



*Producer's Note*

Welcome aboard the HMS Pinafore! As Producer, I need to make you aware of the following things:

**Harassment Policy** It is expected that all participants in MITG&SP activities will do their best to maintain a proper working environment. Harassment in any form—psychological, physical, or sexual—will not be tolerated and should be reported to the director(s), producer, or Executive Committee immediately.

**Rehearsals and Scheduling** It is unacceptable to be late or absent without notifying the director in charge of the rehearsal (and the Stage Manager, if/when we get one). If you are late/absent too many times without advance notice, you may be asked to leave the production.

**Cast Commitments** Cast members are expected to help construct the set and costumes, sell ads, help with publicity, etc. Attendance at sitz-probe, put-in (or light-hang), dress rehearsals, and strike is mandatory.

**Videotaping** This production of *HMS Pinafore* will be videotaped. Videotapes will be sold to the participants in the show and may be sold outside the group at cost. If you find this unacceptable for any reason, please notify me immediately.

**Complimentary Tickets** Each member of the cast, orchestra, prod staff, and crew is given one comp ticket which may be used for any performance. An additional comp ticket can be earned by selling four program ads or staffing the ticket booth in Lobby 10 for four hours. However, because a total of 15 comp tickets may be used at any performance, you must reserve them through the Ticket Manager as soon as tickets go on sale.

I am in the process of making a website for important production information, such as policies, rehearsals and supplemental materials. When it is done, you will be able to find a link to it from my personal website, <http://web.mit.edu/blkdrgn/www/>.

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Producer of *HMS Pinafore*  
MITG&SP Treasurer