful execution of the production. Production meetings are to determine how the design and technical elements are working together in service to the story, to anticipate and/or solve problems as they arise, and to ensure everyone is clear on their required tasks and timelines.



Week before Tech Week:

- Set up dressing rooms, hang assigned costumes by actor name
- Stock AA and AAA batteries
- Complete set build and paint floor
- Finalize all props, tape prop tables
- Rough in light cues
- Check and label all mics and headsets
- Program proof to cast for name check
- Staff provide cast comp registration process
- Coordinate with Guild to schedule lobby decor
- Front of House Coordinator assigns House Manager and Front of House volunteers for each performance
- Confirm photographers for tech week

Tech Week:

Sunday (optional) Dry Tech: If necessary, this will be a cue-to-cue without actors to run lights, set changes, and sound cues to ensure that crew is familiar with their duties prior to dress rehearsals.

Monday Dress/Tech: All technical elements of the show are added. Stage Manager takes lead calling and running show, notes where set or costume changes need adjustments, etc. May require holding for light cue adjustments. Photo call.

Tuesday Dress/Tech: Second run-through. Photo call. Programs printed

Wednesday Dress/Tech: Third run-through.

Invitational Dress: Thursday prior to opening night, a small, select audience (usually students) may be invited to watch final dress rehearsal as an educational opportunity to see what may happen during a dress rehearsal. The group is advised they may see holds for technical issues. This offers performers a chance to test out the material in front of an audience before opening night. (optional)

Performances: Starting with opening night, and running through closing performance, performances are live in front of paid audiences. These require full support: cast, crew, board operators, front of house, and Entertainment Staff.

Brushup Rehearsals: Held Thursday before each weekend of performances after opening weekend to refresh cast and crew and deal with any potential tech or performance issues.

Strike: Following final performance, ALL volunteers and staff are required to help strike sets, props, costumes, clean dressing rooms and performance spaces, and leave as we found it. If required, cast must TURN IN ALL SCRIPTS for return to publisher, or pay fine.

Cast party (optional): If cast/crew wishes, they may plan a cast party following any performance. KMC Onstage does not host or sponsor cast parties.

After Action Report: Entertainment Staff will submit audience numbers and sales through SharePoint to Army Entertainment.