

Pearl Committee List

Dear Production Manager: In our experience, the smoothest productions are those in which the production manager serves as a coordinator, a communicator and a facilitator. The committees below need to be put in place in order to facilitate a smooth production:

- 1) *Classroom Teachers:* One teacher can serve as a liaison. We ask that all teachers meet with us each morning (or afternoon if preferred), for twenty-minutes to half an hour to go over the schedule, check on morale, ask questions and air concerns. Suggestions for integrating the opera into classroom activities are enclosed.
- 2) *Stage Manager:* This person runs the backstage cues and needs to be present at all rehearsals in the performance space. He/she needs to post a large size running order backstage on either side for ready reference.
- 3) *Singing Coach:* Classroom teachers (and the music teacher) need to prepare the children on the text and the songs. One master rehearsal CD is provided.
- 4) *Costumes:* This committee designs and arranges for the making and the fitting of the costumes. Guidelines are enclosed.
- 5) *Props:* The prop master/mistress is in charge of assembling all hand-held items and having them available for rehearsal by the beginning of rehearsals. Prop tables need to be in place for rehearsals. A prop list is enclosed.
- 6) *Set Design:* This person is responsible for designing and renting/assembling the set. Arrangements need to be made with the performance venue so that the set can be prepared before the children arrive. A sample DVD is enclosed.
- 7) *House Manager:* The job entails arranging for tickets/donation basket and overseeing ushers. This person gives the signal to open the house before the performance, following the warm up/briefing session of the cast onstage.
- 8) *Piano:* One person is needed to arrange for the piano and piano light, and for turning of the piano if necessary.
- 9) *Publicity & Program:* This committee is in charge of arranging media coverage, of distributing posters, arranging advertisement in the program, and designing and printing the program.
- 10) *Reception:* This group organizes and hosts the post-production reception or cast party, according to the center's plans.
- 11) *Clean Up:* This group strikes the set, leaves the house in order and returns things to wherever they need to go. Note: It is preferable that this group is different from the group that assembled the set.