PROGRAM CO-ORDINATOR
The program comes under the producers' duties. It is advisable for the producer to engage a program coordinator for this task.

PRODUCER'S PROGRAM CHECK LIST:
It is the producer's responsibility to ensure that the cast and production heads submit their BIOGRAPHIES to the program coordinator FOUR WEEKS before the opening of the play. No changes to the biographies will be considered after they are submitted except for error correction. The deadline for the theatre to submit the FIRST DRAFT OF THE PROGRAM to the program coordinator is TWO WEEKS before the opening of the show. Typically, some information is not known at that time (e.g., lighting operators, dressers) but the majority of the program information is required for the first draft. Typically this first draft includes: Director's Notes About the playwright Productions heads and bios (director, SM, producer(s), designers, props manager) Cast and bios and roles in the order you wish them to appear in the program Description of the play Running crew (names of stage crew, costume and props assistants, sound and light crew and ops, set builder, painters – no bios or photos required)

Acknowledgements (this is usually only the name(s) of a person or organization) Non-profit organization name and brief description of their function (obtained from the GM) [NOTE: artists and non-profit info combined should be approx ½ page] About the playwright (1/2 a page) - The first draft is returned to the theatre for proof-reading and final insertions. Once the final changes have been made, the producer delivers the program to the publisher's office for final printing. NO changes can be made after this point. The following information is required for the program: Contact sheet listing all production heads, cast and crew and their positions or roles. (It is most important that the program coordinator receive this information as soon as is possible.)