**ROLES AND RESPONSIBILITIES**

 **Assistant to the Director (AD)**

This is the AD checklist - a quick reference of what needs to be done and what has been done - to be used in conjunction with the [**Production Manual**](http://www.ottawalittletheatre.com/production_resources/)

All the referenced production forms can be found on the OLT Website - tab: Volunteer – Production Resources - [Production Forms](http://www.ottawalittletheatre.com/ottawa-little-theatre-production-forms/)

**PRE-PRODUCTION**

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|  | Attend President's meeting (for Directors & ADs) – production information will be shared  |
|  | Read the Production information and distribute to Director and Designers  |
|  | Confirm volunteer liaison (he/she attends the open audition) |
|  | Review budget responsibility * each AD will have a $1,500 budget to cover production costs - (costume, make-up/wigs/hair, lighting/special effects, properties, set dressing, sound, and hospitality - excluding set construction costs – and will receive a $500 advance – see page 10 of the Production Manual for details
* complete *Assistant Director Expense Form* [(**Link to form**](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Statement-of-Expense-Form-AD.docx)) andprovide receipts
* have all your Designers provide you with the *Statement of Expense Form – Designers* **(**[**Link to form**](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Statement-of-Expense-Form-Designer.docx)*) and their receipts*
* provide forms and receipts to the Business Office, Attn: President, OLT
* discuss with the Director any concerns with the budget
* confirm Sunday rehearsal times with the AD of the show already in rehearsal
 |
|  | For underage actors, consult the Production Manual, page 9 for further instructions and complete the *Underage Volunteer Parental Consent Form* [(**Link to form**](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Underage-Volunteer-Parental-Consent-Form.docx)) |
|  | Confirm Director’s preferences for auditions |
|  | Provide Emily Walsh (eewalsh89@gmail.com) with the audition notice for the website - include the name of the play and character descriptions and “sides” (if used) |

**PRODUCTION MEETINGS**

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|  | Email production team 2 to 3 weeks before meetings to confirm  |
|  | Email Rehearsal Notes to production team  |
|  | Set Designer will provide a floor plan for the blocking script |
|  | Advise TD re any unusual rehearsal hall furniture requirements  |
|  | Identify onstage crew chief, flyer or set crew requirements  |
|  | Identify backstage change area requirements |
|  | Confirm the lighting hang dates |
|  | Provide scripts to the Set, Lighting, Sound, Props and Costume Designers, Prompter, SM |
|  | Identify support for new designers - provide names of support people |

**AUDITIONS**

Auditions are generally held on Saturday afternoons. Some exceptions can be made depending on the Director’s preferences. Call-backs are held on the Monday evening after auditions (if required).

**Preparing for auditions**

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|  | Photocopy sides if needed |
|  | Gather audition resources (cards and pencils) |
|  | Confirm any special requirements for audition - chairs, lighting, character descriptions |
|  | Confirm if photos to be taken of auditioners - arrange for picture process |

**Audition Day**

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|  | Arrive one hour prior to audition start |
|  | Turn on lights |
|  | Ensure that upstairs doorbell is turned on – switch is located backstage right  |
|  | Place audition cards/pencils and books/sides on the edge of the stage – as well as character descriptions, etc |
|  | Set up any chairs required on stage |
|  | Set up Director's table – (which is found under the stage apron on House right) |
|  | Set up an area for photos (if required) |
|  | Assign someone to monitor Besserer door |
|  | Identify Volunteer Liaison to address audition |

**During Auditions**

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|  | Number and organize completed audition cards by character groupings |
|  | Provide backstage & front of house volunteer cards (to the Volunteer Liaison)  |
|  | Make sure everyone has a chance to audition (keep track of who has read) |
|  | Assist Director with cast selection as needed |

**Post Audition**

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|  | Record contact info of the chosen actors on the cast/crew contact list |
|  | Give all audition cards to the Box Office for input into system  |
|  | Provide a copy of the cast/crew list to the Box Office, cast/crew and Technical Director |
|  | Inform union members in cast of the *“Professional Actors and Directors”* policy |

**REHEARSALS**

**Initial Rehearsal – read-through:**

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|  | Confirm need for production crew at read-through and any other rehearsals |
|  | Explain safety information, snack contributions, theatre etiquette, parties |
|  | Security – you have the option to request security for rehearsal nights for arrival/departure times – direct your request to President@ottawalittletheatre.com with a list of required dates – there is ‘automatically’ security provided on show nights from 6:00-10:00 pm |
|  | Inform cast/crew what doors are to be used on which days |
|  | Provide tours to anyone new to the theatre |
|  | Distribute *Cast and Crew Guidelines* to all cast and production team ([**Link to guidelines**](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Cast-And-Crew-Guidelines.docx)**)** |
|  | Gather information on food allergies and/or health issues in the cast/crew |
|  | Provide draft schedule and note conflicts |
|  | Distribute the *Volunteer Information Sheet* for all cast and crew who haven’t completed one for the show and provide to the office (Ian Fraser) ([Link to form](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Volunteer-Information-Form.docx)) |
|  | Request bio information from cast/crew for the house programme to meet programme deadline |
|  | Request crew/operator names from Crew Heads to meet the programme deadline |
|  | Identify potential hazards/risks in rehearsals and performance on “*Risk Assessment**For*m” ([Link to form)](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Risk-Assessment.docx)* E-mail to tom@ottawalittletheatre.com but keep a copy and update as needed – any questions, contact Tom Pidgeon
 |

**During Rehearsals**

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|  | Update schedules as required |
|  | Set up coffee/tea/water/snacks – coffee/tea/milk/sugar provided by theatre |
|  | Set up any props, set pieces  |
|  | Take blocking notes in AD script - note sound ([Link to Form](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Sound-Cues.docx)) and light cues ([Link to Form](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Lighting-Cues-Sheet.docx)) |
|  | Mark any changes in script and inform Stage Manager/sound and/or lighting designers |
|  | Take daily “*Rehearsal Notes*” ([**Link to Notes**](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Rehearsal-Show-Notes.docx)) and distribute to production heads list |
|  | Complete lock up after rehearsal or performance (see Production Manual pages 4-5) |
|  | Arrange time for the Costume Designer and Make-up Designer to meet with individual actors |
|  | Maintain contact with Communications person for the show  |
|  | Complete an *Incident Report* ([**Link to Report**](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Incident-Report.docx)) if injury occurs to cast/crew  |
|  | Update *OLT Risk Assessment Form* ([**Link to Form**](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Risk-Assessment.docx)) as needed |

**Six Weeks Prior to Opening Night**

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|  | Confirm date for headshots/production shots and video |
|  | Confirm dates for technical rehearsal (cue to cue) and last production meeting on calendar  |
|  | Inform the cast/crew of procedures for friends and family attending a dress rehearsal |
|  | Prepare for Benefit Preview – a reserved performance with tickets sold as a fundraiser by a charitable organization - may replace a dress rehearsal |
|  | Discuss cast/crew expectations for parties during the run of the show |

**HEAD SHOTS/VIDEO**

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|  | Contact Maria Vartanova to confirm head/production shots (mariavartanova@hotmail.com) 2-3 weeks before opening* headshots will be posted in a Dropbox site and ADs advised
* AD will provide link to the Dropbox site - selecting preferred portrait for marquee
* Head shots and production shots are available for sale upon request
 |
|  | The following are entitled to have a headshot on the Electronic Board in the foyer:* anyone who has a creative role in production
* anyone who has worked on the play from day one
* typically crew who work only during the run do NOT get a headshot unless there is room
 |
|  | Headshot custodian (Bob Hicks) will:* confirm existing electronic headshots and request
* receive new portraits from photographer
* create a powerpoint presentation with all headshots and production photos for the electronic
* post old and new headshots on the foyer wall
 |
|  | Contact Ian Gillies to confirm video (ianargillies@gmail.com) 2-3 weeks before opening |

**HOUSE PROGRAMME**

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|  | The deadline for providing text to the Communications Team is five weeks before opening night |
|  | Use the *House Programme Credits Template* ([**Link to Template**](https://www.ottawalittletheatre.com/wp-content/uploads/2025/03/Programme-Template.docx)**)** to build your programme – when complete email to: vbogan1171@gmail.com |
|  | Get crew names/contact information from production heads - do not miss deadline |

**PREPARATION FOR DRESS REHEARSAL AND OPENING NIGHT**

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|  | Identify if there is a preview performance before opening  |
|  | Wednesday before opening night - generally full dress-rehearsal and photo night  |
|  | Create cast sign-in sheet |
|  | Ensure that the cast and crew are aware of their obligations with regard to party nights  |
|  | Ensure the cast is aware of the etiquette around having guests in the Green Room  |
|  | Encourage full communication of what is happening, what is required |
|  | Check with SM for crew sheets re duty every night during the run for each backstage area |

**RUN OF PLAY**

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| --- | --- |
|  | Arrive early to ensure there is coffee, tea and snacks for the arrival of the cast/crew  |
|  | Unlock dressing rooms and sewing room |
|  | Ensure Green Room is staffed every night during performances |
|  | Ensure a responsible person is available to close the theatre every night (AD, Director, SM or a Board Member) |
|  | Parties after shows Friday/Saturday evenings are potluck; post *Sign-up Sheet for Party* – [Link to sheets](https://www.ottawalittletheatre.com/wp-content/uploads/2024/01/Sign-Up-Sheet-for-Party.docx) |
|  | “Talk-Back” may be planned by the Learning Committee, ensure the cast and crew know in advance |
|  | The Green Room “belongs” to the show on stage, others access the kitchen as necessary  |
|  | Closing Friday is “Crew Night” - cast thanks the crew for their contribution to the production |
|  | Closing night - clean out the refrigerator and advise AD of next show of any leftover food. |

**POST PRODUCTION**

|  |  |
| --- | --- |
|  | Prepare show report showing all expenditures including receipts - submit to the Office, Attn: President, OLT |
|  | Confirm post-production meeting – normally Tuesday following Closing Night – unless otherwise advised |
|  | Return all ‘*Volunteer Information Form’* ([Link to Form](https://www.ottawalittletheatre.com/wp-content/uploads/2025/01/Volunteer-Information-Form.docx)), and keys to the theatre to the office |

January 2025