

Show Policy & Practices



TICKET POLICY FOR PERFORMANCES

A purchased ticket is required for anyone who is not specifically engaged as cast or crew in the production of the specific show.

Refunds: no refunds are given.

Exchanges: the exchange policy is established and administered by The Village Theater at Cherry Hill. The current exchange fee is \$5.00.

Objectionable Persons: a ticket is a revocable license. Spotlight Players reserves the right to eject patrons who are disruptive or disorderly, without refund.

Complimentary tickets: The Board of Governors establishes complimentary ticket awards. The Board of Governors can decide to award complimentary tickets by majority vote at a monthly meeting.

Authorized Distributors: the following are the only authorized distributors of tickets for Spotlight Players productions:

By mail:	By internet:	Weekdays 10am-2pm and 1 hour before any public event	By Phone:
SPOTLIGHT PLAYERS TICKETS P.O.Box 87821 Plymouth, MI, 48187 Check payable to: Canton Township	www.spotlightplayersmi.org which will link to Village Theater Online Box Office https://www.cantonvillagetheater.org/	The Village Theater at Cherry Hill Box Office 50400 Cherry Hill Road Canton, MI 48187	(734) 394 5300

TICKET PRICES

All published prices will include any additional surcharge or adjustment levied by the Village Theatre and/or ticket agent for the purpose of service support.

Ticket prices will be determined by the Board of Governors prior to publication of the applicable season. Due consideration should be made for Adult (19 to 59), Youth (Under 19), Senior (over 59) and group (15 or more) adjustments and venue location.

1st PRODUCTION MEETING

The President of Spotlight Players or president assigned Board member is required to attend the first scheduled production meeting for all shows to ensure that the fundamental requirements of the organization are known and discussed with the production staff. The show producer is required to coordinate the attendance.

SHOWS WITH CHILDREN (Est. September 17, 1998)

A parent, guardian or designated responsible person (16 or older) of children age 12 and younger shall remain present in the place designated by the Director during all rehearsals for purposes of supervision and safety.

VIDEOTAPING POLICY

Videotaping of Spotlight Players rehearsals and performances is not allowed unless waived, in writing, by the appropriate authority, if it is against copyright laws. Notice will be included on the audition forms and in information given to cast, crew and patrons. In the absence of clear, written permission, videotaping is strictly forbidden.

CAST PARTICIPATION IN SHOW SUPPORT ACTIVITIES

Each cast member over 16 is required to contribute 2 hours time to the production. This contribution can take the form of involvement in a tech activity (e.g. costuming, props, set construction, set decoration, housekeeping, publicity, etc.). The producer of the show will keep records of all cast support activities.

CAST MEMBERSHIP

All Directors, Producers, Choreographers, Music Coordinators and each person cast are required to be a paid member of Spotlight Players by the time of the first read-through. Cast members must have paid their membership in order to receive a script. Scripts will not be given to any cast member until their membership is paid.

PRODUCERS FUNDRAISERS

If required, the producer of any show can hold a Fundraising event for the sole purpose of providing additional funds for the procurement of non-budgeted items or to provide additional funding for specific show support persons.

These events must not coincide with any Spotlight publicly presented Show.

The required amounts and event details must be documented and approved by the board prior to the event and any additional collected amounts are considered donations to Spotlight and cannot be used for any other purpose (Adherence to applicable IRS documentation must be maintained).

SHOW RIGHTS

Spotlight Players shall not perform any show without first obtaining the official Rights for the show and or documentary evidence that said rights have been waived.

The above Evidence can be in the form of email or other official communication documentation (Must contain contact information of the granting activities, telephone call discussions are not acceptable), and is required to be presented to the Board before the end of the season immediately prior to the expected show season or the start of Auditions for the show (whatever comes first).

It is the responsibility of the President to obtain the rights in a timely manner for presentation to the board. The Producer must ensure that the correct rights "Approval" is documented and presentable upon request prior to the start of any production specific activities, and that all documented restriction/requirements are observed.

SHOW POSTERS

Spotlight Players (Including Spotlight Junior and Spotlight Still Got it Players and all groups or individuals operating under the Spotlight Players Umbrella). All Show posters and publications are required to conform to any requirements as defined within the "Show Rights / Script specifications" and must also contain specific elements required by Spotlight Players as follows:

1. A heading "Spotlight Players Presents"
2. The Spotlight Players Logo and the Village Theater Logo. (must be legible)
3. The phrase "Spotlight Players is a 501(c)3 Registered Organization"

4. The Spotlight Players Website URL www.spotlightplayersmi.org

The Producer is responsible / required to ensure that poster specifications are observed and that the Show Poster is Approved (for accuracy of information only) by the President prior to any publication.

SHOW SPONSORSHIP

Spotlight Players offers show sponsorship at the following Levels for individual shows, all show sponsorship must be received 14 days prior to the opening night show to ensure sufficient time is allowed for program publication.

House Light Level. (\$100)

Name printed in the Sponsorship section of the show program as "House Light" Sponsor.

Name on Rolling Banner on Spotlight Website Homepage – "House Light" section displayed as a minimum until show strike.

Foot Light Level (\$300)

Name printed in the Sponsorship section of the show program as "Foot Light" Sponsor.

Name on Rolling Banner on Spotlight Website Homepage – "Footlight" section, displayed as a minimum until show strike.

Framed 8 ½ x 11 Show Poster, signed on the back by the cast.

Stage Light Level (\$500)

Name printed in the Sponsorship section of the show program as "Stage Light" Sponsor.

Name on Rolling Banner on Spotlight Website Homepage – "Stage Light" section, displayed as a minimum until show strike.

Framed 8 ½ x 11 Show Poster, signed on the back by the cast.

Individual Back stage tour conducted by cast/crew member for Spotlight sponsor and guest after attended performance.

Spotlight Level (\$1000)

Name printed in the Sponsorship section of the show program as "Spotlight" Sponsor.

Name on Rolling Banner on Spotlight Website Homepage – "Spotlight" section, displayed as a minimum until show strike.

Framed 8 ½ x 11 Show Poster, signed on the back by the cast.

Individual Back stage tour conducted by cast/crew member for Spotlight sponsor and guest after attended performance.

Two complimentary tickets for the chosen show (dependent on availability).

Individual acknowledgment as "Spotlight" sponsor during pre-show announcements for all performances.

Personal Thank you letter from the President of Spotlight Players.

Any Sponsorship must be in the form of a "Check" payable to "Spotlight Players" please indicate the Show Name and contact information for "Foot Light" or above sponsorship.

CASTING

Spotlight Players selects casts based on talent. Spotlight Players discourages pre-casting, the practice of selecting cast members prior to auditions. If two performers are equal in talent and both are appropriate for the role and one is a current Spotlight Player member, the role shall be given to that member.

Directors will make every effort to cast a show from the scheduled auditions. If a role (s) cannot be cast, additional auditions may be added for those roles only.

Spotlight Players does not conduct early auditions (pre-auditions) - those auditions conducted prior to the scheduled and publicized auditions without consent of the Board of Governors.

Any "taped" audition received will be viewed after regular auditions have taken place.

To avoid an over dependence of a single production on a single individual, Producers cannot also Direct, Assistant Direct, or act in a lead role; unless special permission is obtained from the Board of Governors.

STIPENDS

Spotlight Players provides a stipend for the Producer, Director, Music Coordinator, Vocal Director, Choreographer, Conductor, Musicians, Audition Pianist and Rehearsal Pianist, as required for the production. Volunteers or Members will fill all other positions. The compensation rates are set in the budget. (suggested rates are shown below). The compensated positions of Director, Choreographer, Music Coordinator and Producer must be members of Spotlight Players in adherence with the Membership Policy.

At the producer's discretion additional stipend positions can be added providing funding for the position is provided by Producers fund raising activities in accordance with the applicable policy.

Season Stipends

Producer	\$200
Director Musical	\$500
Director Non-Musical	\$400
Music Coordinator	\$200 or \$1850 (inclusive of all music positions including musician)
Vocal Director	\$400
Conductor	\$300 (and musician) OR \$600 (if not a musician)
Audition Pianist	\$50 per service, maximum of \$100
Rehearsal Pianist	\$350
Musician	\$50 per service, maximum of \$500
(Musicians attend 1 sitzprobe, 3 tech rehearsals, 6 shows = 10 total services)	
Cabaret Music Director	\$200
Choreographer	\$300

Spotlight Players requires that all people filling any compensated position complete a contract and a SSN Addendum before beginning their responsibilities.