

MATA Regal Theatre Company Ltd

Terms of Reference for the Bookings sub-committee

BACKGROUND

Originally formed in August 2021 with Victoria Thomas, Sue Swann, Georgina Charnock, Rolando Charnock and Monica Hartwell as a working group to manage bookings work previously undertaken by then Artistic Director, Lewis Lintern.

PURPOSE

To assist the Board of the MATA Regal Theatre Company Ltd in fulfilling its objectives- i.e. to promote, maintain, improve, and advance Public Education in the arts in general and the Dramatic Arts in particular in Minehead and West Somerset.

To achieve this by making booking decisions that will deliver a rich and diverse programme of the arts able to appeal to various audiences and contribute to income critical to the Theatre's on-going sustainability.

To contribute to the development of the MATA Regal Theatre Company Ltd as a Minehead-based arts hub and community space.

COMPOSITION

The Bookings Group should consist of at least 2 members of the Board of the Regal Theatre, including the Chair (or someone s/he suggests); also Box Office Manager and Get-in co-ordinator

Other members may be invited to join the sub-committee by the core Bookings Group, with a maximum of 5 persons in total, unless agreed by the Board.

MEETING SCHEDULE

The Bookings Group will meet in person at least three times a year but will liaise informally (email/tel/zoom) as frequently as needed, either by their own direction, or as determined by the needs of the Board of MATA Regal Theatre Company Ltd

REPORTING

One member of the Bookings Group will chair report to the regular Board meeting of the MATA Regal Theatre Company Ltd.

Records of the group's decision-making will primarily be via email threads as real-time suggestions/decisions are taken about bookings. Final agreements/contract agreed with booked acts will also be held securely as an on-going record.

MAIN RESPONSIBILITIES

- To be first point of reference for all approaches from outside acts
- To liaise with Member Companies on their annual scheduling
- To identify which external acts will be booked
- To agree and confirm with all acts booked on the terms and conditions - i.e. fees/charges; get-in requirements etc
- To ensure a full and transparent record/ e-mail trail of all details is captured/held
- To provide the key co-ordination role whereby once a booking is confirmed, all those who need to know the relevant details are immediately contacted - i.e. Box Office; Web Manager; FoH; Technicians; Get-in Co-ordinator; Publicity; Finance; H & S.
- To liaise with person responsible for maintaining the Regal Update site of bookings

November 2021