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What is the Philipstown Performing Arts Inc.?

Philipstown Performing Arts Inc. ("PPA") is a Not-for-Profit Corporation formed in 1998 to promote the vitality of the performing arts in the Town of Philipstown.

The Directors of PPA are elected by the Philipstown Town Board with the participation of two representatives of the Philipstown Recreation Commission. While PPA's mandate is not necessarily limited to the Depot Theatre, as a practical matter its chief activity has been overseeing that space. Philipstown Recreation works closely with the Depot Theatre Manager in arranging for the smooth functioning of the Depot Theatre.

PPA is proud of the remarkable variety of performances that have found a home at the Depot. This includes but is not limited to: plays new and old, musicals, poetry, Youth Theatre, Teen Open Mics, Silent Films, Music Tracks, and The Art Garden. PPA has been active and proactive in upgrading the interior of the Depot Theatre, in acquiring and installing high-quality equipment, in providing financial assistance to ensure the commitment of the Depot Theatre staff and volunteers and encouraging local participation at every level.

2004 Board of Directors

Claudio Marzollo – President

Bob Bickford – Vice President

Byron Stinson – Treasurer

Irene O’Garden – Secretary

Dan Anderson

Nancy Montgomery

Kacey Morabito

Chris Nowak

John Pielmeier

Bob Rhodes

Sheila Rauch

Nancy Swann

Advisory Board

Jackie Grant

Joel Goss

Marilynn Heberling

Mark LaRocco

Jean Marzollo

Tom McCoy

Melinda Obrien

Depot Theatre Staff

Amy Dul – Managing Director

Frank Caccetta – Technical Director

Diane Landtroop – Youth Theatre Coordinator

Nancy Montgomery – Music Tracks Coordinator

So You Want To Put On A Play At The Depot Theatre?

The PPA and the Philipstown Recreation Department welcomes your interest in producing at the Depot Theatre and offer you two types of production choices.

Choice A: is a 50-50 Production, in which the proceeds of the house are split evenly between you (the production's sponsor) and the Philipstown Depot Theatre. The following conditions must be met. (Note: This scenario works best for one-night performances and for Music Tracks):

- 1) We must approve the project.
- 2) You must provide the production budget. No production budget is provided by the theatre;
- 3) While we'll publicize your event in our newsletter, on our website, and in our weekly ad with the PCNR, you must provide all other publicity. This includes posters, flyers, press releases, newspaper and radio listings. (For a press list and time line, please see Theatre Manager).); Please note: Additional PR may be necessary on your part if the show is not well known or cast with local actors.
- 4) A staff member or a Theatre-Manager-designated representative must be present for all rehearsals and performances;
- 5) Our Tech Director must oversee the production. He'll be present for up to 3 hours per performance and 4 hours per tech. You must pay any overtime, at \$10 per hour.
- 6) Your guaranteed (available) rehearsal time for plays is: the Monday, Tuesday, Wednesday and Thursday evenings before the first performance. You'll be charged \$10 per hour for the presence of a staff member or Tech Director. In coordination with the Tech Director, you choose one of these nights for your tech/run through, at no charge for the first four hours. Pending availability, additional rehearsals may be scheduled, at \$10 an hour. This fee can be subtracted from your half of the take. Music Tracks are guaranteed four hours of tech rehearsal on the day of the performance at no charge.
- 7) We will print your program. You must provide all program information no later than 14 days before the event;
- 8) One of our three standardized lighting plots must be used, unless otherwise approved by the Depot Tech Director;
- 9) If necessary, cleaning, damage, and replacement charges will be subtracted from your share of the take;
- 10) 50/50 payment will be sent within 7 days of the final performance;
- 11) We reserve the right to waive or modify any of these rules.

Choice B: is a Recreation Department-sponsored Production, in which all proceeds from the production go to Rec. The following conditions must be met:

- 1) We must approve the project.
 - 2) Rec. provides your budget, a lighting operator, box office staff, and publicity (press release, posters, inclusion in the newsletter and on the website, Hudson Valley newspaper and radio listings); Please note: Additional PR may be necessary on your part if the show is not well-known or cast with local actors.
 - 3) All royalties, costumes, sets, props, and a fee for a Music Director, if needed will be paid for out of the budget.
 - 4) We provide access to props, costumes, and set pieces belonging to the theatre.
 - 5) We must approve a fiscally-responsible producer (who is not the director.) In consideration of fulfillment of duties and with the approval of the Theatre Manager, this person will receive an honorarium of \$250.
 - 6) In consideration of fulfillment of duties and with the approval of the Theatre Manager, the director will receive an honorarium of \$100.
 - 7) You are guaranteed the two weeks before opening for rehearsal/tech time. This includes the weekend before the opening. The weekend that falls two weekends before the opening is not guaranteed;
 - 8) One of our three standardized lighting plots must be used, unless otherwise approved by the Depot Tech Director.
 - 9) We reserve the right to waive or modify any of these rules. Proposals must be submitted to the Theatre Manager. If approved a time-slot will be assigned as available.
- The Depot Theatre has 67 seats. Additional seating up to 85 can be arranged in some cases.

History of the Garrison Train Station / Depot Theatre

Built in 1892- 1893 by William H. LaDue, contractor and builder of Cold Spring, the Garrison Station was the dominant building in "Depot Square." Mr. LaDue had built the home of Mr. James Toucey, Superintendent of the New York Central and Hudson River Railroad, as well as many other homes in the vicinity. He also built the depots at Cold Spring, Croton, Bronxville, and Woodlawn. How did Garrison merit such an imposing edifice? The answer is that in this community, in addition to Mr. Toucey, lived a number of men who were in high positions in railroading. Samuel Sloan was a former president of the Hudson River Railroad and was at the time president of the Delaware and Lackawana, Stuyvesant Fish was president of the Illinois Railroads. Other residents had strong business connections with railroading, and the station served West Point as well.

The stationmasters at Garrison were able, courteous gentlemen. Among them were William Woods, William Mckinley, Fred Lawson, Leonard Bluto and the last to serve, George W. Picchiotin. They were most cooperative in planning a trip by rail and produced the yard long composite tickets needed for trips of any distance cheerfully and promptly. Travel agents were not needed in those days. They new their rate books and could give information as to the cost of shipping this or that by express or freight with ease and dispatch.

The waiting room, a half oval in shape with a high ceiling, is commodious and cheerful with windows on all but the north end of the room. Through them a fine view of the Hudson River can be seen, the boats sailing on it, the gulls and even eagles flying above it. The circular steam radiator welcomed many a commuter who had driven to the station in an unheated conveyance. The ticket office is large and cheerful too because of its' large bay window which gives a clear view up and down the track. At the north end of the building was the baggage and express room. Scales stood on the platform north of the bay window of the ticket office and along side the platform were two or three baggage trucks and the mail cart. Alongside the track, just beyond the shed, was the pole with the arm and hook to snare the mailbags from the passing mail trains.¹

In recent history, the station served as a theatre for the "Hand To Mouth Players." November 9, 1996 was the beginning of its new life as "The Philipstown Depot Theatre", a community performing arts center for theatre, children's' programs, poetry readings, chamber music, cabaret, film, and many other events which draw on the diverse talents and interests of this corner of the Hudson Valley.

1. Excerpted from "Garrison Landing" by Jean Saunders, published in 1996 by the author

PRODUCTION RELATED POSITIONS

Director

Meetings

1. Once the Director's production is slated, the director will participate in a series of pre-production meetings, to be scheduled prior to auditions for the purposes of interfacing with the Managing Director, Producer, Stage Manager, Publicist (*the Production Staff*), a Recreation Department representative and the Steering Committee chairperson to discuss production concerns, including budget matters and scheduling.
2. Following the commencement of rehearsals, the Director will coordinate production meetings with managing director, producer, stage manager, publicist and technical staff. The number of meetings will be determined by production needs.

Auditions

- I. We ask that you cast from auditions. If you cannot cast from the first series of auditions, a second series will be scheduled. If a cast member drops out, please consider the original pool of auditionees. Your production should be cast within a week of the final auditions and at least six weeks in advance of production week.
2. Once the Director has contacted the actors cast in the production and the Stage Manager has created a cast contact sheet, all audition forms should be perused by the Stage Manager for those actors who have elected to volunteer on the production in some capacity. Forms should be forwarded to the publicist for letters to those not cast and all names and addresses will be placed on the mailing list. Audition forms should be kept on permanent file at the Theater.
3. Upon casting the show, the Director, with the Stage Manager, should create a rehearsal schedule and distribute it to cast, Production Staff, Managing Director and Recreation Department. Upon any deviation from this schedule, Director or Stage Manager should contact the Recreation Department for insurance purposes.

Rehearsals

- I. The Director oversees the entire production during the rehearsal process.
2. If the Stage Manager or Assistant Director is absent from rehearsal, it is the Director's responsibility to ensure the theater is left in an appropriate condition and sign out at end of rehearsal.
3. We request that you use the Recreation Department facilities (i.e., the Theater or VFW Hall in Cold Spring) for rehearsals. However, if it is necessary to deviate from these facilities, the Managing Director, pending clearance from the Recreation Department, must be given a revised schedule with the times and locations of rehearsals not held at Recreation Department facilities.

The Director has final approval on the Poster and the Program Notes.

Assistant Director/Stage Manager

Based upon the Director's individual needs and other production factors, the duties of the Assistant Director and Stage Manager should be decided upon and assigned at a preproduction meeting.

Depending on the Production needs, the tasks that might be assigned to the respective Assistant Director and Stage Manager could be:

1. Attending all production meetings
2. Being responsible for opening and closing the theater for auditions and rehearsals and signing out prior to closing the theater
3. Facilitating the actors at the auditions
4. Notifying actors of call backs and casting
5. Perusing all audition forms and culls names of actors interested in volunteering on production, then submits audition forms to publicist for thank you letters and permanent file
6. Creating a Master Rehearsal Schedule with the Director for cast and crew
7. Submitting a copy of Master Rehearsal Schedule to Managing Director and Recreation Department for possible conflicts
8. Attending all rehearsals and notate blocking in Stage Manager's script .Overseeing with the Director the erection of the Set when necessary
9. Overseeing all Technical Staff(Lighting, Sound) and notates cues for same in Stage Manager's script
10. Coordinating volunteers for Stage Crew where necessary
11. Scheduling Crew for individual performances. Schedule should be completed at least two weeks prior to opening and submitted to the Recreation Department for insurance purposes.
12. Calling Crew members who are only working certain performances two days prior to that performance to confirm availability
13. Calling show during Performance
14. Overseeing the Striking of the Set after final Performance
15. Ensuring that all borrowed properties are returned to their owners

The Technical Director, Lighting and Sound Designers

Depending upon the Production, the Technical Director may be responsible for designing both the lights and sound; however, Productions may be staffed with both a lighting and a sound designer.

The Technical Director, the Lighting Designer and the Sound Designer should attend the necessary production meetings (as determined by the Director) to discuss the needs of the Production. The designers are responsible for interfacing with the Stage Manager or Assistant Director to ensure that cues are notated in the Stage Manager's Call Book. In the event that the designers are not running the show, it is imperative that they ensure that the crew running the show is sufficiently trained to run the light or sound boards.

Costume Designer / Wardrobe

The Costume Designer will attend the necessary production meetings to ensure the needs of the Production are met. In addition, the Costume Designer will ensure that all borrowed or rented Costumes are returned to their provenance.

Properties Master

The Properties Master will attend the necessary production meetings to ensure the needs of the Production are met. In addition, the Properties Master will ensure that all borrowed or rented Costumes are returned to their provenance.

The Set Designer

The Set Designer will attend the necessary production meetings to ensure the needs of the Production are met. In addition, the Set Designer will submit a final sketch for the Managing Director's approval prior to the commencement of building the set.

Crew (Stage and Technical)

All Crew members, both Stage and Technical, will be briefed on their tasks by the Assistant Director or Stage Manager .

Crew members are due at the Theater no later than one hour prior to performance.

Producer

The Producer oversees many of the financial and production aspects of the Production and will attend all Production Meetings:

1. Oversee the financial aspect of the Production keeping within the budget dictated by the Recreation Department.
2. Consult with Set Designer, Props Master and Costume Designer prior to making or approving purchases.
3. Consult with Managing Director on unforeseen expenses.
4. Keeps detailed receipts of all out-of-pocket purchases made on behalf of the Production and submits completed reimbursement forms and receipts to Recreation Department.
5. Consult with the Managing Director for program acknowledgement for props and services bartered for program credit.
6. Ensure that Publicist receives appropriate photographs for publicity purposes
7. Secure locations for Cast Parties for opening and closing performances after consulting with the Managing Director.
8. Arrange to have a Performance videotaped and videotapes made available to actors and crew.

It should be noted that any expense over \$100 must be cleared with the Recreation Department; any expense over \$250 must be cleared with the Managing Director.

Production Managers and staff who are purchasing items for shows should use the theatre's tax exempt form wherever stores will take them as The Recreation Commission will not reimburse for tax. Forms should included in the folder handed to the Director/Producer at the first meeting. Additional forms may gotten from the managing Director.

Production Coordinator

The Production Coordinator should:

1. act as a liaison between the Production and the Managing Director
2. be informed of all Production preparations
3. act as a troubleshooter for production problems that may arise

Note: The Production Coordinator is not intended to be a primary production position and can be filled by someone who is active on the Production in a more formal capacity.

House Manager

The House Manager will :

1. Schedule all volunteers for box office, concession and ushering for the run of the Production.
2. Make sure the guidelines relating to minors are adhered to.
3. Call volunteers to confirm status two days prior to each performance for which they are scheduled to work.
4. Insert cards in program for subscriptions, mailing list and volunteering and collect as patrons leave theater at the end of each performance.

5. Interface with Managing Director, Recreation Department and Vendors (Salmagundi and The Country Goose) regarding ticket availability for each performance,
6. Pick up available tickets from Vendors at least two hours prior to performances on Friday, Saturday and Sunday and deliver them to the box office,
7. Oversee and facilitate waiting list for sold-out performances,
8. Make sure the house is opened to the patrons no later than one-half-hour prior to each performance,
9. Make sure that the theater and concession areas are clean at the end of each performance and garbage from these areas is properly disposed of.

PERMANENT THEATER RELATED POSITIONS

Managing Director

The Managing Director will:

1. Attend all production meetings
2. Function as a liaison between the Production Staff and the Recreation Department.
3. Purchases supplies for the Concession.
4. Approve all set design and construction for building preservation purposes.
5. Arrange for the cleaning of the theater prior to the opening performance and during production.
6. Consult with the Producer on accounts with vendors and unforeseen production expenses.

Publicist

The Publicist will:

1. attend all necessary Production Meetings
2. issue press releases for auditions to media .contact actors not cast from auditions
3. issue press releases, articles and listings regarding Production
4. invite critics from media to the production and follow up invitations with a telephone call
5. create a press packet for critics to receive on the Production
6. oversee the putting together of the Program
7. clip press releases, articles and reviews for Production archives

Recreation Department Administrative Assistant

The Administrative Assistant will:

1. meet with the Director regarding the poster design
2. interface with the Producer regarding Production expenditures
3. oversee the layout and publishing of the Program
4. be advised of any changes in the rehearsal schedule maintain all permission slips of minors

Timetable of Production Meetings to Be Held

6 Months Prior

Play/Musical rights cleared
Producer / Director / Music Director set
Receive Production manual and contract and sign it

3 Months Prior

Casting notices sent out
Director meets with set designer
Principal staffing worked on...Stage Manager, Costume Designer, Lighting designer, Sound, Props
Production Schedule Set

8 Weeks Prior

Casting Complete
Set design created and plans drawn
Set builders located and schedule set
Lighting Designer gets set plans and lighting schedule set
Costume designer schedules fittings

Support meeting with Amy, Chris, Production Advisors

List of Vendors in the System:

Theatre Development Fund Costume Collection
601 W. 26th St. between 11th & 12th, 17th floor
no appt. necessary, unless dressing room is needed
212-989-5855
Email: costume@tdf.org

Mar Lu Costumes
Port Jervis, NY
845-355-1414

No costume shop in Mt. Cisco anymore...there was a fire

Westchester Costume
Yonkers, NY

Sam's Club - Fishkill
Amy has he membership card

Home Depot
Frank Caccetta has the charge card

Walmart
Cortlandt Town Center
Fishkill Super Center
(Amy has the charge sard)

Goodwill Industries
Croton on Hudson, NY

Salvation Army
Peekskill (Rt.6 – town center)

Dollar Store
Martin Luther King Blvd., White Plains

Helpful Telephone Numbers

Recreation Department - 424-4618 fax – 424-4662

Depot Theater Office – 845-424-3900

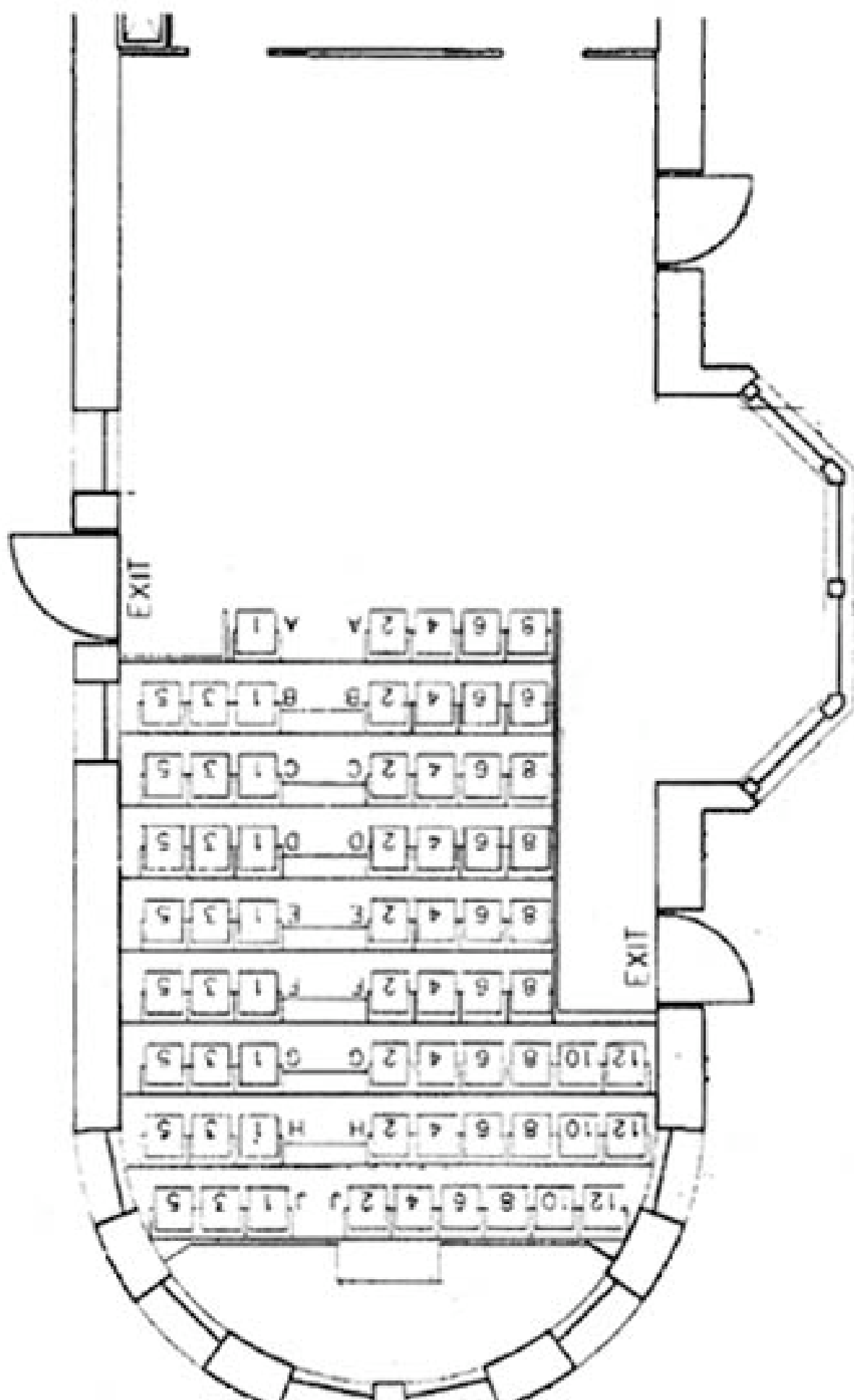
Putnam County News and Recorder Newspaper – tel. 845-265-2468 fax - 845-265-2144

Sheriff's Department – 225-4300

Garrison Arts Center – 424-3960

Children and Minors at the Depot Theatre

The Depot Theatre, as a part of the Town of Philipstown Recreation Department, is covered for injury and liability insurance under the town's policies. It is the policy of the Depot Theatre that any young person under the age of 18 years old that wishes to participate in a Non-Youth Production be required to have a Depot Theatre Production Permission Form signed by his / her parent or guardian. Permission forms may be obtained from the Depot Theatre Managing Director. Children and Youths will not be allowed to perform without a signed permission form filed with the Managing Director.



Depot Theatre Seating Plan - Open Stage - 67 Seats

