



EXECUTIVE LIAISON

(as of April 11, 2020)

For each play, a member of the executive will act as the executive liaison. The liaison will not be a cast or crew member of this production.

The role of the executive liaison is to be available to receive information regarding issues or conflicts during the production of a play that have not been resolved through the regular channel.

The regular channel (procedure) to resolve an issue is:

- Speak directly to the person with whom the member has an issue.
- If the issue is unresolved, the member can then speak to the Stage Manager, Director(s) or Producer, as appropriate.
- If the issue continues to be unresolved, the member would refer this issue to the Executive liaison.
- The liaison will then attempt to resolve the issue. Depending on the circumstances, the liaison may directly mediate or refer the issue to a meeting of the Executive.

It is expected that the Executive liaison will:

- Attend the Meet and Greet and explain his/her role
- Send his/her contact information to cast and crew by Email
- Attend several production meetings
- Periodically check in with Directors/SM/Producer regarding the progress of the production
- Attend some rehearsals and establish a presence with cast and crew