



Appendix A - Production Pitch Guidelines

Updated September 1, 2023

These guidelines are meant to be reviewed and revised when needed to best suit the members of the Williams Lake Studio Theatre Society. A new copy is to be made upon revision.

Pitch Committee Mission Statement: To read, review, and discuss each production proposed by interested Directors and to select up to 4 of the pitched productions to make up the next theatre season.

Pitch Committee members: The members of the Pitch Committee will be made up of a total of 7 Williams Lake Studio Theatre Society (WLSTS) members. The Board will choose a Committee Coordinator. Members of the Board will be first in the formation of the Pitch Committee. A Board Member may not be on the Pitch Committee if they are pitching a production or have a family member who is pitching. In the event of fewer than 7 Board Members being available and/or able to participate on the Pitch Committee, the Coordinator will ask members of the WLSTS who have had more than five years of active theatre experience and do not have a family member pitching. The Committee should consider the merits of each production individually and together as a season, with the goal of producing a season with a variety of styles and forms that will interest a broad range of audiences.

Pitch Guidelines:

1. Directors should have a genuine enthusiasm for bringing their production to the stage.
2. Directors must be current WLSTS members or become a member prior to pitching.
3. Directors should verify that the rights for the play(s) are currently available.
4. Directors must come prepared with a budget which follows the Board approved budget format (not handwritten). A current spreadsheet may be obtained from the Society Treasurer. Feasibility of a budget will be weighed in the decision to accept a pitched production. Directors willing to have their play participate in Zone Festival and Mainstage must also submit a Zone Festival and Mainstage



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- budget. Chosen productions must submit their pitched budgets to the Board to be reviewed for approval.
5. Directors should have a Stage Manager and a Producer. These roles may not, at any time, be filled by the Director. The Pitch Committee recognizes that persons in these roles may change during the run up to production, but Directors are encouraged to use this opportunity to show they have made connections within the WLSTS community and have a team of interested parties on board with their chosen play.
 6. Directors may only pitch one production, be it a single play, or two or more short plays to be directed as a single production.
 7. Directors must bring a minimum of two paper copies of their script(s), to be left with the pitch committee.
 8. Co and Assistant Directors are welcome, but roles and responsibilities should be clearly outlined.
 9. New Directors (as well as Directors who are new to directing with the WLSTS) will be asked to select a Board-approved Mentor (new Directors) or Liaison (new to WLSTS) to aid them throughout the rehearsal process, providing guidance and direction if needed.
 10. Directors should be prepared to answer questions regarding their proposed production.
 11. Directors should demonstrate a thoughtful vision for their production that considers challenges regarding casting, set, and technical elements.
 12. Directors will be asked what part of the season they would like their production to be on stage.
 13. The Committee will ask that Directors indicate their willingness to participate in Dinner Theatre, Outdoor Theatre, CIZ Festival, and Mainstage.
 14. While the Board encourages a three-week run, Directors may open a discussion with the Pitch Committee as to whether they would prefer to do a 2-week run. Directors may add one or more matinees to their run if they choose. The decision to do so should be conveyed at pitch.
 15. Any production that is pitched, regardless of duration of run, length of production itself, or number of intermissions, will be judged on an equal basis.
 16. The pitched productions that are chosen will be part of the WLSTS line up and



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Directors will be working under the WLSTS umbrella. They must follow the rules and guidelines outlined in this document, as well as the Policies and Procedures of the WLSTS.

17. If a chosen production has a Stage Manager, Producer, Sound Designer and/or Light Designer who has not previously performed their job with the WLSTS, they will be required to find a mentor to be available to guide them and answer questions throughout the process of bringing the production to stage. This role should not be filled by the Director.
18. Chosen productions must be prepared to send the Producer to attend a Board meeting one month before their play opens to address any changes to their pitched budget.