

SLOC GUIDELINES — Revised, November 2007

Show Board Liaison

Reports to: SLOC President

The President, with approval of the Board of Directors, will appoint a board member or VP to serve as Show Board Liaison.

It is the responsibility of the Show Board Liaison to communicate with the show producer(s) on issues of company policies and procedures. This individual will be the primary SLOG administrative contact for the production Staff. The Board has created this position to remove show production responsibilities from the Board thereby allowing the board to focus on Company directives and long-range issues.

The Show Liaison should perform the following functions:

- Ensure that the Show Producer has access to Company Policies and Guidelines.
Specifically: Guidelines for Staff Show Personnel. House Rules Handbook, SLOC Safety Guidelines, and Show Financial Policies
- Provide answers on Policy and Guideline documents.
- Assist the Show Producer in making appropriate decisions based on Policy and Guideline documents.

- Make the Show Producer aware of the current SLOC complementary ticket guidelines for show staff.
- Arrange for additional SLOC support through the appropriate SLOG Vice Presidents.
- Obtain a copy of the production schedule.
- Visit rehearsals over the course of show preparation to assess progress both with the cast and technical issues. Assessment is intended to address such issues as the progress of show, cast and technical, demeanor of rehearsals, staff cohesiveness.
- Be available for resolution of Company policy violations, production problems or difficulties that arise during the production. While the primary responsibility for these issues lies with the Show Staff, occasional issues need to be elevated to the Company level. It is only these Company level issues that should involve the Executive Producer.
- Report to the President and Board on show progress and issues raised.
- Stress compliance with Royalty House and Company policy of not videotaping shows.

- Review facility arrangement for hazards and non-compliant issues prior to dress rehearsal. Assess safety on and off the set.
- Verify that facilities are left in an orderly state and any remaining items are either at the request of the next show or removal has been scheduled.

Post Production:

- Call a post-production meeting following the close of a show and present at the next regular Board of Directors meeting. Invitations are given to Producer, Director, Music Director, Choreographer, and Artistic and Technical Vice Presidents.