

# Production Procedures for Parents

## Rehearsal Dinners

Bexley Theatre Parents (BTP) has helped to organize the dinners for rehearsals during the last week before the show. BTP usually pays for the paper goods and the water for these dinners. The parents of the cast and crew either pay or donate items for the dinners.

The timeline for rehearsal dinners is as follows:

- Before Tryouts – ask the director the number of nights the dinners will be needed.
- After Tryouts – ask the director the number of students participating (including the cast and the crew)
- Look in the HS theatre box office to determine if there is any left-over water or paper products from past events.
- Contact the BTP treasurer and tell him the number of nights and students on each night and estimate the amount of money needed to purchase these items
- At the first parent meeting – ask for parent volunteers to arrange each night's dinner
- At the second parent meeting
  - ask all of the parents to sign up for one night to help with the dinner
  - ask the parent volunteers to arrange the dinner for their night
  - give the volunteers a copy of the list of parents signed up for their night
  - ask a parent to purchase the water and paper products for the dinners
- Once the parent who purchases the water and paper products, s/he should submit all receipts to the BTP treasurer for reimbursement (reimbursement takes less than 30 days).
- All extra water and paper products should be stored in the box office in the HS theatre. There is a plastic storage container for the paper products.