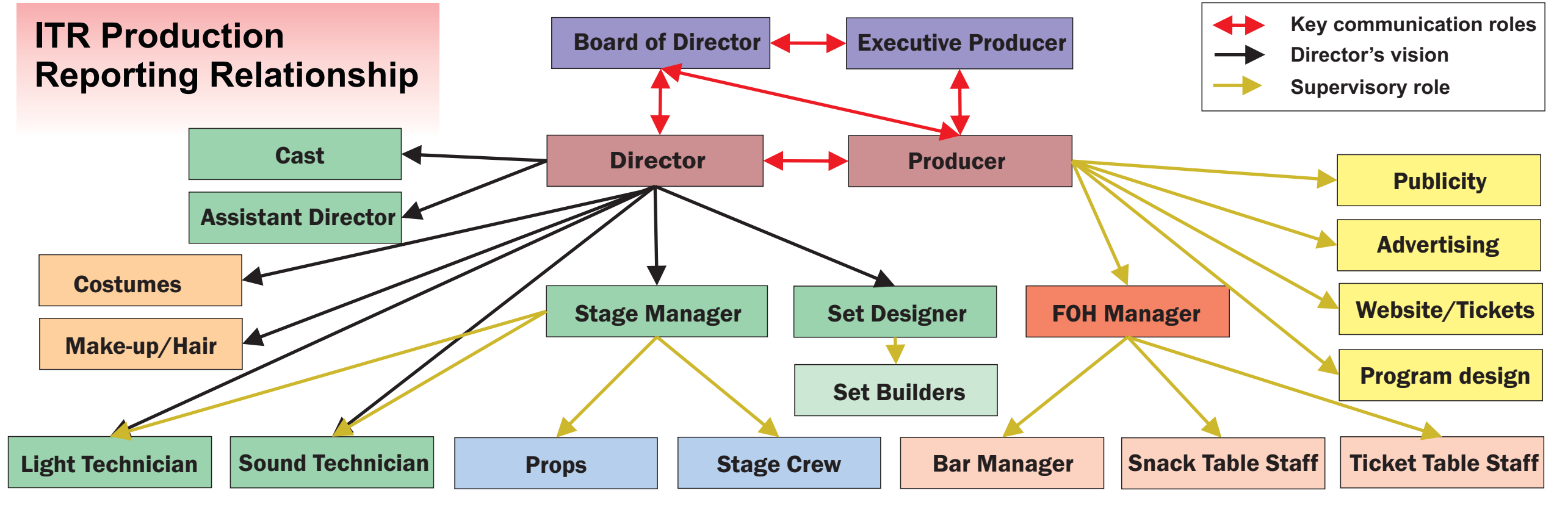


ITR Production Reporting Relationship



Board of Directors:

- Selects Director
- Takes on role of Executive Producer if required
- In consultation with Director, selects Producer
- Confirms Director/Producer's selection of Assistant Director & Technical Staff
- Communicates with Producer/Director on a weekly basis.

Director:

- Consults with Board about selection of Producer
- In consultation with Board & Producer, selects Assistant Director & technical staff
- Holds auditions & selects cast
- Communicates with Board/Producer on a regular basis.

Producer:

- Assists Director in selection of Technical Staff
- Consults with Executive Director regarding budget
- Organized & oversees all technical/logistical/budget aspects of the production
- Communications with all production leads on an ongoing basis
- Communicates with the Board on a regular basis, provides updates re budget, progress of production, identifies any issues or concerns.

Assistant Director:

- Fulfills the duties assigned by the Director, for example, may take notes, assist with costumes & make-up
- Supervises rehearsals in the event the Director is unable to attend
- May take on the role of Stage Manager

Stage Manager:

- Attends rehearsals per Director's schedule
- Assumes responsibility for stage setting & props
- Supervises stage crew
- Takes over responsibility of production, including cast & crew from Opening Night to end of production
- Communicates with Producer/Director as necessary to provide updates & identify issues.

Cast:

- Is committed to attending all rehearsals.
- Makes every effort to learn all lines by the appointed time set by the Director
- Is punctual for all rehearsals and performances
- Works with all production staff as part of a team.