



San Benito Stage Company

Where talent pours off the stage and into the heart of our community

With passion and heart, the San Benito Stage Company provides performing arts experiences that enrich the lives of its members and patrons. By providing educational opportunities in acting, dance, voice and technical theatre, SBSC promotes theatre arts and community involvement through the challenge of creating theatrical productions.

San Benito Stage Company Committees

1. **Artistic Direction/Show Selection:** Derek Barnes (Lead), Karen Firstbrook, Jenny Arbizu, Anne Hall, Suzanne Proctor, Mike Paddy, Kayla Chizek, Angela Prak, Shanon Romiti (Camp and Sidecar Support), Amy Waran (Talent Show), Emily Firstbrook

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
The Artistic Direction/Show Selection Committee is responsible for conceiving, developing, and implementing the artistic vision and focus of the organization, and for major decisions about the ongoing development of the aesthetic values and activities, after consultation with the SBSC board of directors.	<ul style="list-style-type: none"> • Hires, supervises and evaluates artistic personnel including directors, and producers (will be done by lead, SBSC board of directors) • Recommends artistic personnel including directors, and producers • Reports to the Board of Directors on a regular basis to give an update on artistic activity. • Recommends a slate of shows to SBSC Board of Directors by April of each year. • Help production teams with ideas/ securing venues. 	<ol style="list-style-type: none"> 1. Read scripts for 2020 and 2021 season. 2. Recommend two years of shows to SBSC Board of Directors by April 2019 3. Find producers for Chitty, Chitty, Bang, Bang 4. Help find vocal director for Chitty, Chitty, Bang, Bang 5. Help find choreographer for CCBB 6. Find members to serve on this committee 7. SBSC Theater Camp 8. SBSC Talent Show 	<p>Ongoing</p> <p>April 2019</p> <p>March 2019</p> <p>March 2019</p> <p>March 2019</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Nov 2019-Ongoing</p>

		9. SBSC Sidecar	
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2. **Awards Show:** Jenny Arbizu (Lead), Shanon Romiti, Anne Hall, Karen Firstbrook

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
<p>Each year SBSC puts on it annual awards show for its members/actors/patrons to celebrate the previous season.</p>	<ul style="list-style-type: none"> ● Obtain nominations from each show for the season. ● Locate venue for awards show. ● Creates ballot and rules for voting each season and convey this information to board of directors and members. ● Coordinates and handles set-up of venue and anything needed for event. (lights, mics, food, etc.) ● Coordinates and handles clean-up of venue (including returning all items used for event to HQ) 	<ol style="list-style-type: none"> 1. Research, recommend, and obtain venue for 2020. 2. Obtain a host for 2020 show. 3. Find members to serve on this committee. 4. Obtain nominations for each show of the season. 5. Set-up venue 6. Clean- up venue 7. Secure all items needed to put on awards show. 8. Write script for award show 9. Order certificates/trophies 10. Sort all awards and get them signed. 	<p>October 2019</p> <p>October 2019</p> <p>Ongoing</p> <p>May-November 2019</p> <p>Jan/Feb 2020</p> <p>Jan/Feb 2020</p> <p>Jan/Feb 2020</p> <p>Dec 2019</p> <p>Jan 2020</p> <p>Jan 2020</p>

3. Concessions: Suzanne Proctor (Lead), Natalie Vasquez, Adriana Ferry, Devon Ferry

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
<p>Behind-the-scenes and show day duties to provide concessions at venues to complete the theater experience for patrons, and to raise money for SBSC activities.</p>	<ul style="list-style-type: none"> ● Meets to plan concessions approach, brainstorm ideas and implement. ● Responsible for working with our health department or venues on food license with concessions and any vendors invited to sell on site. ● Charge of cleaning, organization and maintenance of offsite concession stand and equipment. ● Planning, pricing and purchasing of menu. ● Meet with treasurer to go over financials after each show. ● Staffing concessions for each show and different venues. 	<ol style="list-style-type: none"> 1. Do we want to expand our menu? (Adriana Ferry has a food service license) 2. Menu that can work at our new venues. 3. Find members to serve on this committee. 4. Where will we store stuff? 5. Purchasing menu and supplies for each venue/show 	<p>April 2019</p> <p>April 2019</p> <p>Ongoing</p> <p>Feb 2019</p> <p>Ongoing</p>

4. Costumes: Suzanne Proctor (Lead), Anne Hall, Jenny Arbizu

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
Runs the SBSC costume shop at HQ.	<ul style="list-style-type: none"> ● Meet with costume lead (s) for each show to allow access to costume shop. ● Recommend to board and or producers of show potential people who can possibly costume shows. ● Inventory any costumes that are borrowed for a show. ● Attend all costume fittings that take place at HQ. ● Insures/Supervises the costume shop is organized. ● Insures all used costumes are placed back in proper location. ● Will create an inventory/catalogue of what we have in a future inventory software system. ● Handle rental agreement for costumes lent to outside companies/organizations. ● Create and communicate a schedule that can be followed to help support priorities for the year. 	<ol style="list-style-type: none"> 1. Organize costume shop 2. Inventory/Catalogue of costume shop 3. Help recommend costume people for Madagascar and CCBB. 4. Support SBHS production of Newsies with costumes and rental agreement (if asked) 5. Find members to serve on this committee. 6. Create and communicate a schedule that can be followed to help support priorities for the year. 	<p>March 2019-Ongoing May 2019</p> <p>Feb and April 2019</p> <p>TBD</p> <p>Ongoing</p> <p>Ongoing</p>

5. Facilities/Insurance: Anne Hall (Lead), Allen Schneider, Derek Barnes, Brian Murphy

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
Secure facilities, contracts, etc with offsite venues. Understands and insures SBSC has insurance from year to year.	<ul style="list-style-type: none"> ● Secure facilities, contracts, etc with offsite venues. ● Understands and insures SBSC has insurance from year to year. ● Evaluate facilities prior to move in dates. 	<ol style="list-style-type: none"> 1. Secure SBHS facility and contract. 2. Find members to serve on this committee. 3. Evaluate facilities prior to move in dates. 	<p>Feb 2018</p> <p>Ongoing</p> <p>Ongoing</p>

6. Granada/Set-Shop: Allen Schneider (Lead), Tony Schneider, Ben Chase, Derek Barnes

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
Runs the SBSC set shop at HQ.	<ul style="list-style-type: none"> ● Finalize move out of Granada. ● Meet with set lead (s) for each show to allow access to set shop. ● Recommend to board and or producers of show potential people who can possibly create sets for shows. ● Inventory any sets/material that are borrowed for a show. ● Attend all set shop visits that take place at HQ. ● Insures the set shop is organized. ● Insures/Supervises all used sets are placed back in proper location. ● Will create an inventory/catalogue of what we have in a future inventory software system. ● Handle rental agreement for sets lent to outside companies/organizations. ● Create and communicate a schedule that can be followed to help support priorities for the year. 	<ol style="list-style-type: none"> 1. Lead move out of Granada 2. Organize set shop 3. Inventory/Catalogue of set shop 4. Help recommend set people for Madagascar and CCBB and LOP. 5. Find members to serve on this committee. 6. Create and communicate a schedule that can be followed to help support priorities for the year. 	<p>Feb 2019</p> <p>March 2019-Ongoing May 2019</p> <p>Feb and April 2019</p> <p>Ongoing</p> <p>Ongoing</p>

7. Fundraising/Grants: Anne Hall (Lead), Karen Firstbrook, Derek Barnes

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
<p>Its purpose is to establish and meet fundraising goals for SBSC, as well as provide appropriate board oversight, and raise strategic fundraising issues for board discussion.</p>	<ul style="list-style-type: none"> ● Set annual fundraising goals and regularly monitor progress against those goals ● Identify strategic and long-term fundraising issues to address before they become urgent issues ● Identify and research grant opportunities ● Coordinate, recruit grant writers and assist (as time allows) with actual grant writing ● Provide recommendations to ensure appropriate fundraising and grant writing policies and procedures are in place ● Monitor all fundraising income and expenditures. ● Maintain and publish a master schedule of fundraising events 	<ol style="list-style-type: none"> 1. Arts Council Grant 2. Chapin Grant 3. New Fundraising Ideas 4. Fundraising volunteer job into shows 5. Casino Night 	<p>Jan 2019 April Ongoing Ongoing TBD</p>

8. Technical/Website: Brian Murphy(Lead), Allen Schneider, Derek Barnes

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
<p>The Technical Director has the daily responsibility for the technical operations of a theatre or performing arts center, including lighting, sound, set design and construction, and coordinating necessary maintenance.</p>	<ul style="list-style-type: none"> ● Operates, maintains and safeguards the technical assets of the theatre, including supervising the use of lighting, sound, communications equipment, and the use and maintenance of stage facilities. ● Determines the necessary technical supports, such as lighting, sound, staging, and special needs, necessary for events and performances presented at the facility in advance of production dates. ● Designs, sets up, maintains, and operates lighting and sound systems for theatre, dance, music, and other productions and projects; assists guest designers and arts with technical matters. ● Advises production managers, lighting and sound designers, on the technical specifications, costs and usage of technical equipment required for the individual show, and supervises the implementations of approved technical designs. ● Assists in recruiting, training and assignment of volunteer or paid 	<ol style="list-style-type: none"> 1. List of items to board with budget that we will need to support mobile theater shows in 2019 2. Visit all venues this season to determine what can be done technically at each site. 3. Explain technical plan with directors/producers of each show. 4. Inventory/Catalogue of technical equipment. 5. Trim and get rid of bad inventory. 6. Research new website opportunities 7. Maintain and update website 	<p>Feb 2019</p> <p>Ongoing</p> <p>Ongoing</p> <p>Feb-May of 2019</p> <p>March 2019</p> <p>Ongoing</p> <p>Ongoing</p>

	<p>technical staff for individual shows.</p> <ul style="list-style-type: none">• Orients facility renters and visiting productions to safety, technical characteristics and other areas of facility operations; facilitates the use of the technical facilities by the resident company and others engaged by or renting the facility.• Monitors the condition of equipment including lighting, sound, and rigging equipment; arranges for the repair and replacement within budgetary constraints; performs preventive maintenance on equipment.• Makes recommendations to the Board of Directors or theatre leadership regarding capital purchases of technical equipment.• Maintain and update SBSC website with all relevant information.		
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9. Marketing: Amy Waran (Lead), Jenny Arbizu, Allen Schneider

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
<p>Marketing and Communications supports the highest strategic priorities of the theater. This committee will focus on growing new audiences while retaining and deepening relationships with current audiences. Through effective communication of the mission, vision and programming activities, the committee develops and executes strategies to generate all marketing, public relations, audience development, sales, and graphic design. This committee plays a leading role in the Theatre's strategic planning initiatives which currently include investment in branding and more.</p>	<ul style="list-style-type: none"> ● Supervise the planning and implementation of all marketing, public relations, publications, and sales programs ● Shape public perception of the theater through execution of brand identity through print communications, publications, electronic media, media relations, public events, and physical spaces. ● Cultivate an innovative working environment that enables growth in new technology and marketing practices to ensure the Theatre's vitality. Develop community ties and serve on committees to further develop the profile of arts within the city and county. ● Lead initiatives to achieve goals defined in the Theatre's strategic plan, and further develop long-range audience development goals and strategies. ● Handle any and all electric communication for shows/events. (Facebook, Email, etc.) 	<ol style="list-style-type: none"> 1. Commercial to gain membership/sponsors 2. New membership/sponsorship brochure 3. New theater camp membership/sponsorship brochure 4. Marketing strategies than can acquire new members 5. Support membership committee 6. Marketing strategies to help producers of show (can add to producers binder) 7. Find members to serve on this committee. 8. Handle any and all electric communication for shows/events. (Facebook, Email, etc.) 	<p>Jan 2019</p> <p>Jan 2019</p> <p>Feb 2019</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

10. **Membership/Sponsorship:** Karen Firstbrook, Derek Barnes, Suzanne Proctor, Amy Redmond, SBSC Board of Directors (support)

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
<p>To maintain and develop communication with existing members and sponsors and obtaining new members and sponsorships</p>	<ul style="list-style-type: none"> ● Finding potential partners/sponsors/members ● Plan and execute two mailed solicitation campaigns annually. ● Plan and execute community outreach, community partner, and other special events (including opening nights and member events) throughout the season 	<ol style="list-style-type: none"> 1. Increase membership/sponsorship by 20% 2. Communicate membership/sponsorship opportunities to community. 3. Plan mail or door to door campaign for new sponsors/members 4. Plan talks with each show/event to acquire new members/sponsors 5. Utilize marketing strategies than can acquire new members 6. Support marketing committee 7. Find members to serve on this committee. 	<p>Ongoing</p> <p>Ongoing</p> <p>Feb-May 2019</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

11. Policies/Standards: Shanon Romiti (Lead), Anne Hall, Karen Firstbrook, Allen Schneider

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
<p>Policy statements are brief, general statements of purpose, principles or philosophy that serve as guides for action. They should allow for the exercise of professional discretion in their implementation. Policies generally result in the development of administrative regulations and procedures that further define for stakeholders how the policy should be implemented and who is responsible.</p>	<ul style="list-style-type: none"> ● Producers Binder ● Policy/Standards Handbook 	<ol style="list-style-type: none"> 1. Go through and update producers binder for each show. 2. Update Code of Conduct 3. Fingerprinting/Background checks of any new staff 4. Review/Update all policies and standards for SBSC 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

12 Scholarship: Amy Waran (Lead), Anne Hall, Shanon Romiti

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
<p>Run the scholarship program for SBSC</p>	<ul style="list-style-type: none"> ● Coordinate with SBHS on scholarships offered by SBHS ● Advertise scholarships SBSC has to offer. ● Create criteria for each scholarship we offer. ● Establish policies for scholarships SBSC offers ● Collect scholarship applications and make recommendations to SBSC board of directors. ● Announce scholarship winners at SBHS awards night. 	<ol style="list-style-type: none"> 1. Applications to SBHS 2. 3 scholarships of \$500 3. Choose winners 4. Offering scholarship options outside of just high school students. 5. Announce scholarship winners at SBHS awards night. 6. Announce scholarship winners at SBSC summer show 	<p>TBD</p> <p>TBD</p> <p>TBD</p> <p>TBD</p> <p>June</p> <p>July</p>

	<ul style="list-style-type: none"> Announce scholarship winners at SBSC summer show 		
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13. Props: Adrienne Summers (Lead), Jenny Arbizu, Allen Schneider

Description	Responsibilities	Priorities for 2019 (Lead Priorities in Bold) Items not in bold need to be delegated.	Timeline
Runs the SBSC prop area at HQ.	<ul style="list-style-type: none"> Meet with prop lead (s) for each show to allow access to set shop. Recommend to board and or producers of show potential people who can possibly do props for shows. Inventory any props/material that are borrowed for a show. Attend all prop shop visits that take place at HQ. Insures the prop shop is organized. Insures/Supervises all used props are placed back in proper location. Will create an inventory/catalogue of what we have in a future inventory software system. Handle rental agreement for props lent to outside companies/organizations. Create and communicate a schedule that can be followed to help support priorities for the year. 	<ol style="list-style-type: none"> Organize prop area Inventory/Catalogue of prop area Help recommend prop people for Madagascar and CCBB and LOP. Find members to serve on this committee. Create and communicate a schedule that can be followed to help support priorities for the year. 	<p>March 2019-Ongoing May 2019</p> <p>Feb and April 2019</p> <p>Ongoing</p> <p>Ongoing</p>