
AEA Budget

Production Personnel Management

DUE DATE: Tuesday 9/22 10:30am

Objectives:

To develop skills in deciphering contracts for the purpose of budgeting.

To develop problem solving and research skills in relation to managing production personnel.

Instructions:

Imagine that you are producing June Bride at South Coast Repertory

Theatre in the Segerstrom Stage. The production will open on 10/22/2016, close on 12/4/2016, and have a 5-week rehearsal process prior to tech.

Use your imagination, common sense and research to fill in any holes you may come across.

Additional Considerations:

- What LORT designation are you working with?
- How many characters/contracts are needed?
- How many stage managers and/or assistants
- The actor playing Charles Becker will be from Encinitas
- The actor playing Billy Parks will be from Long Beach
- The actor playing Sheri Butterworth will be from Malibu
- The actor playing Laura Goodwin will be from New York
- All other Actors will be local and members of AEA.
- The company already owns adequate housing for all out of town actors.
- What do you need to budget for, besides fees?
- Travel
- Other AEA benefit costs
- Payroll Expenses
- Anything else?
- Does everybody get paid scale?

Deliverables:

- You must submit your budget estimate in Excel.
- Make the important information easy to find, and make the flow of calculations easy to follow. Make sure that your monetary choices are justified (how did you come up with the figures?). You can embed your justifications in the excel in a way that they are off the printed page, with excel comments,
- Upload
- The original file used to create the report
- An adobe acrobat version of the report itself, so I am sure that it looks exactly as you intended.
- Include a written description if you feel any of your choices are not self explanatory.

Style Counts!!

2. Hiring Packet

Production Personnel Management

DUE DATE: Tuesday Sept. 29th 10:30am

Objectives:

To develop skills in scheduling and executing hiring of production personnel.

To develop skills in analyzing a position and communicating information in written format.

Instructions:

Your long time costume shop manager has tendered her resignation effective at the end of October. You need to create the necessary materials (Hiring Schedule, Job description, Ad for posting, Evaluation Form, Phone interview script) for the hiring packet.

Deliverables:

Upload to blackboard 1 PDF with appropriate bookmarks that are viewable upon opening. The file should contain the following:

- Hiring Schedule
- The Job Description
- The advertisement on a separate page
- A Single sheet applicant evaluation form
- A phone interview script with 10 questions.

Please create appropriate bookmarks.

3. USA Budget & Contract

Production Personnel Management

DUE DATE: Tuesday October 6th 10:30am

Objectives:

To develop skills in deciphering contracts for the purpose of budgeting.

To develop problem solving and research skills in relation to managing production personnel.

Instructions:

As in Assignment #1, you will imagine that we are producing June Bride at SCR. You will be hiring the following designers, to work for you at SCR for this production.

- Guy Prettysset, Scene Designer, Philadelphia
- Ricky Rendering, Costume Designer, New York
- Leo Lectric, Lighting Designer, Chicago
- Sammy Sound, Sound Designer, San Francisco

You will be creating a budget (as if in seasonal planning the year in advance) so that your managing director understands the costs for this production.

- What do you need to budget for, fees, what else?
- Travel
- Lodging (Your housing is filled with actors)
- Other USA costs
- Pension & Welfare
- Payroll Expenses
- Anything else?

You will also be creating contract cover sheets for all of the designers. Fill out every space which can be filled out (make up contact info as necessary).

Deliverables:

Upload the following to Blackboard by the deadline:

- Your budget estimate is to be submitted in Excel. Make the important information easy to find, and make the flow of calculations easy to follow. Make sure that your monetary choices are justified (how did you come up with the figures?).
- A copy of the excel budget estimate report along with all of your contract cover sheets are to be submitted in a single adobe acrobat file. This file must contain bookmarks to each document, and it must open with the bookmarks panel visible.

IATSE BUDGET

Production Personnel Management

DUE DATE: Monday 10/27/15

Instructions:

Like in previous assignments imagine that you are loading in your production of June Bride into the Benedum center, this time for a 2 week run.

There are necessarily a few differences.

You gain access to the theatre on 9/3/1998

- It will take you 16 hours to load in and focus the show, with:
 - 10 Carpenters (includes flies)
 - 12 Electricians
 - 4 Props
 - 2 Sound
- Think about cueing time
- Think about the number of run crew required
- You must do a tech rehearsal on Tuesday evening
- You must do a dress rehearsal on Wednesday
- You open on Thursday, with performances as follows:
 - 8:00 p.m. 9/10-9/12 & 9/15-9/19
 - 2:00 p.m. 9/12, 9/13, 9/19, 9/20
- Strike on 9/20

You will be creating a schedule (in daily format) and a separate budget estimate, as one definitely affects the other.

Deliverables:

Upload the following to Blackboard by the deadline:

- Your budget estimate is to be submitted in Excel.
 - Make the important information easy to find, and make the flow of calculations easy to follow. Make sure that your monetary choices are justified (how did you come up with the figures?).
- You can use any software you like for the Schedule
- style and readability count
- The Schedule AND the Budget must be submitted in a single Acrobat document with bookmarks created and visible on opening.

5 Hall Rental

Production Personnel Management

DUE DATE: Nov 12th at 1:30p

Instructions:

Now that you have budget out your production of June Bride let's imagine it is a HUGE hit and you are going to make it on tour to the Benedum Center next fall. It is time to develop a rental hall budget. There are necessarily a few differences.

- You will be using the rates from the 2005-2006 lease agreement.
- Your estimate from your marketing department is that you will sell out every performance (minus the 25 house seats saved for comps for every show)
- Your rental will span September 5th through 11th, 2016
- Load in will be Monday, Tuesday & Wednesday
- Performances are scheduled as follows:
 - 8:00pm on Wednesday, Thursday, Friday & Saturday
 - 11:00 am on Friday
 - 2:00pm on Saturday & Sunday
- Strike is Sunday

Deliverables:

Create a budget estimate & Fill in the Lease agreement. Create a PDF of the document with appropriate bookmarks visible upon opening and upload both the PDF and the original excel document to Blackboard by the due date listed above.

Make the important information easy to find, make the flow of calculations easy to follow and make sure monetary choices are justified. Style and readability count.