



# Fairfax Community Theatre Company

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## SEASON TIMELINE

### ***PRIOR TO JUNE 30—***

### ***COMMITTEE WORK.***

Complete any revisions to the Show Proposal Packet and Production Book. Put out call for members interested in proposing and administrating various workshops during the proposal process. Begin to collect and review proposals for these workshops.

### ***BY JULY 1—***

### ***COMMITTEE WORK COMPLETE.***

Complete revisions of Show Proposal Packet and Production Book and collect final workshop plans so that information may be reviewed and finalized at the July Board meeting.

### ***JULY 31 – MID-AUGUST—***

### ***BEGIN ADVERTISING.***

Begin disseminating information via media/listserves/emails/etc. about call for proposals, workshops and the Annual Membership Meeting (notice of this meeting should be ongoing until meeting date).

### ***MID-AUGUST – AUGUST 31—***

### ***WORKSHOPS.***

FCTC members and guests will present a variety of workshops for prospective production teams. Included among these will be a Proposal Workshop during which producers and directors can learn about the proposal process, talk through the updated Proposal Packet and ask questions of those who have experienced the process. Also included may be workshops on directing and producing for FCTC.

### ***MID-SEPTEMBER—***

### ***BOARD MEETING.***

Board of Directors meeting during which the primary purposes will be to hear budget proposals from prospective production teams and form an advertising committee.

### ***LATE-SEPTEMBER—***

### ***ANNUAL MEMBERSHIP MEETING.***

General membership meeting for the primary purposes of hearing season proposals with Board-approved budgets and electing new company officers. Advertising committee members should be finalized at this meeting.

### ***BY OCTOBER 31—***

### ***AD COMMITTEE WORK & AUDITION NOTICES.***

Initial mailing/calls/etc. should be complete for the season advertising insert and creation of the physical insert can begin. Production team for spring show should begin the scheduling and posting of notices for auditions.

### ***BY MID-DECEMBER—***

### ***SPRING PRODUCTION AUDITIONS.***

Auditions for the spring show will have been held and a cast will be in place. If casting was not able to be completed during auditions, the production team shall continue to search for the necessary actors to ensure a full cast in advance of the beginning of the rehearsal period (approx. mid-February). The FCTC Board of Director will only consider a cancellation of any production if extraordinary circumstances exist.

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