

Pratts Bottom Dramatic Society

Backstage Crew Allocation Policy

1. Purpose

The purpose of this policy is to ensure that backstage roles for Pratts Bottom Dramatic Society productions are organised in a **clear, inclusive, and structured way**, while ensuring each production has the support required to run safely and successfully.

The society values the contribution of **both experienced and new backstage members** and aims to encourage participation in all technical and production roles.

2. Backstage Departments

Each production may include several backstage departments, which may include but are not limited to:

- Stage Management
- Set
- Props
- Lighting
- Sound
- Costume and Wardrobe
- Hair and Makeup
- Front of House
- Production Support

Each department will normally be led by a **Head of Department** on the Leadership team.

3. Recruitment of Backstage Crew

Heads of Departments will actively seek to recruit **both existing members and new members** to fulfil backstage roles for each production.

The society encourages members who may not wish to perform on stage to become involved in **technical, creative, and production roles**.

4. Role Allocation

The **Head of Department** will be responsible for allocating roles within their department.

They will:

- Make final decisions regarding role assignments within their team
 - Seek to include **everyone who expresses interest in participating**, where reasonably possible
 - Consider the needs of the production, the experience of volunteers, and opportunities for learning and development
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5. Crew List and Production Records

Once crew members have been identified:

- The **Head of Department will add team members to the online crew list spreadsheet for the current production.**
- This should be completed **in time for the first production meeting** so that the full production team is recorded and communication can begin.

This list will be used for:

- Production planning
 - Communication with crew members
 - Health and safety coordination
 - Programme credits where appropriate
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6. Communication and Meetings

Backstage crew members may be asked to attend **production meetings, build days, technical rehearsals, and show calls** where relevant to their role.

Heads of Departments are responsible for ensuring their team members are **kept informed of schedules and expectations**.

7. Commitment and Conduct

Backstage crew members are expected to:

- Carry out their responsibilities to the best of their ability
- Attend scheduled build sessions, rehearsals, or show calls where required
- Inform their Head of Department if they are unable to attend
- Work cooperatively with the wider production team

All crew members should contribute to maintaining a **safe, supportive, and respectful backstage environment**.

8. Membership Requirements

Anyone taking part in backstage roles must become a **paid-up member of Pratts Bottom Dramatic Society** before participating in production activities, if they are not already members.

1. **Temporary Members** such as technical crew, wardrobe team, and administrative staff etc. providing assistance to the Society in any capacity, are enrolled as a Temporary Member for the **duration of the current show week run**. Temporary Members are not eligible to audition for the cast of any Production and will not be required to pay the Annual Membership Fee.
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9. Policy Review

This policy may be reviewed and updated periodically by the **committee of Pratts Bottom Dramatic Society** to ensure it continues to support the needs of the society and its productions.