**Suggested Responsibilities for Season Selection:**

**Members/Directors**

* In January, members learn from the President that he/she is accepting volunteers for the PRC and MPRC. Deadline is the February board meeting.
* In April, members receive direction from the Vice President at the April membership meeting and in the April Tyro about the season in the following year.
* At the May membership meeting and in the May Tyro, members learn from the President that they may submit applications to be AC Chair. The deadline will be the June board meeting.
* In the April Tyro and at the April membership meeting, members learn from the PRC Chair and the MPRC Chair they may submit up to 3 plays and 3 musicals for consideration to the PRC and MPRC chairs by June 1. Members submitting shows must find the script in the WDI library, provide a copy, or direct the committees where to find it.
* In the April Tyro and at the April membership meeting, members learn from the AC Chair, they may submit a proposal to direct an additional show to the AC chair by June 1.
* In the January Tyro and at the January membership meeting, members learn from the Vice President the list of shows and additional shows approved by the board.
* Members may then submit an application to direct a main stage show to the AC Chair by February 15.
* At the April meeting and in the April Tyro, members learn from the Vice President what the final season will be including main stage shows, additional shows, and directors.

**Play Reading Committee (appointed in March)**

* Committee is appointed at March board meeting.
* Following the March board meeting, the Vice President will share with them the direction of the season.
* In the April Tyro, Chair will remind members the deadline to submit shows is June 1.
* June 1 will be the deadline for members to submit show suggestions to the Chair.
* The Committee reads plays submitted from the membership based on the direction announced by the Vice President. The committees will work with the outgoing Artistic Committee for guidance. It is the Committee’s responsibility to consider all submitted titles; however, the Committee is under no obligation to read every submitted script in its entirety.
* On September 1st, the recommendations for plays are due to the board for approval.
* The list shall include twelve plays, including a balance of comedies and dramas, which are suitable for regular season productions, and may include more if so requested by the Board.
* Documentation from the committee shall be made available to the Chairperson of the succeeding year’s committee, in order to provide continuity from year to year.
* Chair sits on Artistic Committee from March to February, crossing over two Artistic Committee partial terms (their terms are September to August).

**Musical Play Reading Committee (appointed in March)**

* Committee is appointed at March board meeting.
* Following the March board meeting, the Vice President will share with them the direction of the season.
* In the April Tyro, Chair will remind members the deadline to submit shows is June 1.
* June 1 will be the deadline for members to submit show suggestions to the Chair.
* The Committee reads plays submitted from the membership based on the direction announced by the Vice President. The committees will work with the outgoing Artistic Committee for guidance. It is the Committee’s responsibility to consider all submitted titles; however, the Committee is under no obligation to read every submitted script in its entirety.
* On September 1st, the recommendations for musicals are due to the board for approval.
* The list shall include eight musicals, including a balance of large and small musicals, which are suitable for regular season productions.
* Documentation from the committee shall be made available to the Chairperson of the succeeding year’s committee, in order to provide continuity from year to year.
* Chair sits on Artistic Committee from March to February, crossing over two Artistic Committee partial terms (their terms are September to August).

**Artistic Committee (appointed by September 1)**

* At the May membership meeting and in the May Tyro, the President announced that applications to be chair are open.
* June board meeting is the deadline to submit an application to be chair to the President.
* At the first board meeting following July 1, the President will make recommendation for board approval to appoint the Artistic Committee including the chair.
* Committee includes: Chair, Vice President, Sales Director, PRC Chair, MPRC Chair, experienced tech person, and experienced director.
* The Artistic Chair of the current year, as well as the Artistic Chair of the prior year, shall serve on the Member Education Committee.
* The board approves a list of shows from the PRC and MPRC and outgoing AC for additional shows at the September board meeting. The Vice President will forward the list as approved to the Artistic Committee Chair.
* By December 10, the Artistic Committee will review the plays, musicals, and additional shows on the approved list and make a proposed season for the board’s approval at a special board meeting called in December.
* In January, the list of shows including additional shows for the coming season will be announced by the Vice President. Directors will then submit their applications to direct main stage shows to the Artistic Committee Chair.
* February 15 is the deadline for directors to submit their applications to the Artistic Committee. The committee will then interview prospective directors for consideration for main stage shows.
* The Artistic Committee will make recommendations to the board for the final season including main stage shows, directors, and additional shows by the March board meeting.
* The Artistic Committee shall choose directors based on the qualifications and availability of those persons who have applied to direct. If no suitable applicant applies to direct a particular show, the Artistic Committee can choose from other applicants or recruit. The Committee shall choose Directors from members who have directed WDI readings or any public productions with which any Committee member is familiar. Individuals may only direct one main stage show per season; however there are no restrictions either preventing he/she from also directing one of the additional shows or for any director to direct more than one additional show per season.
* In the May Tyro, the outgoing Artistic Committee chair will remind members the deadline for proposals for additional shows is due to the Artistic Chair by June 1st. Proposals will be packages including a director.
* In May, the outgoing Artistic Committee Chair will call a meeting of the Directors of all main stage and additional shows and Production Managers for the coming year to determine audition dates, scheduling and technical issues prior to the June meeting.
* From June 1 until September 1, the outgoing committee meets to review the proposals for additional shows. Recommendations for additional shows are due to the board by September 1.

**Board**

* At the March board meeting, the board will determine the direction for the season beginning July 1 of the following year. This direction may include a theme, goal, or other unique challenges. Additionally, the board will determine the outline of the season including all performances including main stage shows and additional shows and sets the calendar for those shows.
* At the March board meeting, the board appoints the Play Reading and Musical Play Reading Committees (not the Artistic Committee) based on recommendations from the President.
* At the first board meeting following July 1, the board will appoint the Artistic Committee including the chair based on recommendations from the President.
* The board will have at least ten days (beginning September 1) to review the list of suggested plays, musicals, and additional shows prior to the board meeting. The board will review the list and make a decision on the list at the September board meeting.
* At a special board meeting in December, (after the 10th) the board will review the list of plays, musicals, and additional shows from the AC for the proposed season for approval.
* At March board meeting, the Board will make a decision on the season as recommended by the Artistic Committee including main stage shows, additional shows, and directors.
* At the April board meeting, the directors will submit their recommendation for Production Managers for board approval.

**Vice President (July 1-June 30)**

* Serves on the Artistic Committee July 1-June 30, crossing over two AC terms (theirs is September 1-August 30).
* Following the March board meeting, the Vice President will share the direction for the season and outline of the season including main stage and additional shows with the membership at the April membership meeting and in the April Tyro. The Vice President will also share this direction specifically with the Artistic, Play Reading, and Musical Play Reading Committee Chairs.
* Vice President serves on the outgoing AC reviewing proposals for additional shows from July 1 until September 1.
* Following approval by the board at the September board meeting, the Vice President will forward the list of approved shows recommended by the Play Reading Committee, Musical Play Reading Committee, and additional shows from the Artistic Committee to the new Artistic Committee Chair.
* From the September board meeting until December 10, Vice President serves on the new Artistic Committee reviewing shows approved by the board as recommended by the PRC and MPRC.
* The board will approve the final season including main stage shows and additional shows at a special board meeting in December. Following the meeting, the Vice President will submit the approved list of shows for publication in the January Tyro.
* At the January membership meeting, the Vice President will announce the approved list of shows.
* From February 15 until the March board meeting, the Vice President will serve on the AC to interview directors.
* At March board meeting, the Board will make a decision on the season as recommended by the Artistic Committee. The Vice President will submit the season as approved to the Tyro for announcement to the members.

**President:**

* Annually, in January, the President will announce in the Tyro and at the Membership Meeting that he/she is accepting volunteers for the Musical Play Reading or Play Reading Committees. The deadline is the February board meeting.
* At the March board meeting, the President will make recommendation, for board approval, for appointment for the Play Reading and Musical Play Reading Committees (not the Artistic Committee).
* At the May membership meeting and in the May Tyro, the President will announce that applications are open for Artistic Committee Chair. The deadline will be the June board meeting.
* At the first board meeting following July 1, the President will make recommendation for board approval to appoint the Artistic Committee including the chair.