

**Old Church Theater Board
Production Cost Policy**

This policy facilitates purchases related to producing a play at Old Church Theater, and establishes guidelines for the amount of money a director may spend for that purpose. The following costs may be incurred in the production of a play:

Production Costs Responsibilities:

| <u>Board</u> | <u>House Manager</u> | <u>Director (\$400 Limit)</u> |
|---------------------|-----------------------------|--------------------------------------|
| Scripts | Audience Refreshments | Show Specific Sets |
| Licensing Fees | House Management | Show Specific Lights |
| Playbills | | Show Specific Sound |
| Publicity | | Props |
| Assets | | Costumes |

A director or director's designee may make purchases for the production of a play. Director's purchases for a production may be made in a total amount of up to \$400 without seeking prior Board approval. However, directors must first make a good faith effort to determine whether or not the theater already has the needed materials, and if not, attempt to source the materials for free (either by borrowing or by donation) prior to making a purchase. It is the director's responsibility to keep account and plan the budget. A form is available to keep track of expenses.

Receipts need to be kept for all purchases and forwarded to the Treasurer. All receipts must be accompanied by a brief explanation of which items on the receipt are for the theater, and the purpose (For example: \$12.50 snacks for 3 on-stage scenes). The Board is under no obligation to reimburse expenses for which no receipt is provided. All receipts must be turned in to the Treasurer NO LATER than 7 days after the last day of production for the play.

If the total Director's Costs will exceed \$400, Board approval must be received before any expenditures in excess of the \$400 are made or committed for. The request for Board approval of additional costs shall detail the specific costs and the reason(s) for exceeding the limit. The Board may make any Director (or other person) personally liable should they commit the theater to unapproved expenses in excess of the limit.

Purchases for items that accrue to the theater (items that will become part of the theater's assets, such as a new curtain or scrim, materials for new flats, etc.) are not included in the \$400 limit, but shall **not** be purchased without prior Board approval.

Directors are strongly encouraged to order from preferred local vendors and our advertisers whenever possible. Preferred vendors are listed on a separate page.

Each director must complete and sign the attached acknowledgment form stating that he or she understands and will comply with the theater's production cost policy.

Approved 12/14/11

Production Cost Policy Acknowledgment

I hereby acknowledge that I have received a copy of the Old Church Theater Production Cost Policy. I have read this policy and clarified with the Board any questions regarding its provisions.

I understand that I am responsible for saving the receipts for all production-related purchases made by me for, or on behalf of, Old Church Theater and for presenting them to the Treasurer

at the earliest opportunity. I will present all receipts NO LATER than 7 days after the last day of production of the play. I agree that I may not be reimbursed for expenses beyond \$400 if I did not receive prior Board approval for those expenses. I understand and agree that I may be made personally liable for any commitments and purchases that I make on behalf of the theater which exceed the Board-approved limit.

Director's Signature

Date: _____

Approved 12/14/11

Old Church Theater Preferred Vendors

If you cannot locate a necessary prop or other production necessity after checking the theater inventory and seeking donations, please use one or our preferred vendors for your purchase.

Businesses with whom the theater has a charge account:

- Oakes Brothers
- Pierson's Home Decorating
- Aubuchon's Hardware

Other Businesses:

- Our advertisers (plug in current list each season)
- Other local businesses (when possible, avoid big box stores to support area communities)

Note: List contact persons if applicable