ERM User Manual

Review New Membership Production for Iconic Productions to Manage or Produce

Iconic Productions both manages and produces other people's productions and has been very successful in doing so. The success of these shows are based on the specifically designed criteria when assessing an **Owner/Designer Idea** and/or **Production** based on a detailed assessment criteria. The Review process must be followed by all allocated Iconic Employees and the review must be done **without prejudice** and a **non-biased** approached. At no point should a review be completed based on one's own personal feelings. Iconic Productions success continues to surpass its competitors in this field due to the strict and copyright protected Review system Iconic Productions has put into place.

If you are here, then it is likely that you have been rostered or allocated to **REVIEW A NEW MEMBERSHIP PRODUCTION** that Iconic Productions may wish to produce and/or manage. A great deal of money is involved in producing or managing an Owners/Designer Production and therefore you are trusted with provided the highest level of production review to ensure that the Executive Panel have the most accurate and recorded account of the **New Membership Production**. Not providing a sincere and accurate review will cost Iconic Productions a great deal of time and money and if you are found to have been neglient in your duties or have not been 100% Iconic upholding the high stand of the Iconic Productions, you will be in breach of your employment agreement and your employment may be terminated.

Understand that the review is meant to be objective and informative. Be specific in your critique. Your opinions should be supported by facts, not personal feelings. React to the production as a whole and the effect it had to the audience from your eyes/perspective. Your review is required by Iconic Productions Event Supervisor, Playwriter, and Production Executives to ascertain whether or not to produce or manage the related Production. We trust and rely that your review is with out prejudice and that you have no relationship with the Owner or Designer or Script Writer of the Production you are reviewing. If there is a relationship of any form or matter you are required to inform us in this final review.

Iconic Productions / Iconic Performances Pty Limited uses the term **Production** in replace of and in reference to any type of ...

1. Event
2. Live Theater
3. Stage Theater
4. Theater In Education
5. Play
6. Performance
7. Show
8. Film / Screen
9. Product

That it manages, produces and/or sells.

It is important that you take notice of the following information with regards to the **Review of Production / Event to Manage or Produce.**

1. The form should be completed in its entirety to provide the highest level of discussion amongst the Executive Managment team for their assessment as to whether they should or should produce and/or manage the production.

2. Your completed review will be read by your Department Supervisor, Iconic Productions Playwriter, Producer, Director and Executive Producer.

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3. The questions, assessments and input tables are a closely protected **Iconic Productions** System Checklist and is **copyright protected** to **Iconic Productions**.

4. You should infor your Dept Supervisor before you review a New Membership Production where you are related to the Owner/Designer or any persons associated with Production to be reviewed. You may not be allowed to review a New Membership Production if you are related to any person associated or connected with the Production however this will be at the discretion of Iconic Productions Executive Management team.

5. You should not show and/or speak of your review to any personnel of **Iconic Productions** that is not authorised to see it. If unsure ask your Dept Supervisor.

6. You should not show and/or speak of your review to any person who is not associated or works with **Iconic Productions** that is not authorised to see it. If unsure ask your Dept Supervisor.

7. You should not show and/or speak of your review to the Owner/Designer of the Production.
   The Owner/Designer is not permitted to see your review. If they request to see it inform the Owner/Designer they will need to request it formally on the company website on the Contact Us Page or contact the Dept. Supervisor on the company National Number.

8. You should not show and/or speak of your review to any person associated or connected with the Owner/Designer of the Production.

9. You should not leave your electronice review or a printed copy of your review anywhere where an unauthorised person can see or read it.

10. You cannot use the assessment criteria, input table and process for your own personal use, commercial use or use it at another company that you may work at. This REVIEW process is only to be used when you are allocated and only for **Iconic Production** purposes.

To commence your **REVIEW** you need to create and start a **NEW SESSION**. To do this, click on the link below ...
https://form.jotform.co/iconicperformances/session-for-review-form-of-produce-

IMPORTANT INFORMATION: The **REVIEW NEW MEMBERSHIP PRODUCTION** form is not designed or suitable for any smartphone. You are required to use either a

- Tablet; or
- iPad; or
- mini iPad; or
- Notebook / Laptop

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When your **NEW SESSION** has started, you will be provided with a link on your Page. Use this link to continue with the review. An email would also be sent to your work email address that you entered. In the event there is a problem, you have lost internet connection or your system has wiped your entries, use the link provided in the email to return your saved session. The fields in the NEW SESSION are self-explanatory, however here is some additional information to assist you.

- **Iconic Employee who is reviewing a Production** = is an Iconic Employee, meaning you, has been allocated to rostered to review a production.

- **Iconic Work Email** = the email address you use to access your SLACK COMMUNICATIONS account
- **Name of Production you are about to review** = has to be the exact name as shown on your call sheet where you were rostered for the review.

- **Date of Review** = is the actual date of the review. This will almost always be the same date you are at the production.

After completing the NEW SESSION press the button



to continue with the review.

In the **MAIN REVIEW FORM** for **Review of Production / Event to Manage or Produce** there are multiple parts. Here is a description of them and important items you need to be aware of.

- **PART 1 =** refers to the name of the Iconic Employee and date/time of the Production itself.
    - **What is your role / position with Iconic Productions** = refers to your employed position with **Iconic Productions**.

    - **Exact Location Address where the production was being reviewed a** = is the exact address where the production is occuring and you are reviewing the New Membership Production. Refer to your call sheet for the correct details.

- **PART 2 =** refers to the review of the Production.
    - **Name of the Production / Event / Show / Performance.** = refers to the exact name as shown on your call sheet.

    - **What are you reviewing?** = refers to the Type of Production you are reviewing. You can only select one option. If unsure, speak with your Dept. Supervisor or the person who allocated you to review the production.

    - **What is the name of the Owner of this production - the person who actually owns the copyright?** = refers to the owner of the production. This detail will be found in your Call Sheet.

    - **Enter the names of the persons involved in this production. (Try to supply details for all Above the Line roles. The first 3 rows of Owner, Designer and Screen/Play Writer must always be completed)** = if the production only has 1

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person involved, then select Owner and enter the details of the Owner Only. If more people are involved, add each specific role as available in the drop down box.

- **PART 3** = refers to the production structure and process.
  The **Target audience** assessment makes reference to the Age Group in the Call Sheet.

  You will be required here to evaluate specific areas of the production on a scale of 1 to 10 or a Input Table Schematic. The Input Table Schematic looks like this



	Not applicable	Did not assess	Poor	Fair	Good	Very Good	Excellent	Iconic 100%
Faithful to script	○	○	○	○	○	○	○	○
Stage / Film Presence	○	○	○	○	○	○	○	○
Actors were	○	○	○	○	○	○	○	○

  Where you have a 8 step schematic evaluation of specific areas to assess and review.

  - Use **Not applicable** when you believe the item is not related to the production. This is rare, however may occur at some reviews.

  - Use **Did not assess** when you failed to assess a particular area or didn't feel you were able to confidently assess the area. While this option is available, the more Did not assesses you have, the more ineffective your review will be. This would cause a considerable delay in the Executive Team finalizing their assessment and you may be asked to explain why you have so many Did not assess selections.

- **PART 4** = refers mostly to an overall review of the Production and uses an Input Schematic System. You are not required to enter addtional comments unless you feel it is relevant and helpful in the Executive Managements Team Final Assessment Review.

- **PART 5** = refers mostly to the technical aspects of the production and uses anInput Schematic System. You are not required to enter addtional comments unless you feel it is relevant and helpful in the Executive Managements Team Final Assessment Review.

- **PART 6** = refers mostly to the technical aspects of the production and uses anInput Schematic System. You are not required to enter addtional comments unless you feel it is relevant and helpful in the Executive Managements Team Final Assessment Review.

- **PART 7** = refers mostly to the Main or Lead Actors or Characters (as a whole) of the production and uses anInput Schematic System.

- **PART 8** = refers mostly to the Support Actors or Characters (as a whole) of the production and uses anInput Schematic System.

- **PART 9** = refers mostly to the Production Departments of the production and uses anInput Schematic System.
  Important: Unless you are specifically required or asked or allocated to review a department, you are to press ***No***.

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- **PART 10** = refers to your final objective review.
  Important information about Part 10.

  - Understand that this part of the review is meant to be objective and informative. Be specific in your critique. Your opinions should be supported by facts, not personal feelings. React to the production as a whole and the effect it had to the audience from your eyes/perspective.

  - **Here are some tips on how to write your final objective review. These are only tips and should be used only as a suggestion.**

    Your review is required by Iconic Productions Event Supervisor, Playwriter, and Production Executives to ascertain whether or not to produce or manage the related Production. We trust and rely that your review is with out prejudice and that you have no relationship with the Owner or Designer or Script Writer of the Production you are reviewing. If there is a relationship of any form or matter you are required to inform us in this final review.

    In your final review consider the following ...

    - Your review should give the Executive Management Team a sense of the play. It should let them know if spending / financing the production is well spent.
    - It should describe the plot.
    - It should have an introductory paragraph of what you saw and be in context.
    - It should have your reaction and whether you would recommend it to others in the target audience.
    - It should pick out any problematic points in the production.
    - It should analyze if the director/owner/designer/writer achieved their goal
    - Try to provide a strong hook if possible.
    - Avoid clichéd phrases like “the performance was bad” or “the production wasn’t very entertaining.” Instead state your opinion of the production as a whole, and show why your response to the production is valid and significant. Your review should support your input criteria from before
    - And don't forget to point to any possible adjustments or changes that could have been made to the production to make it stronger or more engaging.

  - If you have taken any still photos or video of the Production you will be required to transfer those files to **Iconic Productions** and delete them from your device or the device used to take them after uploaded and/or forwarding it to **Iconic Productions**.

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- There is a disclaimer that is required for you sign to declare your truthfullness in the review process.

- To authenticate your authorisation to review a NEW MEMBERSHIP PRODUCTION you are required to enter the code you use to access SLACK COMMUNICATIONS.

After completing the details in Part 10, you are required to Submit the Review.

Your job is then completed. If at some point you wish to find out the result of the review you will need to formally request this from the Executive Management Final Assessment and result.

The company's decision is final and we remind you that the company cannot be held liable for any decision it mkes based on your responses, and evaluation of the completed review form.

Attached files:

Unique solution ID: #1337
Author: Ian Roberts
Last update: 21-Aug-2013 03:02

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