



Policies and Information

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.

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.

E-mail Protocol Please refer to the *HMS Pinafore E-mailing Protocol* before spamming entire lists.

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.

Website A website for important production information, such as policies, rehearsals, and supplemental materials, is available at http://web.mit.edu/gsp/www/2001fall_pinafore/ or by clicking on the ship graphic at <http://web.mit.edu/blkdrgn/www/>

Reimbursement

Each section of the budget is controlled by one person. This person has the power to decide what his/her budget may be spent on. This person is also responsible for staying within his/her budget. For example, the Set budget of \$1000 is administered by the Set Designer. All items purchased on behalf of the set must be cleared by the Set Designer. People who purchase things without approval may not be reimbursed.

Once you have approval for your expenditure, purchase it using an MIT Tax Exempt Form and always request a printed store receipt. Then fill out a MITG&SP Reimbursement Form and staple your receipt to it. If your receipt is detailed and itemized, fill out the top half and give a rough summary of your purchase. If your receipt is a mess of numbers, you need to fill out the entire form and itemize your purchases. If I am not satisfied with the paperwork, I will not reimburse you. I also cannot reimburse for sales tax (unless the store absolutely refuses to take the Tax Exempt form).

Paiyarut “Jean” Kanjanavaikoon
Producer of *HMS Pinafore*
MITG&SP Treasurer

Hierarchy

I. Producer

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|  
|---Stage Director  
|      |  
|      |---(Rehearsal Stage Manager)  
|  
|---Music Director  
|      |  
|      |---Vocal Director  
|      |---Orchestra Manager  
|  
|---Set Designer  
|      |  
|      |---Set Painter  
|  
|---Master Carpenter  
|  
|---Lighting Designer  
|      |  
|      |---Assistant Lighting Designer  
|      |---Master Electrician  
|      |---Light Board Operator  
|      |---Follow Spot Operator  
|  
|---Props Mistress  
|  
|---Publicity Manager/Graphic Designer  
|  
|---Costume Designer  
|  
|---Makeup Manager  
|  
|---Program Manager  
|  
|---House Manager  
|      |  
|      |---Ticket Manager  
|  
|---Production Manager  
|      |  
|      |---Put-in and Strike crews  
|  
|---Production Stage Manager  
|      |  
|      |---Assistant Stage Manager  
|      |---Runcrew  
|      |---Light Board Operator  
|      |---Follow Spot Operator
```