

Pro Deo show guidelines

- 1) The teachers (directors) should be involved with the shows. Shows are the backbone of our association's outreach. The teachers are partly responsible for how others perceive Pro Deo. Involving the teachers could allow them to adapt their lesson programs to the show's content. Concrete measures are:
 - a) Involve the teachers with planning the show – and, of course, pay them for their time.
 - b) Let them be present during the show – and, of course, pay them for their time.
- 2) Members should be involved with the shows. Concrete measures are:
 - a) At the beginning of the year, ShowDeo should share the show planning with the members during a general assembly. Members are allowed to voice their concerns and suggest changes. Possible concerns by members could be, e.g., shows content (can each advanced group perform a long form?) and shows language (are players happy with the distribution of English-Dutch).
 - b) Show announcement and player recruitment should start on time, at least six weeks in advance. Particular attention should be given to finding a musician. The players' roles should be shared at least four weeks in advance, meaning that players have to sign up beforehand. This way they have time to practise together.
 - c) During the year, lessons should be organised with show-related themes. For example, each year, a theatre lighting workshop is organised. Presenting, judging, and flodo-ing are also highly relevant skills needed for a show.
 - d) In the case that the ShowDeo does not have enough sign ups 2 weeks in advance of the show, the show will be cancelled.
 - e) If you are not attending the show, you should sign off the same way as for a lesson.
- 3) The reporting on shows shall return. Since the organisational responsibility for the shows has shifted from board to committee, any reporting on the shows has ceased. Besides the secretary mentioning what shows were organised, little is said – and can subsequently be commented on by the assembly – about the shows in the board's reports. Following 'say what you will do, do what you say, and prove', the accepted triad for quality management, reporting is vital in any process. Concrete measures are:
 - a) Making an annual ShowDeo report. ShowDeo should present a short, 1-page document with the shows held during the previous year, relevant statistics (such as visitor numbers), reception by the audience, and key lessons learned.
 - b) Procedures and rules should be easily accessible. The document with newly created guidelines and the internal procedures for organising shows should be published on our website. There are already many published documents, ranging from house rules to design guidelines and presenter manuals; thus, these documents fit right in.

- 4) Communication and collaboration between ShowDeo and Promo should be defined. Concrete measures for this are:
- a) The ShowDeo chairman is responsible for the communication between ShowDeo and Promo. At all times one person from ShowDeo should be in the promo app.
 - b) Promo does social media (making, planning and sending promo), makes posters and marketing materials and makes shareable hype (such as whatsapp-messages)
 - c) ShowDeo puts the show up on the ticket website and organises the show itself.
 - d) The board puts the shows in the agenda, which is linked to the site.
- 5) There should be an internal role division in the ShowDeo. A concrete measure is:
- a) ShowDeo needs to create an internal list with tasks that need to be done to organise a show and people need to be assigned.