



Production Policy

If Something Isn't Right

You should speak with a committee officer or consult our **[grievance policy](#)** or **[whistleblowing policy](#)**.

Further Reading

Documents: **[Auditions Policy](#)**, **[Code of Conduct](#)**.

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Introduction

The aim of the society is to make more theatre more accessible in Bishop Auckland and to that end, the society produces a number of varied productions each year. This policy is a guide on how their chosen and the conduct members are expected to abide by throughout.

Choosing a Production

The committee meets two or three times a year to discuss the upcoming season of productions and will solicit suggestions from the membership. Any member of the society can submit a play for consideration.

You need to submit the following items to the committee, via the Secretary, in order for it to be looked at:

- A script and/or synopsis,
- A complete character list, noting any required characteristics where required,
- The cost of the performance rights and scripts, if necessary, and;
- Who controls the performance rights, if necessary.

The committee will read all of the submitted entries and will discuss the options. The leading submission, as decided by the committee, will be chosen and placed into our season.

Selecting the Director

Generally speaking, first refusal is given to the person that submitted the chosen script, provided that the committee agrees that they have sufficient experience to do so. If experience is not sufficient, the committee may opt to attach an experienced director to the team to act as a guide for the new director. Whilst possible, it is very unlikely that a new director will be turned down outright.

Anyone can submit their name to be considered for a directorship or to shadow a director to learn the ropes.

Selecting the Production Team

One of the first things for a director to do is assemble their team. There are many posts to consider but the first ones to be filled should be the stage manager, choreographer and musical director. The director may choose anyone they wish but it should be noted that we do have a number of members who wish to make backstage roles their priority.

Auditions

Please see our [Auditions Policy] for further information.

Rehearsals

The director and stage manager are responsible for setting rehearsals and for producing and maintaining a rehearsal schedule which should be made available in a timely manner.

The society aims to make rehearsals safe, vibrant, enjoyable, and productive and expect members to aid that by following our code of conduct and;

- acting in a professional manner,
- bringing your script and any other required material to every rehearsal,
- dressing appropriately for what you'll be doing,
- following the reasonable instructions of the creative team,
- keeping conversations at a level that doesn't disrupt those rehearsing, and;
- keeping the rehearsal space tidy – the last person out is not the designated cleaner!

Supporting the Creative Team

Where possible, members should offer their talents to the creative team to spread out the work of;

- prop making,
- set building,
- costume making,
- distributing physical promotional material, and;
- anything else the team may need support with.

Get In Day

At the beginning of our production week, we have get-in day. The day on which we get everything into the venue and set it up; scenery, lighting, sound and so on. This is a long day with a lot of labour involved and where possible and practical, we ask our members to help out.

The code of conduct should be followed by all those involved.

The Briefing

The director, stage manager, and a representative of the venue (if applicable) will gather the whole cast and crew to give a safety briefing and schedule of events. This is an opportunity for the cast and crew to ask any questions regarding the venue or schedule.

Technical Rehearsal

The stage manager takes control of the production from here on out. This is the time that the crew set lighting states, mic levels and run scene changes for the first time. There will be a lot of stopping, starting, and jumping around – it can be frustrating as an actor but the stage management and tech team need time to rehearse too!

Members are expected to continue to act professionally, follow the code of conduct and take measures to be ready for a long day.

Dress Rehearsal

This is just a show without an audience. The stage manager will control the performance and cannot be overruled by the director or other members of the creative team.

The cast and crew should attend with all props and costumes they've been given or told to bring. They should also bring sufficient water to drink throughout the evening.

The code of conduct should be followed by all those involved.

Performances

The cast and crew are usually called 30 minutes before the doors open to the public. The stage manager is to be informed directly of any delay to a cast or crew member's arrival.

When in costume, you are not permitted to enter the front of house areas of the building until after the performance has finished.

The code of conduct should be followed by all those involved.

The Strike

This is when everything we brought in is taken back out under the direction of the stage manager. It's all hands on deck and everyone who is able is expected to pitch in.

The code of conduct should be followed by all those involved.