PROGRAMMES
(as of April 2020)

There is a programme produced for each production.

The play programme is a booklet of 5.5" x 8.5" pages, portrait.

The printer/copier machine at St. Luke's Church does the two-sided printing, folding and stapling. These services are free of charge, in black and white and on white paper. Most shows will have 16 individual pages. The final individual page count must be divisable by 4. Send an Adobe PDF file of single pages to the church secretary with the number of copies to be printed

The front cover has the specific play's imagery, with St. Luke's Players' logo, the playwright, and director, the dates of the show, and the publisher.

The program should include the following in this order:

- Directors notes

- Play synopsis

- Acts; Scenes; Settings and Time Frame; Intermission

- Cast list in order of appearance

- Cast biographies

- Production crew

- The following can be towards the back or where there is room:

  - Audition notices

  - Recycling programs

  - Future productions or next season

  - Advertisements

  - Acknowledgements

Photographs should be clear on light background rather than dark as the church printer tends to print dark. Try for uniformity in the photographs. Some actors have professional head shots that preferably not be used, as they are different from the rest of the cast photographs. Once photos are taken, send a sample page to the church secretary and ask her to do some test printing to see if any adjustments are needed.

The biographies are provided by the cast and should be 50-75 words long. Biographies are theatre biographies, written in the second person.

PROOFREADING:

Once the programme is completed, provide it to the Director, Stage Manager and Producer for any final changes; and to proof-read the copy. Have someone not related to the production proof read it for typos, etc.

PRINTING:

Once ready (at least one week before the Preview night) send the final PDF file to the Church secretary at stlukeschurch@shaw.ca. We usually ask for a first run of 300 and the Front of House Manager will assess part way through the run how many more need to be printed and will contact the Church secretary directly. For the panto, the initial run is 600 programs.

THE PROCESS and TIMELINE

- Deadline: Five weeks prior to opening night
  - The text contents from the cast and crew provided to person doing the layout of the programme.
  - The photos to be included should also be provided.
- Four weeks prior to Opening Night:
  - Design mock-up with all content provided to Producer/Stage Manager/Director for an initial proof-reading.
  - Revisions, corrections and additions should be compiled and provided to the layout person in one clearly marked-up [red ink] version (either hard copy or PDF).
- One Week Prior to Production Opening:
  - The proofing/revisions loop must be complete.
  - The proof-read and approved print-ready PDF of the Programme is provided to the Church Secretary for printing.

ADVERTISING

- The SLP Executive must approve any advertising to be displayed in the programme.
  - Sizes and prices TBC