

The Very Little Theatre Handbook

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BY- LAWS OF THE VERY LITTLE THEATRE, INC.

ARTICLE I. MEETINGS

Section 1. Place of Meeting

Any or all meetings of the members, and of the Board of Directors, of this corporation shall be held within Lane County, State of Oregon.

Section 2. Annual Meeting of Members

There shall be no less than one annual meeting of the members of this corporation, which meeting shall be held in Lane County, Oregon, during the month of June, and notice thereof shall be given at least ten days prior to the date fixed by the Board of Directors of this corporation for the holding of the annual meeting of the members, in writing, stating the place and purpose of such meeting, to each member entitled to vote at such meeting.

Section 3. Order of Business at Annual Meeting (Rev. 3/98)

The order of business at the annual meeting of members shall be as follows:

- a) Reading of notice and proof of mailing.
- b) Reading of minutes of last preceding meeting.
- c) Annual reports of the directors and committees shall reflect upon the progress in those areas for the past year. Among the subjects which should be covered in these various reports are the number and names of productions, the amount of profit made or losses sustained for each production, acquisition or disposition of property in excess of \$500, and matters of policy created or established during the preceding year.
- d) Roll call.
- e) Election of Directors.
- f) Transaction of other business mentioned in the notice.
- g) Adjournment, provided that, in the absence of any objection, the presiding officer may vary the order of business at discretion.

Section 4. Special Meeting of Members

A special meeting of the members may be called at any time by the President, or by a majority of the Board of Directors, by notice in writing signed by the President or by a majority of the Directors.

Section 5. Notice of Special Meeting of Members

At least five (5) days prior to the date fixed for the holding of any special meeting of members, written notice of the time, place and purpose of such meeting shall be mailed as hereinafter provided, to each member entitled to vote at such meeting. No business not mentioned in the notice shall be transacted at such meeting.

Section 6. Organization of the Board

Not less than five (5) days nor more than thirty (30) days after the holding of the annual meeting, the Board of Directors as constituted upon final adjournment of the annual meeting shall convene, at such place or places in Lane County, Oregon, as the President shall select for the purpose of transacting theatre business.

Section 7. Regular Meetings of the Board (Rev. 3/98)

Regular meetings of the Board of Directors shall be scheduled not less frequently than once in each calendar month at such time and place as is agreeable to the majority of the Board of Directors. No notice of the regular meeting of the Board shall be required. Upon notice to the President, any active member may appear before the Board to present any complaint or suggestion, provided that such notice is given in writing to the President five (5) days prior to said meeting. President may cancel a Board meeting at his/her discretion.

Section 8. Special Meeting of Board (Rev. 3/98)

Special meetings of the Board of Directors may be called by the President at any time by means of such written notice by mail of the time, place and purpose thereof to each director as the President in his/her discretion shall deem sufficient.

Section 9. Waiver of Notice

Notice of the time, place and purpose of any meeting of the Board of Directors may be waived, either in writing or by attendance without objection at such meeting.

Section 10. Definition of Notice (Rev. 3/98)

All notices required to be given by any provision of these By- Laws shall bear the written or printed signature of the Secretary. Every notice shall be deemed duly served when the same has been deposited in the United States mail, with the postage fully prepaid, plainly addressed to the sendee at his or her last address appearing upon the membership record of this corporation. Notwithstanding this section, notice given under section 8 may be by telephone.

Section 11. Rules of Order

Where not in conflict with these By-Laws, Robert's Rules of Order Newly Revised shall govern proceedings at all meetings of the membership and directors.

Section 12. Quorum (Rev. 3/98)

A majority of the Directors shall constitute a quorum of the Board of Directors. Those members present at any membership meeting shall constitute a quorum of the members.

ARTICLE II. OPERATION OF THE CORPORATION

Section I. The business of the corporation shall be conducted by the Board of Directors, provided, however,

- a) That all meetings of the Board of Directors shall be open to any member entitled to vote at a general membership meeting,
- b) Board members have the authority to make expenditures on behalf of the theatre, except that any single expenditure exceeding the amount of \$500 must have the approval of the Board of Directors. (Rev. 3/98)
- c) The Board of Directors has authority to make expenditures on behalf of the theatre, except that any single expenditure, outside of production and operating costs, of \$5000 or more must have approval of the membership. (rev. 1/08)

ARTICLE III. ELECTION OF OFFICERS (Revised 1998, 2006, 2015)

Section 1. Nominating Committee

- a) By the February Board Meeting, the President shall appoint a nominating committee composed of five members of the corporation not currently on the Board of Directors. This does not preclude members of the Nominating Committee from running for the Board of Directors.
- b) The Nominating Committee shall endeavor to prepare a list of at least nine people chosen from active members of the Very Little Theatre who are willing and able to fill the nine respective Board positions. To be eligible for nomination the member must have been a member for at least one year prior to the date of the annual membership meeting. This list of people shall constitute the nominations for the Board of Directors for the succeeding year. The Nominating Committee shall ensure that each voting member receive: 1) Notice of Annual Meeting; 2) Absentee Voting Ballot; 3) Proxy Authorization Blank within 10 days of the Annual Meeting; and 4) The list of nominees with a brief summary of pertinent biographical information.
- c) The nominees for the Board shall be announced no later than the May general membership meeting, at which meeting additional nominations shall be received from the floor, provided that said nominees are qualified as aforesaid, after which all nominations shall be closed.
- d) In the event that the Nominating Committee is unable to identify candidates willing to fill all positions on the the VLT Board of Directors and nominations to fill open positions are not received from the floor under c) above, the newly elected Board of Directors will treat any unfilled positions as a vacancy to be filled in accordance with Article IV of these By-Laws.

Section 2. Election of President

- a) The Nominating Committee shall prepare a list of those eligible members who are willing to serve as President and nominate that list to the membership at the MARCH Membership Meeting.
- b) The members may vote by absentee ballot, proxy, or in person at the APRIL Membership Meeting
- c) In order to run for President a member must have served at least one year as a member of the Board of Directors during the previous ten (10) year period.
- d) The members qualified to vote and present at the meeting during which the President is nominated may vote to waive the requirement in (c) in the case of a candidate who is nominated who does not meet the requirements in (c). However, no person may serve as president who has not been a member for at least two years.
- e) Selection of the President shall be made by secret preferential written ballot. The President must be elected by at least 50% +1 of those voting. If the position is not filled by a candidate receiving at least half the number of votes from *first choice* voting, then the second votes, and, if necessary, third votes will be added in to verify that the candidate has the support of at least 50% +1 of those voting.
- f) Nominations from the floor will be allowed at the MARCH meeting. The election committee will contact floor nominees absent from the meeting to determine if they are willing to serve before placing their names on the ballot.

Section 3. Election of the Board of Directors

- a) At the annual meeting of the membership, nine members shall be selected from the total number of nominees and shall constitute the Board of Directors for the next succeeding year. The term of a Board member shall commence immediately following the last meeting of the outgoing Board, and end with the last meeting of the Board on which he/she is serving. The last meeting of the outgoing Board of Directors shall take place within thirty days of the annual membership meeting.

- b) 1. Selection of the Board of Directors shall be made by secret preferential written ballot. Members indicate their preference from a list of candidates nominated for each position, indicating their first, second, and third choices.

2. In order to be elected, a candidate must receive a number of votes equal to 50% +1 of the number of members who voted. If a position is not filled by a candidate receiving at least that number of votes from *first choice* voting, or a candidate wins more than one position on the Board, then the second votes, and, if necessary, third votes will be added in to verify that the candidate has the support of at least 50% +1 of those voting and, if necessary, to determine which position a respective candidate has won.

3. Members may be nominated for more than one position. In the unlikely event of a tie, a runoff election will be immediately held between the two candidates with the highest totals. The nine positions filled in this manner are Vice-President, Secretary, Treasurer, Production Manager, Technical Director, Box Office Liaison, Facilities Manager, Publicity Director, and Play Committee Chair.
- c) Three (3) tellers, none of whom may be related to nominees, shall be appointed by the President to tally votes and the nine nominees receiving a majority shall be declared elected.

Section 4. Voting

- a) Each active member of this corporation shall be entitled to one vote in person at every meeting of the membership upon each subject properly submitted to vote.
- b) Voting may be performed by proxy by submitting a properly accomplished form blank or reasonable facsimile to the incumbent President prior to said voting.
- c) Properly accomplished ballots may be submitted in absentia by active members to the Head of the Nominating Committee prior to the annual membership meeting. Ballots so cast are subject to all other rules and regulations pertaining to elections. The Head of the Nominating Committee shall publicly announce the names of the absentee voters and transfer said ballots to the duly appointed tellers.

ARTICLE IV. BOARD OF DIRECTORS

Section 1. Vacancies in the Board of Directors shall be filled for the unexpired term of the outgoing Director by election by the Board of Directors of this corporation.

Section 2. Power to Fill Vacancies

The Board shall have the power to fill any vacancies in any office, except the President, occurring for any reason whatsoever.

In the event that the office of President should become vacant prior to the expiration of the term of that member of the Board of Directors, that vacancy on the Board of Directors shall be filled as aforesaid (Article IV, Section 1), and by vote at the next general membership meeting the office of President shall be filled from the members of the Board of Directors by a vote of the members. The vacancy caused by said election of a new President shall be filled as outlined in Section 1 of this Article.

Section 3. Delegation of Powers

For any reason deemed sufficient by the Board of Directors, whether occasioned by absence or otherwise, the Board of Directors may delegate all or any of the powers or duties of any officer, excepting those of the President, to any officer or director, provided, however, that no officer nor director shall execute, acknowledge, or verify any instrument in more than one capacity.

ARTICLE V. DUTIES OF THE BOARD OF DIRECTORS

(Note: these are the constitutionally-prescribed duties of the officers; full description of each Board member's responsibilities are on their respective pages in the Handbook.)

Section 1. The Vice-President

The Vice-President shall act and perform the duties of the President in the absence or disability of the President.

The Vice-President shall act as Chairperson of the Membership Committee which shall be composed of the Chairperson and two additional members appointed by the Vice-President.

Section 2. The Secretary

The Secretary shall attend and take the minutes of the membership and Board meetings, and handle all correspondence and other matters delegated by the President.

Section 3. Treasurer

The Treasurer shall have custody of all corporate funds and securities and shall keep in books, belonging to the corporation, full and accurate accounts of all receipts and disbursements; the Treasurer shall deposit all moneys, securities and other valuable effects in the name of the corporation in such depositories as may be designated for that purpose by the Board of Directors.

The Treasurer shall disburse the funds of the corporation as may be ordered by the Board of Directors, in such manner as directed by the Board of Directors, and shall render to the President and the Directors and the membership at regular meetings of the Board and of the membership, and whenever requested by them, an account of all the Treasurer's transactions and of the financial condition of the corporation.

The Treasurer shall assist in drawing up budgets, shall track paid membership, and shall be an ex-officio member of the Box Office and Season Ticket Committees. (Rev. 3/98)

The Treasurer shall be responsible for ordering an audit of the books within thirty (30) days of the end of the fiscal year (June 30) served. This audit is to be made by a Certified Public Accountant, and is to be presented to the Board at the first board meeting following its completion. The Treasurer shall be responsible for preparation and filing of all reports necessary to be made by the corporation to any governmental agency. (Rev. 3/98)

ARTICLE VI. EXECUTION OF INSTRUMENTS

Section 1. Checks, et cetera

All checks, drafts and orders for the payment of money shall be signed in the name of the corporation, and shall be countersigned by such officers or agents as the Board of Directors from time to time shall designate for that purpose.

ARTICLE VII. DEPARTMENT HEADS AND COMMITTEES

Section 1. The duties of all department heads and all committee chairpersons, the duties of those departments and committees, shall be delineated in writing by policy statements of the Board of Directors published as needed. The Board of Directors may alter such policies, in writing, at any time the Board deems necessary.

ARTICLE VIII. MEMBERSHIP IN THE VERY LITTLE THEATRE

Section 1. Memberships Defined

a) Active Member.

- An active member is one who has fulfilled membership requirements, been voted in the membership and has paid dues for the fiscal year. Active membership in VLT implies an ongoing commitment to the life of our theatre beyond simply paying dues. [See explanatory paragraph in the Policies section.]
- An active member is entitled to vote, hold office and attend monthly meetings.
- The spouse of any member may become an active member by payment of dues.

b) Inactive Member.

- Previously active members who fail to qualify under active status as defined in Section 1. a., herein, will be classified as inactive members. They forfeit the privilege of voting and holding office. (Rev. 3/98)

c) Honorary Members.

- The status of honorary member is conferred upon an individual for long and unusual service to The Very Little Theatre. This is usually granted to non-Very Little Theatre members, however, members are not necessarily excluded or ineligible for honorary status because of this practice.
- The status of an honorary member is that of an inactive member. An honorary member, without further Very Little Theatre vote, merely by payment of dues, automatically becomes an active member.
- Each recommendation for honorary status is submitted to and considered by the Board of Directors. The Board of Directors, after favorable action, recommends the name to the Very Little Theatre members. A two-thirds majority vote of the Very Little Theatre members at the next regularly scheduled meeting elects a candidate to honorary status.

d) Life Member

- For reasons and circumstances deemed of sufficient merit, the Very Little Theatre may confer upon a person a life membership. Prior to becoming a life member, the person must be an active member of the Very Little Theatre. Each case shall be considered individually by the Board of Directors.
- Life Member means an active member for life. Life members' dues are considered as having been paid for the duration of such member's lifetime.

Section 2. How to Attain Membership

The rules and regulations concerning the admission to membership in the Very Little Theatre shall be promulgated not later than August 15 of each year by the Vice-President of the Theatre. Such rules shall be approved or disapproved by the Board of Directors, by poll, or at the next regular meeting, by a two-thirds vote.

ARTICLE IX. DUES

Section 1. Payment of Dues for Members

Membership dues are payable in July of each year. (rev. 3/98)

ARTICLE X. ULTIMATE POWER OF THE MEMBERSHIP

Section 1. The Veto Power of the Very Little Theatre Members

All actions taken by the Board, or any officer, of the Very Little Theatre, shall be subject to veto of the general membership at either of the next two following regular general membership meetings after such decision is made, or within sixty days, whichever first occurs.

ARTICLE XI. SEASON OF PLAYS AND DIRECTORS

Section 1. The Board of Directors shall announce the names of the Directors of the plays to be produced and the calendar for the subsequent season. (Rev. 3/98)

Section 2. As one of its first pieces of business, the newly elected Board of Directors shall set the dates of all General Membership meetings, taking into account those first Sundays which are part of three-day weekend.

ARTICLE XII. AMENDMENT OF BY-LAWS

The By-Laws of the Very Little Theatre may be amended, or repealed, by the affirmative vote of a majority of the members entitled to vote at any regular or special meeting of the membership, subject to the following conditions:

- a) If an amendment or repeal is offered by the Board of Directors, membership vote on such amendment shall be had at the general membership meeting next following the general membership meeting at which such proposal is made by report to the membership by the President.
- b) If the amendment or repeal is offered by a member of the Very Little Theatre, in good standing, and such amendment or repeal shall be offered at a general membership meeting in a form of a motion to amend or repeal a By-Law, the motion shall be tabled for vote to be voted on at the next following membership meeting.
- c) Whether the procedure in Paragraph a., or Paragraph b., herein, is followed, a mailed notice of the general membership meeting at which a vote is to be taken on a suggested change or repeal of a By-Law, shall contain the exact text of the change to be acted upon, and, the exact change, or the text of the By-Law to be repealed, shall be posted at two conspicuous places in the Very Little Theatre and shall be available for inspection at the residence of not less than two of the members of the Board of Directors.

ARTICLE XIII. PERSONAL LIABILITY FOR OFFICERS AND DIRECTORS

Protection from personal liability for officers and directors is in Article II of the Articles of Incorporation. Personal liability of directors and officers is limited to intentional acts and acts of gross negligence as defined by the Oregon Non-Profit Corporations Act. (Amended June 2, 1991)

By-Laws as incorporated herein were passed and approved by motion of the Combined Board of Directors and Membership on May 7, 1972 and revised on July 10, 1988, September 9, 1990, March 3, 1991 June 2, 1991, May 1, 1994, March 1, 1998, March 5, 2006, July 1, 2007, January, 2008; and 2016.

SPECIAL INTEREST

THE VERY LITTLE THEATRE, INC.

2350 Hilyard Street, Eugene, Oregon 97405-2954
(541) 344-7751, 344-9928

This handbook has been revised from time to time since its initial compilation in 1972. Specific revisions are to be accomplished as the need arises. However, as one of its last pieces of business each fiscal year, the outgoing Board of Directors shall apply its immediate past experience and note sections which need revision when the handbook is reprinted.

VLT was established in 1929

First Meeting - March 3, 1929

In Attendance:

Florence Shumaker
Ken Shumaker
Gerda Brown
Arthur Gray
Ernest Ludlow
Robert Earl
Bill Tugman
Lettie McEwen

Second Meeting - March 10, 1929

In Attendance:

Florence Shumaker Fred Harris
Ken Shumaker Sally Allen
Gerda Brown Alice Ernst
Arthur Gray Otilie Seybolt
Ernest Ludlow Harry Camden
Robert Earl George Godfrey
Bill Tugman Milton George
Lettie McEwen

First Officers - Elected March 10, 1929

President
Vice President & Director
Secretary
Business Manager
Publicity Manager

Gerda Brown
Arthur Gray
Ken Shumaker
Milton George
George Godfrey

THE OBJECT

from the Articles of Incorporation, October 9, 1934
Supplementary Articles of Incorporation, August 5, 1949

The object, business and pursuit of The Very Little Theatre is and shall be to bring together a group of people interested in the production, composition, criticism, and observation of plays and all other matters connected with the theater for the mutual improvement and benefit of its members, but without personal pecuniary profit to any of its officers or members.

EXPANDED MISSION STATEMENT / Who We Are (*for grant writing purposes*): As one of the oldest and most successful community theaters in the country, The Very Little Theatre has become a long-standing cultural asset in the Eugene-Springfield community. Founded in 1929, the VLT is a not-for-profit (501c3) volunteer-based community theater that provides a welcoming environment for our community to be entertained, to learn and improve skills, and be challenged and inspired through involvement as patrons and participants in the art of theater. The VLT produces five mainstage shows each season and generally mounts two productions in its Stage Left room. Over the past 18 years (1998-2016) the VLT has averaged more than 1,200 season subscribers. (*Adopted 2013*)

SPECIAL FACT SHEET

- 1 **Original Articles of Incorporation**, notarized October 9, 1934 and filed with the state on April 25, 1935, and Supplementary Articles of Incorporation, dated August 5, 1949, indicate spelling of the corporation as "The Very Little Theater, Inc. It is generally agreed, however, that we conduct most of our business with the spelling of "theatre."
2. **Employer (tax) Identification Number:** 93-6025357
Tax exempt status information 501(c)(3)
3. **Conditional Use Agreement:** Phase 1 to commence June 1, 1991
Phase 2 to commence June 1, 1994
4. **Insurance Information:** our agent is Wilson-Heirgood Associates, 541-342-4441, Coverage with North Pacific Insurance, generally payable in January for the period January 1 to January 1. Accident policy also with Wilson-Heirgood.

Property and Liability coverage with Liberty Mutual: \$1,000,000 per occurrence and \$2,000,000 aggregate on Bodily Injury and Property Damage. We also have an additional "Special Risk" accident insurance policy through Hartford Insurance Company, which adds coverage to the above liability insurance. Our property is insured on a blanket basis for building and personal property for \$500,000. The policy also covers the building in case of fire; the building is insured for \$1,751,042. Coverage against monetary theft up to \$5,000 per year; premium \$272. We have a Worker's Compensation policy with SAIF that we didn't have before we hired our Box Office Manager.
5. **Original architect:** Clare Hamlin. Original building drawings are with Martin, Schultz and Geyer, Architects, (Successor firm) 159 West 12th, 344-0453; Stage Left: Plans by William Brackman, Brackman Engineering, Inc., 433 W. 10th, 97401, 343-8613; Constructed by Jim Evans, Evans Building Company, 2871 Bailey Hill Road, 97405, 485-8071; Sprinkler system by All Pro Fire Protection, Joe Verbanic, 1237 Charnelton, 97401, 683-4052; Air Conditioning system by Home Comfort Heating and Air Conditioning Inc. ,345-2838.
6. **Sprinkler Monitoring System:** Built and installed by Integrated Electronic Systems, Inc., 232 W. 5th Avenue, Eugene, OR 97401, 485-4456.
7. **Auditors:** Kernutt Stokes & Brandt PC, Certified Public Accountants, 261 East 12th, 485-8360. Primary contacts: Martin McDonald.
8. **Bulk Mailing Permit:** #221
9. **Time Capsule:** A time capsule was assembled during the Grand Opening of Stage Left in April, 1992. It was placed under the floor in the SW corner of Stage Left. A metal plaque on the wall indicates the area. The time capsule is to be opened on VLT's 100th Birthday Celebration, March, 2029.
10. **Costume & Props storage:** an off-site storage locker was rented beginning in 2007 to relieve congestion for costumes and larger props.
Location is: Stor-It-All, 550 E. 8th, Eugene, 97401 Phone 541-683-5622
Costumes: Room #1075
Props: Room #1583

SAFE DEPOSIT BOX

Location and Contents:

Umpqua Bank Eugene Downtown Branch, 675 Oak, Eugene, OR
Customer Service Representative, 342-3969, Safe Deposit Box Number 868
Current President and Treasurer should each have one key.

ENVELOPE:

- *Architects: Clare K. Hamlin Letter dated August 27, 1964, B. King Martin
- *Agreement Between Owner and Contractor Dated August 21, 1964
- *Bid Bond (B449278) Dated August 21, 1964
- *Certificates of Payments, etc.
- *EWEB Lighting Agreement - Parking Lot
Private Lighting Agreement dated 11-8-62 for light in South lot

ENVELOPE:

- *Paving Assessment No. 309 (24th Street) Circa March 13, 1952
- *Receipt of Payment

ENVELOPE:

- *Deed - Land, from City of Eugene Dated March 8, 1948 and
Recorded in Book 370 on Page 344-5 on April 5, 1948
- *Purchaser's Title Insurance Policy, No. H1866069031

ENVELOPE:

- *Correspondence: State and Federal Income Tax (Excise) Exemptions

ENVELOPE:

- *Photo Copy of Mortgage and Payment Data
- *Satisfaction of Mortgage Dated July 22, 1963

ENVELOPE:

- *Real and Personal Property Tax Exemption Certificates - State of Oregon

ENVELOPE:

- *Articles of Incorporation (An assortment of various documents from different periods in our history, including one dated October 9, 1934) Also, Certificate of Filing Supplementary Articles of Incorporation which are dated August 5, 1949

ARTICLE:

- *By-Laws of VLT, dated May 7, 1972; dated July 10, 1989

ARTICLE:

- *Copy of "The History of The Very Little Theatre in Eugene, Oregon, from 1929-1954" by John P. Flaherty, December 1971

ARTICLE:

- *Construction contract for Stage Left, Evans Construction. 1993.

ARTICLE:

- *Video Cassettes (2): VLT Video Inventory #1, Costumes; VLT Video Inventory #2, Costumes.

ARTICLE:

- **Basic Theatre No. 1, Play Construction*, prepared by the Committee on Education and Training; (1951-52)
Approved by: The Play Committee (1951-52) and the Board of Directors (1951-52)

ENVELOPE:

- *Contract with Architect Otto Poticha for remodel of VLT; October, 2015
- *Code interpretation from Eugene Planning Dept., grandfathering our former 1987 variance approval; Oct. 2015
- *Release of Restrictive Covenant document, April, 2016

GENERAL POLICIES as of 2016

1. Membership year is July 1 through June 30. All dues-paid members and Life Members are eligible to vote. Annual dues are set by the Board. Members who pay their dues are entitled to purchase one strip of five tickets for the upcoming season for a discounted price. Dues for new members are to be paid July 1 after becoming a member; *voting privileges* for new members, however, begin *immediately*.
2. Membership in The Very Little Theatre carries obligations as well as benefits. It goes without saying that a broad-based membership in a volunteer community theater contains people in various stages of their careers, with family obligations and other outside interests. In any given year, participation in VLT may occupy a very high priority for some members, a moderate participation level, or a very limited amount of time. Health issues may also be a factor for some. Even so, *active membership in VLT implies an ongoing commitment to the life of our theatre, beyond simply paying annual dues*. In most circumstances, a minimum commitment should include attending the monthly general meetings and ushering several times a year. Beyond that minimal level, all members should do their best to be involved in at least one committee, an actual production, or special project during the season.
3. VLT members and applicants are encouraged to attend general meetings. Meetings are held at 7:00 p.m. on the first Sunday of each month. Exceptions may be made for holidays.
4. All dues-paid, Honorary, and Life members and applicants receive the monthly newsletter. If dues are not paid by October, the member's option to purchase season tickets at a discount is revoked for that year.
5. Meetings of the Board of Directors will be held monthly at a time agreed upon by the majority of the Board members. A joint Board meeting will be held between 5 and 30 days following the election of new Board members. In order to conduct the business of the Theatre in a timely and orderly fashion, the Board shall clearly communicate issues of concern to the membership so that informed action can be taken by the Board. By the same token, members may raise issues and make recommendations to the Board at general meetings or through committee heads.
6. Members of Board of Directors and others authorized by Board may make charge purchases to VLT charge accounts. (See SPECIAL FACT SHEET) Such charges are to be made only in the specific area of responsibility of each Board member. Board approval must be secured before any purchase which exceeds \$500. On checks over \$1,000 two signatures are required, including Treasurer and one other officer, i.e., President, Vice President, or Secretary. Any of these four officers may sign checks. (See By-Laws, Article II. Operation of the Corporation Section I b & c.)
7. Any request for reimbursement for any expense incurred on behalf of VLT must be in written form, describing the expenditure, and with cash register receipt attached, whenever possible. Such requests for reimbursement must be signed by the person making the request. There are envelopes on the Green Room bulletin board and in the Treasurer's folder for this purpose. They should be given to the Treasurer, placed in the VLT mailbox or mailed to the Treasurer.
8. Those responsible for refreshments served at the monthly membership meetings will be reimbursed for expenditures up to \$50 per month, excluding the August Picnic and December holiday meetings.
9. Alcoholic beverages are not permitted in the theatre. The Board may make an exception to this policy for a private organization which has purchased an extra VLT performance and that organization wishes to purchase and serve wine (no beer or hard liquor) to its patrons in Stage Left prior to the performance. The organization must provide its own liability coverage for such activity.
10. Members are encouraged to use their member tickets on other than Friday or Saturday nights. A member is not denied the use of tickets on those nights, but it is to the best interest of the theatre if the weekend seats are available for season ticket holders and cash-paying patrons.
11. Members may give their member tickets to others. In fact, arranging for someone to attend who may be new to the area or who might be interested in participation in the theatre is encouraged.

12. Any member who works as an usher, hostess or box office attendant may stay to see the show after completing the task, if willing to stand or sit in an available seat. If a member wishes to be assured of seating and an advance reservation is made, a member ticket stub must be surrendered.
13. Theatre tradition of “the show must go on” is the standard policy of VLT. Only under extremely unusual circumstances (national or local catastrophe or severe weather) is a show canceled.
14. Permission to watch a rehearsal or performance from the light loft shall be authorized by Director, Technical Director, or Stage Manager.
15. Members shall notify the Vice-President (Membership Chairperson) of any name, address or phone number changes during the year. Updates will be printed in the monthly newsletter.
16. Board members are encouraged to appoint an assistant or committee to share responsibilities.
17. An individual should direct only one VLT show per season. Exceptions shall be confined to unusual and unavoidable circumstances.
18. Children under age 12 shall not be allowed onstage, backstage, or in the work area unless they are in the show or under the direct supervision of a responsible adult.
19. Keys and key distribution are under the jurisdiction of the Facilities Manager.
20. Additional performances should be within the week(s) of the run, not beyond the regularly scheduled closing date, if possible. Exceptions can be made, depending on calendar availability. A sub-committee, consisting of the President, Box Office Liaison, Director, and Publicity Manager shall make the decision on additional performances. The Director shall inform all relevant parties, such as the Treasurer, the Usher Coordinator, and Play Committee Chair (for extra royalty payment).
21. While guests and applicants are always welcome at general membership meetings, it is considered a courtesy to inform the President of the presence of any guests.
22. Board members and committee heads shall make an annual report at the June meeting. A copy is filed with the Secretary, who keeps one copy with the year’s minutes and gives one copy to the new person in the position. The President and Board shall study recommendations.
23. Traditionally, VLT does not present or allow flowers to be presented to performers on the stage. Ushers can take flowers to Green Room.
24. Apprentice Applicants as a category is open to students under the age of 18. He/she may work on the requirements for membership, and if they have been met by the time the student has reached the age of 18, he/she is then eligible for membership.
25. All Main Stage season productions at the VLT must have final approval by the VLT membership. VLT productions in Stage Left must be approved by the Board of Directors no later than the annual Joint Board meeting in June. Other special events, or activities in the building involving an outside party—such as meetings, workshops, or free performances—should be handled by the Box Office Liaison/Scheduling person, in consultation with the Board.

VLT CONFLICT OF INTEREST POLICY

The VLT, as a non-profit corporation, relies on its Board of Directors, Committee Chairs, Members and Employees to carry out its purposes as stated in its Articles of Incorporation and Bylaws. These individuals have a responsibility to discharge their duties in good faith, with diligence and care, and for the sole benefit of the Organization. Internal Revenue Code limits the private benefits that these individuals can receive from 501(c)(3) organizations. Conflicts of interest are difficult to weigh and balance because the relationships between board members and the community also are a part of the contribution that board members make to the agency. If the organization is buying a new computer, for example, and a board member owns a computer store, the organization may well benefit from discounts and extra service by buying the computer at that store. It would be a mistake to prohibit working with board members as vendors. Similarly, board members who are also clients of the organization can be tremendously helpful in ensuring that a client perspective is brought into decision-making, but a client board member may find himself in a difficult position if the agency is considering eliminating a service that is used by very few clients other than himself. In many cases, the perceived conflict of interest may simply “feel wrong” to some board members, although it might be within legal boundaries. In such cases transparency is the best policy, and parties should disclose potential conflicts willingly. The following Conflict of Interest policy is meant to supplement good judgment, and **all VLT members** should respect its spirit as well as its wording:

1. Duty of Loyalty

Board members, committee chairs, and members of the VLT owe the VLT a duty of loyalty. In general the duty requires that they exercise their powers and discharge their responsibilities in the interest of the VLT and not in their own interest or in the interest of any other person or entity. This duty requires that they:

- (a) Not participate in a transaction which they know to be a VLT opportunity (a transaction in which the VLT might want to participate if it knew of it) without first disclosing the opportunity to the VLT in a sufficient detail to permit it to be evaluated;
- (b) Maintain confidentiality and not disclose confidential information about the VLT’s plans and activities unless the information is already known by the public or is in public record;
- (c) VLT board members and committee chairs should candidly disclose any conflicts of interests and abstain from discussion and voting on any matters where that conflict of interest could potentially benefit them. The best interest of the VLT must prevail over directors’, members’, or employees’ personal interests and a VLT position may not be used for individual personal advantage.

2. Conflict of Interest

A conflict of interest is any direct or indirect participation in an arrangement, investment, service, agreement or any other activity in which the VLT is a party that results in personal gain or benefit to a director, officer, committee member, or employee. The individual may be directly involved with the transaction or may have an employment, investment or family relationship with an individual or entity with which the VLT is dealing. The transactions need not involve monetary or other tangible benefits.

Conflicts of Interest include but are not limited to the following:

- (a) Any position or financial interest held by a director, officer, committee member or employee, or any member of his or her immediate family, in an entity that competes or does business with the VLT;
- (b) The receipt of any gift valued at more than \$50 or favor by a director, officer, committee member, or employee, or any member of his or her immediate family from an entity or individual who does business, or seeks to do business, with the VLT under circumstances suggesting that the purpose of the gift or favor is to influence the individual in the award or continuation of that business and;
- (c) The disclosure of confidential VLT information for the benefit of the director, officer, committee member, or employee, to any other person or entity.

3. Dealing with Conflict of Interest

The duty of loyalty requires that individuals be conscious of potential for conflicts of interest and act with candor and care in dealing with these situations and:

- (a) Be sensitive to and recognize potential conflicts of interest;
- (b) Disclose potential conflicts of interest to the Board of Directors of the VLT before discussing or taking action with respect to any transaction or matter involving the conflict and;
- (c) Not participate in the discussions or considerations of the matter involving the conflict. The individual with conflict of interest may not vote or participate in a decision-making process involving the conflict.

Annual Disclosure Statement

Each Board member, committee chair, and managerial employee (as designated by the Board) of the VLT should complete and furnish to the President of the Board of Directors annually a disclosure statement listing known existing and potential conflicts of interest. This procedure is intended to facilitate the identification and resolution of potential conflicts of interest. Committee members should be made aware of the conflict of interest policy.

The questionnaire should be completed in good faith to the best of the individual's knowledge, recognizing that circumstances may change over time. The fact that a disclosure statement has been completed does not relieve each director, officer, committee member and managerial employee of the responsibility to disclose specific conflicts of interest before action is taken on any matter involving the conflict.

This policy is adopted for the guidance of the directors, officers, committee members and employees of the VLT and is to be enforced solely by the Board of Directors.

ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT

I am disclosing the following as required by the VLT Conflict at Interest Policy.

Direct Transactions

Neither I nor any member of my immediate family have engaged over the past 12 months, or expect to engage in the future, in any business transaction with VLT, except as follows:

Relationships

Neither I nor any member of my immediate family is employed by (as employee, independent contractor, consultant or otherwise), or serves as a director or officer of, or has a material financial interest in (as owner, partner, shareholder or otherwise), any corporation or entity that has done business over the past 12 months, or expects to do business in the future, with VLT, except as follows:

Gifts or Favors

Neither I nor any member of my immediate family has over the past 12 months received or been promised any gift or favor of substantial value by any business entity that does business or seeks to do business with VLT, except as follows:

Other Circumstances

The following other circumstances involve me or a member of my immediate family that might be regarded as constituting a conflict of interest:

I have read and agree to comply with the VLT conflict of interest policy.

This information is given in good faith to the best of my knowledge and recollection at the present time.

Signature _____ Date _____

Print name _____

VLT Position _____

VLT ANNUAL CALENDAR OF ACTIONS

(General Membership Meeting = GM. Board of Directors meeting = BD)
Special Meeting = *

The following dates reflect normal / traditional timelines; adjustments may of course be made to accommodate special circumstances or changing objectives.

JUNE GM JUNE BD	Annual Meeting: Elect Board of Directors Outgoing Board and Incoming Board Set cost of season tickets and individual ticket prices Approve set construction contract Set cost of group/house rates for private shows Set membership dues Set date(s) of future Board & Membership meetings
JULY GM JULY BD	Appoint Muriel Award Committee from previous winners
AUGUST GM AUGUST BD	Traditional picnic meeting Distribute Conflict of Interest forms
SEPTEMBER GM SEPTEMBER BD	Distribute Membership Directories; Muriel Award (Super Volunteer) presentation
OCTOBER GM OCTOBER BD	Set date of Holiday Party; start planning for program
NOVEMBER GM NOVEMBER BD	
DECEMBER GM DECEMBER BD	Traditional Holiday Party
JANUARY GM JANUARY BD	Appoint Life Membership Committee from Life Members
FEBRUARY GM FEBRUARY BD FEBRUARY *	Appoint Nominating Committee Special Meeting to discuss Proposed Plays & Directors (Board & Play Comm.)
MARCH GM MARCH BD MARCH *	VLT Birthday remembrance; announce Life and/or Honorary Members Announce nominees for President Special Membership Meeting to discuss and vote on Proposed Plays
APRIL GM APRIL BD	Presidential election
MAY GM MAY BD	Nominating Committee report / Nominations from the floor for Board Members Distribute Board and Committee Chair annual report forms

PAST PRESIDENTS OF THE VERY LITTLE THEATRE

1929-1930	Gerda Brown	1979-1980	Karen Saddington Falise Scheeland
1930-1931	Virginia Walker	1980-1981	Karen Saddington Falise Scheeland
1931-1932	Kenneth Shumaker	1981-1982	Ethan Newman
1932-1933	Robert Horn	1982-1983	Ethan Newman
1934-1935	Lance Hart	1983-1984	Phyllis Herlocker
1935-1936	Ethel Christie	1984-1985	Dennis Dolan
1936-1937	Fred Cuthbert	1985-1986	Dick Doering
1937-1938	Fred Cuthbert	1986-1987	Frank Geltner
1938-1939	Henry Korn	1987-1988	Frank Geltner
1939-1940	Gerda Brown	1988-1989	Frank Geltner
1940-1941	Ethan Newman	1989-1990	Ruth Dull
1940-1941	Ethan Newman	1990-1991	Ruth Dull
1941-1942	Kenneth Griffith	1991-1992	Wanda Grabau
1942-1943	Gretchen Parker	1992-1993	Wanda Grabau
1943-1944	Glenn Hasselrooth	1993-1994	Frank Geltner
1944-1945	Dwight Newman	1994-1995	Wanda Grabau
1945-1946	Mary Krenk	1995-1996	Tim Tendick
1946-1947	Bruce Nidever	1996-1997	Tim Tendick
	Dorothy Scott	July 1997	Rob Catalano
1947-1948	Marvin Krenk	1997-1998	Ruth Dull
1948-1949	Mary Krenk	1998-1999	Scott Barkhurst
1949-1950	Fred Cuthbert	1999-2000	Scott Barkhurst
1950-1951	Fred Cuthbert	2000-2001	Scott Barkhurst
1951-1952	Ethan Newman	2001-2002	Karen Scheeland
1952-1953	Dwight Newman	2002-2003	Karen Scheeland
1953-1954	Ken Poull	2003-2004	Karen Scheeland
1954-1955	Ken Griffith	2004-2005	Karen Scheeland
1955-1956	Gene Herlocker	2005-2006	Karen Scheeland
1956-1957	Roger Houglum	2006-2007	Suzanne Shapiro
1957-1958	Fred Cuthbert	2007-2008	Suzanne Shapiro
1958-1959	Jean Poull	2008-2009	Jack Powell
1959-1960	Ethan Newman	2009-2010	Jack Powell
1960-1961	Ken Poull	2010-2011	Richard Scheeland
1961-1962	Phyllis Herlocker	2011-2012	Richard Scheeland
1962-1963	Dwight Newman	2012-2013	Richard Scheeland
1963-1964	Fred Himsworth	2013-2014	Richard Scheeland / Chris Pinto
1964-1965	Ken Griffith	2014-2015	Jay Hash
1965-1966	Ladelle Houglum	2015-2016	Suzanne Shapiro
1966-1967	Don Nutting	2016-2017	Karen Scheeland
1967-1968	Carolyn Chambers		
1968-1969	Ken Poull		
1969-1970	Ethan Newman		
1970-1971	Rex Reichardt		
1971-1972	Melina Neal		
1972-1973	Gerda Brown		
1973-1974	Phyllis Herlocker		
1974-1975	Charles Ruff		
1975-1976	Gene Herlocker		
1976-1977	Judi Johnson		
1977-1978	Phyllis Herlocker		
1978-1979	Ladelle Houglum		

BOARD POSITIONS

THE PRESIDENT

1. The President shall prepare agendas and chair meetings of the Board and the General Membership. The President may appoint additional positions from the general membership, which include but are not limited to the following:

Nominating Committee	Costume Room Manager
Corresponding Secretary	Librarian
Usher Committee Chairperson	Newsletter Editor
Membership Meeting Program Coordinator	Historian
Properties Chairperson	Makeup Chairperson
Meeting Refreshments Chairperson	Hair Stylist
Special Projects Committee Chairperson	Computer Technical Support
Life and Honorary Membership Chairperson	Mailing List Coordinator
Guild Chairperson	By-Laws Committee

The President may serve as an ex-officio member of any committee and may attend meetings as needed.

2. The President shall prepare and distribute agendas and chair each Board meeting and General Membership meeting
3. The President shall appoint a committee of Life Members to review the criteria for Life and Honorary Member qualifications and make recommendations to the Board of members eligible for consideration. VLT members are to be encouraged to bring to the attention of the President the name of any member they want the Board to consider for this honor.
4. The President shall see to it that the Policy Book is reviewed for possible update at least every third season, and see to it that the books are reviewed and the revised sections are distributed.
5. Duties of the By-Laws Committee Chairperson shall be to review the By-Laws and suggest changes for consideration by the Board of Directors and the General Membership.
6. The President (as well as the Treasurer, Vice-President and Secretary) shall be authorized to sign checks.
7. If unable to attend a Board or General Membership meeting, the President shall notify the Vice-President and provide him/her with an agenda and all available pertinent information which is to come before the forthcoming meeting.
8. The President is encouraged to develop a calendar which lists regular organizational actions to be taken in the regular course of the organization's life from year to year. The President should include a year-end summary of issues and actions taken during his/her tenure, to help guide future presidents.

THE VICE-PRESIDENT

1. The Vice-President shall act in place of and perform the duties of the President in the absence or disability of the President.
2. The Vice-President may also appoint a Membership Committee for assistance. The Vice President, or a member of the Membership Committee are responsible for the following:
 - A. See to it that a member of the committee is at all scheduled auditions. Welcome those attending, distribute audition forms, explain briefly about VLT and how to become an applicant for membership, and encourage participation in the staging of the play. The names of those who indicate willingness to help with production should be given to the person in charge of the area in which they wish to work. (Examples: Sound or Lights - Technical Director; Stage Crew - Production Manager; et cetera.)
Make an announcement about no smoking and no alcohol rules.

BOARD POSITIONS

- B. The Vice-President or a committee member shall attend all work parties and set strikes to which applicants have been invited in order to welcome and introduce applicants to VLT members and other applicants. Make membership applications available to participants during the run of a show. Membership guidelines will be attached to the application for membership.
 - C. Report to the Board of Directors the names of new applicants and the status of previous applicants. The Vice-President shall report to the Board when an applicant has completed membership guidelines before inviting the applicant to submit a letter requesting membership.
 - D. Invite applicants who have completed membership requirements to write a letter to the Board of Directors asking for membership.
 - a) Read such letters aloud at the next general meeting.
 - b) Present the letters to the Board for their action at the regularly scheduled Board meeting following the general meeting at which the letter was read.
 - c) Inform the applicants of their election to membership, dues payment requirements and of their privileges and responsibilities as members.
 - d) Give each new member a Membership Directory and introduce each new member to a copy of the VLT Handbook. Inform Treasurer when a new member has been voted in.
 - e) Vice-President shall prepare a welcoming letter to each new member. This letter shall provide the most pertinent information a new member would require to be an active member.
 - f) Assign new members to a VLT committee
 - E. Arrange for a Membership Directory to be distributed in the Fall with updates as needed.
 - a) Members should be contacted previous to such publication to ascertain correct names, current addresses, phone numbers.
 - b) Changes should be made throughout the year to keep the directory current. Members should be informed through the monthly newsletter of changes and additions to the membership list.
 - F. Invite active applicants to be guests at the August (annual picnic) and the December (Holiday party) general meetings.
3. Provide the Board, committee heads, and directors with a regularly updated list of applicants.
 4. Distribute and collect Member Interest Survey to membership at the start of the season. The results of the survey, which indicates how members intend to participate during the season, shall be passed on to the Board of Directors and relevant committee chairs.
 5. If unable to attend a Board or general meeting, the Vice-President shall provide the President with a report in advance of the meeting.
 6. Maintain the label database and print labels for the newlsetter mailing.

MEMBERSHIP REQUIREMENTS:

#1: Participate in a show in a major commitment, (e.g., on stage or in the crew) from rehearsal through strike

#2: Participate in another show in a different capacity

OR

Perform three supporting tasks for the theatre. For example, usher (three times for one credit), work in box office, attend set strike, prepare meeting refreshments, help in costumes, etc.

#3: Attend two VLT membership meetings, excluding the Holiday party (December) and the annual picnic meeting (August).

After completing requirements, the applicant shall submit a letter requesting membership, including an accounting of how he/she has fulfilled the requirements.

BOARD POSITIONS

Membership in The Very Little Theatre carries obligations as well as benefits. It goes without saying that a broad-based membership in a volunteer community theater contains people in various stages of their careers, with family obligations and other outside interests. In any given year, participation in VLT may occupy a very high priority for some members, a moderate participation level, or a very limited amount of time. Health issues may also be a factor for some. Even so, *active membership in VLT implies an ongoing commitment to the life of our theatre, beyond simply paying annual dues.* In most circumstances, a minimum commitment should include attending the monthly general meetings and ushering several times a year. Beyond that minimal level, all members should do their best to be involved in at least one committee, an actual production, or special project during the season.

THE SECRETARY

1. The Secretary shall attend and take minutes of all membership and Board meetings. Transcripts shall be made with one copy retained in a permanent minutes book and a copy given to the President, Treasurer, and Newsletter Editor before the next regular meeting of either the general membership or the Board.
2. Copies of the Board meeting minutes shall be distributed to board members before the next general meeting.
3. The Secretary should remind Board members of date, time, and location of Board meetings.
4. If unable to attend any Board or general meeting, the Secretary should notify the President and designate a pro tem Secretary.
5. The Secretary shall organize the minutes in such a way that all actions, specifically financial and policy actions, are quickly identified in future review. In this regard, relative to VLT By-laws, Article I, Section 3, Order of Business at annual meeting, the Secretary shall prepare a report for the annual meeting on "matters of policy created or established during the preceding year."
6. The Secretary shall cause the permanent minutes book with all General Membership meetings and Board of Directors Minutes, treasurer's reports, newsletters, Annual Reports of all members of the Board of Directors, and other valuable correspondence to be placed in The Very Little Theater's archives in the VLT Office at the end of the Secretary's term.
7. The Secretary shall maintain a list of VLT members' birthdays and send to the AdLib newsletter for appropriate recognition.

THE TREASURER

1. The Treasurer shall have custody of all corporate funds and securities and shall keep, in books belonging to the corporation, full and accurate accounts of all receipts and disbursements. The Treasurer shall deposit all moneys, securities and other valuable effects in the name of the corporation in such depositories as may be designated for that purpose by the Board of Directors.
2. The Treasurer shall disburse and make a general accounting of the funds of the corporation as may be ordered by the Board of Directors. A list of all check transactions for the previous month shall be provided at each Board meeting.
3. The Treasurer shall be responsible for ordering an audit of the books after the end of the fiscal year during which served. This audit is to be made by a Certified Public Accountant and is to be presented to the Board at the first Board meeting following its completion. The Treasurer shall be responsible for preparation and filing all reports required by any governmental agency, some of which shall be prepared by the Certified Public Accountant.

BOARD POSITIONS

4. The Treasurer shall provide information for and/or attend the combined budget and production meeting for each show; information to include typical production costs and pro-rated expenses to be apportioned to each production.
5. The Treasurer shall accept dues, provide Vice-President with a list of dues-paid members for the annual directory, and provide the Nominating Committee a list of all members qualified to vote at the annual election—including new members who are eligible to vote without having paid dues.
6. The Treasurer shall be responsible for giving the Box Office Liaison a list of members purchasing member season ticket strips; Box Office Liaison will then issue the ticket strips to those members.
7. If unable to attend any Board or general meeting, it shall be the Treasurer's responsibility to provide the President with a report in advance of said meeting.
8. The Treasurer shall maintain a Treasurers Duties document that details all tasks that are required to complete their VLT duties.

THE PRODUCTION MANAGER

1. The Production Manager is responsible to the President and, in cooperation with the director and set construction contractor, shall see to it that sets are completed on schedule.
2. The Production Manager is responsible for securing a contract for set design and construction for the next season. The contract shall be presented at a board meeting for final approval.
3. The Production Manager shall contact each director of the upcoming season to discuss theatre policies and production procedures to be followed for that season.
4. The Production Manager shall act as a guide for guest directors, non-member assistant directors, and Stage Managers, point out their duties and responsibilities, and provide access to the VLT Handbook.
5. The Production Manager will study the scripts of scheduled plays for the season to become familiar with production details.
6. The Production Manager, in consultation with the director and the Technical Director will secure personnel for each production with the assistance of the Membership Committee, drawing from the membership, applicants, LCC, UO and the larger community.

The production crew will include:

- A. The Stage Manager, whose duties and responsibilities are described elsewhere in this Handbook. A copy of the duties should be given to non-members who are stage managers.
- B. A Properties Manager, who will be responsible for securing suitable furnishings, props, and/or set pieces in cooperation with the director, set designer and/or set construction contractor. The Properties Manager will help assemble a crew for collecting props and backstage staffing. The Props Manager will be responsible for the safekeeping of borrowed or rented props and for their return at the end of the production. Props that are rented must be approved by the Director, Production Manager, and Properties Chair.
- C. Light and/or Sound personnel, whose duties include running the light and sound board to provide the atmosphere decided upon by the designer(s) and director. The demands of a particular production will determine if this needs to be one or two people.

BOARD POSITIONS

7. The Production Manager will consult with the President, who will appoint members as heads of the following committees:
 - A. The Makeup Committee, which will be responsible for the distribution and maintenance of supplies in stock, and for the purchase of new makeup supplies. A complete description of the Makeup Department is included elsewhere in this Policy Book.
 - B. The Hair Styles Committee, which will be responsible for maintaining and distributing wigs and hairpieces belonging to VLT and for borrowing or purchasing hair supplies and wigs.
 - C. The Properties Chairperson, who provides support and guidance to the Properties Manager of each production (See Item 6.B. above) and who maintains and is familiar with VLT-owned properties.
8. Production meetings shall be called for each show by the Production Manager.
 - A. The first production meeting should be held before the show goes into rehearsal. This meeting is for the purpose of discussing the set design requirements and any special requirements of the show. It should be attended by the Director, Technical Director, Production Manager, Set Designer and Set Construction Contractor. A copy of the Guides for Directors, found else where in this handbook, should be presented to the director, if necessary.
 - B. Other meetings may be held later to accept or modify the proposed set design.
 - C. The following committees, as applicable, should be represented at production meetings.

Assistant Director	Furnishings	Treasurer
Stage Manager	Costumes	Properties
Publicity	Makeup	Hair Stylist
 - D. The items to be discussed at these meetings include:
 - a) Special challenges of the play in the areas pertaining to production.
 - b) Production budget.
 - c) Purchasing procedures.
 - d) Set technical rehearsal dates.
 - e) Review building safety and security procedures.
 - f) Proposed use of Stage Left.
9. The Production Manager is in charge of strikes and will consult with the set construction contractor and Technical Director as to the safest and most efficient strike sequence. Units that can be used in a subsequent production shall be removed intact whenever possible.
10. The Production Manager will supply a copy of the Building Security Checklist (Page 54) to persons issued keys.
11. The Production Manager should make it clear to the director and committees under his/her jurisdiction that any expenditures that were not in the budget must be cleared with the President or Production Manager before purchasing.
12. If the Production Manager is unable to attend any Board or general meeting, it shall be the Production Manager's responsibility to provide the President with a report in advance of the meeting.

BOARD POSITIONS

THE PRODUCTION BUDGET

The following are direct expenses of the production and shall be included in the production expense budget:

Set construction (labor and materials)	Make-up
Stage lighting and special lighting effects	Props and furnishing
Sound effects (records and tapes)	Royalties
Wigs and hair care supplies	Scripts and scores
Costumes (construction, alteration, cleaning & laundering)	Posters / flyers / postcards
Programs & Publicity (ads in newspapers, etc.)	Production photographs
Cast party expenses	Miscellaneous

(As a general guideline, the above expenses should not exceed 40% of the potential gross income from ticket sales.)

In addition to the above listed direct expenses, there are items of fixed expense and administrative expense that are pro-rated into each of the five productions of the season. The Treasurer will annually provide (calculate) the incremental amounts to be used for these categories.

Fixed expenses include:

- Box office expenses
- Monitoring fire sprinkler system
- Heat, lights, water
- Shop expenses (miscellaneous tools and supplies)
- Hospitality (intermission beverages for patrons)

Administrative expenses include:

- Membership (printing and mailing of monthly newsletters; cost of refreshments served at general meetings)
- Play Committee
- Housekeeping supplies
- Insurance
- Garbage service
- Equipment repair
- Corporate Administration (Historian expense, pictures of Board members for lobby display; ballot preparation, mailing of notice of annual meeting; Oregon corporation annual fee, etc.)
- Building and grounds maintenance and repairs
- Legal and Auditing
- Telephone and office supplies
- General Publicity

Non-cash expenses:

- Depreciation and Amortization
- (Non-cash expenses are treated differently, i.e., paving parking lots, re-roofing, etc.)

THE TECHNICAL DIRECTOR

1. The Technical Director shall act as advisor to the Director, Lighting Designer and Sound Designer on design feasibility and capabilities of the equipment.
2. The Technical Director shall supervise the hanging, focusing and circuiting of lighting instruments; and obtaining and installing, or supervising the installation of any special lighting or sound equipment where needed.
3. The Technical Director shall help in selecting and training crew members.
4. The Technical Director shall have a Technical Department representative present at set strikes.
5. The Technical Director will maintain an inventory of all lighting and sound equipment and lamps, and shall see that new items are added to the inventory.
6. The Technical Director will assure that all lighting and sound equipment is maintained in good repair.

BOARD POSITIONS

7. The Technical Director will be responsible for maintaining a stock of replacement lamps and color filters and for the purchase of necessary lighting and sound supplies and equipment.
8. If unable to attend a general meeting or Board meeting, it shall be the Technical Director's responsibility to provide the President with a report in advance of said meeting.

LIGHTING EQUIPMENT LOAN POLICY

1. Members of VLT have developed working relationships with certain organizations which has allowed for reciprocal loan arrangements, i.e., University Theatre, Lane Community College, and local high schools. Equipment usually will not be loaned to civic groups or other organizations or individuals.
2. Some VLT lighting equipment and sound equipment may be loaned, subject to the following conditions:
 - A. Only with the authorization of the Technical Director.
 - B. Only equipment not in use for a current or up-coming VLT production.
 - C. The borrower will be responsible for picking up and returning the equipment in good condition.
3. The Technical Director will maintain a written record of all equipment loans.

THE BOX OFFICE LIAISON

NOTE: This Board position, formerly the Box Office Manager, was redefined in 2016 upon the hiring of a part-time employee to serve as the actual Box Office Manager. The Box Office Liaison person will generally serve as the Manager's assistant / backup, and will continue to serve on the Board of Directors. This Board position also is combined with the former Scheduling Coordinator's position.

Box Office Duties:

1. The Box Office Liaison will assist the Manager in updating the Box Office Manual when policy or procedural changes dictate.
2. The Box Office Liaison will assist the Manager in managing season ticket sales; they are responsible for the printing, distribution and sales of season tickets and individual show tickets throughout the season.
3. The Liaison and Manager shall work with Publicity Director for creation and mailing of the season ticket promotion brochures and for the preparation and distribution of reservation letters to season ticket holders. NOTE: the reservation letter for each show should provide cautions if the play contains strong (profane) language, or if cigarettes are smoked on stage (some patrons are allergic to smoke), or other concerns that may impact our patrons.
4. The Box Office Manager is responsible for scheduling and training member/attendants so that the box office is fully and appropriately staffed.
5. Box Office Liaison and Manager shall maintain a file showing names and addresses of people attending one or more performances in a season. This data is gleaned from information in our ticketing system database and is the basis for season ticket sales promotion mailing the next season.
6. Box Office Liaison will work with Publicity to issue complimentary tickets to selected news media. Cast, crew and selected others will be issued a comp ticket voucher. The comp ticket voucher is redeemable for two tickets to be used any performance date, but preferably on Thursdays or on opening weekend for that production. As of the 2016-17 season, comp tickets will be redeemable online by those people involved with the production who were issued the comp ticket voucher, which will contain redemption information specific to that production. The Box Office Manager or Liaison will process individual comp ticket vouchers on an individual basis as needed.

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7. The Facilities Manager will issue keys and/or key codes to Box Office Manager and the Box Office Liaison and any other designated Box Office support person. (One key for the front door to the building and one key to the door of the box office.) Facilities Manager maintains a complete record of all keys issued and will be responsible for the recovery of same when the box office attendants no longer have a need for them.
8. The Box Office Liaison and Box Office Manager will honor organizational requests for tickets for benefits, door prizes, etc., or bring those requests to the Board of Directors for guidance when in doubt.
9. Box Office Liaison is responsible for scheduling coordinator duties listed in scheduling coordination area.
10. Box Office Liaison shall serve on a subcommittee for added performances and with a primary contact person for any outside group who wants to have a performance for their individual event (e.g., PEO).
11. Box Office Liaison shall attend all meetings of the Board of Directors and the VLT membership and give reports as warranted regarding Box Office related happenings, issues or concerns and Scheduling related requests for space use, events and upcoming dates of interest. If unable to attend such meetings, he/she shall provide the President with a report in advance of the meeting.

BOX OFFICE POLICIES

1. **Child Policy:** For the majority of VLT shows, unless otherwise stated, we recommend children be at least age 12, but admit children as young as 6. Children under 6 (including babes in arms) are not admitted. All children must have a ticket. If you have questions about the suitability of productions for older children, please contact the box office at (541) 344-7751 or boxoffice@thevlt.com.
2. **Exchange Policy:** If your plans change, you may exchange your tickets for a different date of the same production by calling our Box Office at (541) 344-7751. There is a per ticket exchange fee, which may be waived once per show for season ticket holders. Call us a minimum of 24 hours in advance of your originally ticketed performance if you wish to exchange.
3. **Refund Policy:** All ticket sales are FINAL and no refunds are given.
4. **Late Seating Policy:** Ticketed patrons arriving late to a VLT performance will be seated at intermission or a suitable break in the show, subject to seat availability. Latecomers will be seated per the instructions of the house staff and may be seated in a location other than the one ticketed, subject to seat availability.
5. If blocks of fifteen (15) or more tickets are ordered, they must be paid for a minimum of 48 business hours prior to the performance. Any exceptions must be approved by the Box Office Manager or Liaison.
6. The only persons authorized to be in the box office for ANY reason during box office hours are the scheduled box office attendants.
7. All tickets and/or box office transactions will be done online at the ticket window. Only those on duty in the box office may have access to the tickets.
8. In the event of inclement weather, if a performance is scheduled and played, tickets not used because of patron's inability to get to the theatre will not be honored for a subsequent performance or production. If a performance is scheduled and not played, or terminated early, patrons' tickets will be honored for a subsequent and, if possible, specified date.
9. When productions are added (usually in Stage Left), regular box office hours should be scheduled.
10. Our mailing list of season ticket holders is confidential, and shall not be given or traded to any other organization.

BOARD POSITIONS

11. House capacity shall not be increased by adding bench seats.
12. A program acknowledgment is preferable to complimentary tickets in expressing gratitude to people who have loaned items to the theatre for the upcoming production.
13. The box office opens to the general public on the Wednesday nine days preceding opening night.
14. Non-member applicants shall be allowed to work in the box office only with an experienced member/worker on duty, or with permission of the Manager.

“HOUSE” & “BLOCK” TICKET SALES POLICIES

House Sales

1. With Board approval and consent of director and cast, a performance may be sold to an outside organization only as an “extra” performance within the scheduled run.
2. The purchase price is determined by the Board of Directors on a yearly basis. The price quoted for a musical is generally higher than is the price for a non-musical show.
3. A full house purchase consists of 220 tickets. No more should be issued. The tickets will be stamped “Benefit” and should be stamped with the day and date of the performance. Tickets for house sales are not numbered for reserved seats.
4. The 220 tickets for an added performance should not be released by VLT to the purchaser until after the show is cast. The director should be contacted and made aware of the commitment ahead of auditions, if possible. If there is any doubt, delay releasing the tickets.
5. The agreed upon purchase price for the house is to be paid in full at the time the tickets are delivered to the authorized representative of the organization making the purchase. Checks are to be made out to “The Very Little Theatre.”
6. Seat tickets for that performance may be given away or sold by the purchaser for any amount desired, except that the tickets cannot be sold for less than the current admission price at VLT.
7. A copy of the pre-show promotion that goes to season ticket holders will be provided to the group to assist them in their promotion of their ticket sales.
8. After the purchase, VLT assumes no further responsibilities for the sale of the tickets.
The VLT does not:
 - buy back any unsold tickets
 - exchange tickets for another performance or production
 - make cash refunds for tickets to any individuals
 - allow the use of season tickets on special performance nights.
 - include any publicity for sponsoring group in VLT news releases or paid advertising
 - provide lobby space for ticket sales
9. On the scheduled performance night, the VLT will provide a box office attendant to handle telephone reservations and ticket sales for later performances. The purchasing group should also have a representative assigned to be in the box office to tend to any ticket or money transactions related to that evening’s performance.
10. Purchaser should be informed that no alcoholic beverages may be served.

BOARD POSITIONS

11. The VLT provides a staff to supervise the building and direct people into the auditorium where they can select their own unreserved seats.
12. Stage Left may be available for a catered event, if proper arrangements are made.

Block Sales

1. The sale of blocks of tickets (less than a full house) at reduced rates has not proved beneficial to VLT.
2. In the event that an organization is interested in purchasing a block of reserved seat tickets at the regular price for a social event (such as convention entertainment), these sales can be arranged through the Box Office Manager.
3. If blocks of 15 or more tickets are ordered, they must be paid for a minimum of 48 business hours prior to the performance. Any exceptions must be with the approval of the Box Office Manager or Liaison.

BOX OFFICE LIAISON / SCHEDULING COORDINATOR DUTIES:

1. Responsible for implementing the Theatre's Space Use Policy (appended herewith), and for allocating space in accordance with the provisions set out in the Policy.
2. Keep an up-to-date master calendar on the VLT Website, recording all events involving the use of any of the VLT's spaces, and maintain a second calendar to be displayed on a monthly basis in the VLT's bulletin board outside Stage Left. This second calendar is a monthly copy of the master calendar.
3. The jurisdiction of the scheduling person includes all physical areas of the VLT property: the main auditorium and main stage, Stage Left, the Green Room, the Lobby, and the Parking Lots.
4. All requests for space use at the VLT, either by members or non-members, are to be directed to the scheduling person for consideration and approval. When such requests are approved, reservations are recorded in the master calendar and the person(s) requesting the space is notified.
5. All matters dealing with play production of the current play, primarily, and the upcoming play, secondarily, shall receive prior consideration to any other requests for space use. The scheduling person shall see that this policy is strictly adhered to, and shall notify the director concerned of people using other VLT space during rehearsals, cast meetings, etc.
6. Audition dates, rehearsal schedules, and cast and crew contact information for comp ticket vouchers should be requested from the directors concerned. Directors should make every effort to provide this information as quickly as possible to reserve the space needed in order to prevent conflicts for the use of the space.
7. All new proposals for possible productions on the main stage or Stage Left—either proposed by members or outside groups—shall be channeled through the Box Office Liaison for assessment as to their suitability under the Space Use Policy and for space availability. He/she will then bring this proposal to the following Board Meeting for discussion and approval by the Board. All Main Stage productions at the VLT must have final approval by the VLT membership.
8. The Box Office Liaison is responsible for responding in a courteous, professional and timely manner to all persons in the community who inquire about using the VLT. The Box Office Liaison email address is scheduling@thevlt.com
9. The Box Office Manager, Box Office Liaison, or other Board member is to notify owners of unauthorized vehicles parked in the VLT Parking Lots of such violations by "tagging" them with warnings to tow their

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vehicles, to discourage misuse of our parking area. If after a parking violation warning has been given, the Box Office Liaison, other Board Members, or Box Office Manager may contact our towing company if the car's owner commits a repeat violation.

10. Box Office Liaison shall consult with the President and, if necessary, other Board Members for input on requests for space use that may fall outside our guidelines, or unclear or difficult to judge situations.
11. In the event of "double bookings" or other space use conflicts, the Box Office Liaison shall attempt to resolve these according to the Space Use Policy and, if necessary, consult with the President for guidance in settling such anomalies.

"CO-SPONSORSHIP" — USE OF THEATRE FACILITIES

VLT FACILITIES ARE RESERVED FOR OFFICIAL VLT EVENTS AND ACTIVITIES, AND ARE NOT AVAILABLE TO OUTSIDE GROUPS, EXCEPT FOR REQUESTS APPROVED BY THE BOARD.

Below are the minimum conditions for co-sponsored use of VLT facilities (main stage, Stage Left, kitchen, parking lots). Compliance with these conditions is required, but does not guarantee VLT co-sponsorship.

1. The requesting group must submit a completed application at least 8 weeks before the requested date of use.
2. The event must, in the opinion of the Board of Directors, relate to theatrical, musical, educational, or artistic purposes consistent with the VLT's non-profit status.
3. Co-sponsored use of theatre facilities must not disrupt or interfere with other VLT production uses, rehearsals or performances.
4. Groups requesting use of VLT facilities must provide personnel (e.g., cast, crew, technical, box office, ushers, kitchen, supervision, and cleanup) necessary for the intended use. VLT reserves the right to oversee and supervise the event and may provide technical or other assistance.
5. If the co-sponsored use is a public performance or event, the requesting group must share responsibility for publicity. All posters, flyers, ads and press releases must conspicuously state that the event is co-sponsored by the requesting group and the VLT, and shall be subject to approval by the VLT Board of Directors.
6. The requesting group shall assume full responsibility for any damage to equipment or other items brought onto VLT property by the requesting group, and shall hold the VLT harmless from any liability for such damage.
7. The VLT shall request a donation or fee to cover the expenses of the co-sponsored use (e.g., utilities, shop materials, telephone charges, damage to property, janitorial services, and other expenses).
8. Smoking is not permitted in the building. No food or drink may be sold on VLT property. No alcoholic beverages are allowed on VLT property; the Board may make an exception to the no-alcohol policy for a private organization which has purchased an extra VLT performance and said organization wishes to purchase and serve wine (no beer or hard liquor) to its patrons in Stage Left prior to the performance. The organization must provide its own liability coverage for such activity.
9. The requesting group must leave VLT facilities clean and in good condition.

BOARD POSITIONS

APPLICATION FORM FOR USE OF THEATRE FACILITIES

1. Name of your group or organization: _____

Address: _____

Phone: _____ Fax: _____

Contact Person: _____ E-mail: _____

2. Give the title and a brief description of the use, and explain how the use relates to theatrical, musical, educational, or artistic purposes:

3. What VLT facilities do you need, and when do you need them? Please include rehearsal times, if any:

SPACE NEEDED _____ DATE(S) _____

REHEARSAL TIME(S), if needed: _____

4. How many people do you expect to attend the event? _____

How many performers are in the event? _____

State admission charge, if any: _____

How and when will tickets be sold? _____

Will you need to use the VLT box office? ____yes ____no

If yes, when? _____

If yes, will you need help from Box Office personnel?

5. What technical assistance or materials will you need from the VLT? _____

6. If this is a performance to be co-sponsored by VLT, how will you publicize the event?

7. We agree to restore any room used for our event to its original condition.

Signature of authorized agent or organization named above

Date

Return this form to VLT Box Office Liaison as soon as possible, preferably at least 90 days prior to the event. The Box Office Liaison email address is scheduling@theVLT.com or hard copy form can be mailed to the VLT street address. (NOTE: The majority of areas on this form should have been be addressed during communication between the Box Office Liaison [or VLT Board Member] and the outside party's representative prior to approval of the event by the VLT Board.)

BOARD POSITIONS

THE FACILITIES MANAGER

1. The Facilities Manager is responsible for the maintenance of the inside and the outside of the theatre building and grounds. The Facilities Manager is authorized to charge VLT accounts, or to be reimbursed, for maintenance expenses. The Facilities Manager may organize facility “work parties.” The Facilities Manager’s responsibilities include:
 - a) Routine maintenance and minor repairs.
 - b) Replacing light bulbs and checking safety lights as needed.
 - c) Making arrangements annually, or as needed, for professional carpet cleaning.
 - d) Maintaining plumbing (calling plumbers or sewer cleaning services as needed).
 - e) Scheduling the replacing or cleaning of HVAC filters twice a year.
 - f) Making arrangements annually for fire sprinkler system and back-flow valve inspection.
 - g) Maintain and change the theater Reader Board in front of the theater. Reader Board should be changed at the time of strike of each show.
 - h) Checking bolts on auditorium seats annually to ascertain that they are secure.
 - i) Maintaining first aid supplies. First aid stations are located in the kitchen, shop, and the Green Room.
 - j) Inspecting the building exterior and grounds weekly for damage, litter and graffiti (paint over graffiti).
2. The Facilities Manager is responsible for ordering of housekeeping and building maintenance supplies, including paper products (towels, toilet tissue, facial tissue, etc.), coffee and water cups, plastic spoons, cleaning supplies, light bulbs (excluding theatrical lighting lamps), parking notices (stating that the parking lots are for VLT use only), first aid supplies and other supplies as needed.
3. The Facilities Manager is responsible for issuing VLT keys, subject to the policies of the Board. The following policies apply to all VLT keys:
 - a) The Facilities Manager shall maintain a list of all people who have keys.
 - b) The Facilities Manager shall issue keys to those VLT members who need to have keys. However, the Manager has discretion to issue keys to non-members who need keys for a specific purpose (for example, keys may be issued to costume committee members and box office volunteers who are not VLT members).
 - c) All VLT keys should be numbered, and Facilities Manager shall maintain a current list of assigned keys.
 - d) No person shall duplicate any VLT key without authorization from the Facilities Manager.
 - e) Anyone who holds a VLT key but who no longer needs it shall return the key to the Facilities Manager.
 - f) A set of keys (house key, master padlock key, costume room key, light loft key) may be issued by the Facilities Manager to the director of any VLT production for the duration of the rehearsal and performance schedules. The Facilities Manager may issue additional keys as needed to facilitate VLT productions. Directors of VLT productions are responsible for returning the keys to the Facilities Manager at the conclusion of the production.
 - g) The President shall have a complete set of theatre keys for emergency purposes.
 - h) The keypad entrance lock should be set for each show, using the director’s chosen number.
4. The Board may hire a suitable person as Housekeeper to provide janitorial and housekeeping services. The Facilities Manager shall supervise the work performed by the Housekeeper.
5. The Facilities Manager shall review the building facilities (security, heating and lights) with the directors of VLT productions, as needed. The Facilities Manager shall obtain from the director the name and phone number of the person assigned the responsibility of locking up nightly during rehearsals and on performance nights.
6. The Facilities Manager shall, as needed, notify police, fire department, sprinkler monitoring service, and towing service of the names, addresses and phone numbers of the President, Facilities Manager, and others to be contacted in case of emergency.
7. The Facilities Manager shall have all fire extinguishers serviced annually.
8. If unable to attend a Board or general meeting, the Facilities Manager shall provide the President with a report in advance of the meeting.

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The Golden Rule House Policy

Do unto the theater as you would have others do unto the theater for you.

Every VLT member shall take good care of the VLT facilities. VLT members shall, for example, clean up after using any VLT facilities, take trash to the dumpster, turn off lights and turn the HVAC controls to “continuously unoccupied” settings when the building is not in use, and make sure all doors are securely locked when leaving the building unoccupied. VLT member shall notify the House Manager of any special facility maintenance needs.

THE PLAY COMMITTEE CHAIR

1. The Play Committee Chair will select a committee of at least five or six VLT members or applicants. Regardless of the size of the committee, the majority must be active VLT members. While not required, it is valuable that one member of the committee have been a member of the previous year’s Play Committee. The Chairperson is encouraged to solicit volunteers from the entire membership.
2. The Committee’s primary function is to recommend plays to be produced the following season by the following process: *Note: The time schedule provided below is intended only as a guide. The Play Committee chair may modify it as circumstances dictate.*
 - A. The Play Committee will advertise/solicit proposals from qualified directors. A director may submit multiple proposals, with the understanding that is not impossible, but improbable, for two main stage productions in the same season to have the same director. There is nothing that would prevent a particular play from being submitted by more than one director.
 - B. If an insufficient number of director-driven proposals are received as a result of A., above, the Play Committee may select plays that it believes to be suited for VLT production, and then advertise/solicit proposals from directors by the beginning of January for the plays the Committee has selected.
 - C. There will be a meeting with representatives of the Board and Play Committee in February (extended to two if necessary) at which the applying directors will be interviewed and the combined set of proposed plays along with information/challenges that relate to their respective proposed production will be considered by the Play Committee and the Board, together. At the joint meeting(s) a set of ten potential plays with their associated directors will be made.
 - D. Cuttings of the selected plays will be presented to the Membership at a Special Meeting in March. The cuttings, along with the relative logistical and conceptual information on the plays, will be prepared by the director associated with each respective play.
 - E. At the April Membership Meeting, the plays/directors will be submitted to the Membership from which it will choose the next season. Those voting should choose not only the plays they think are best for VLT and its audience, but those that would make for a balanced season of comedy, drama, musical, etc. With the plays and directors thus selected, the only further action needed from the Board is to establish the order of the plays.

3. In the event a scheduled play cannot be produced, the Board and the Membership will consider alternate suggestions for a vote.
4. The Committee Chair must also correspond with and arrange with publishers and play services to purchase play books and negotiate royalty and other payments for the season (including added performances in the current season). Such bills should be given to the Treasurer for payment. A letter of introduction should be sent to the major publishers when a new Chairperson begins a term. If possible, the play scripts should be ordered to be shipped to the Chairperson’s home. The bill should be sent directly to the theatre address. The Chairperson should order coming production scripts far enough in

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advance to assure the director's having them well before auditions. The director should be consulted as to the number of scripts needed, and date they are needed by.

5. The Play Committee Chair shall review with each director the prohibition against pre-casting Main Stage shows.
6. In consultation with the VLT Librarian, the Play Committee will maintain a specific location at the theatre where copies of plays under current consideration are available.
7. Communication between the Play Committee and the Membership is very important. Great effort must be made to keep the Membership informed and involved in the selection process. The Chairperson should periodically remind the Membership of who is on the committee. The Chair shall keep the Membership informed of the titles under active consideration by the Committee.
8. If unable to attend any General Membership or Board meeting, the Chairperson should provide the President with a report in advance of that meeting.

POLICY FOR PRODUCTIONS IN STAGE LEFT

Adopted 09/13/11

Introduction:

In an effort to meet its Mission Statement it is appropriate that the VLT make use of Stage Left to accommodate a variety of theatrical events. It is important to note the Main Stage productions have first priority in the allocation of time, space and resources. Events in Stage Left, whether produced by VLT or outside organization, are secondary to VLT's Main Stage productions and must not distract from the main business of producing the Main Stage season. However, starting with tech week, the show that is in production will be given precedence.

VLT depends to a great extent at any given time on the efforts of a relatively small group of key volunteers. This revolving group of key personnel gives a good deal of time servicing the needs of our Main Stage productions. Proposals for Stage Left events will be evaluated on the additional work load they place on the organization and on its key personnel.

With only 70 seats to sell each performance, and typically a 7-performance run, and reduced (from our Main Stage productions) ticket prices, Stage Left productions have limited income potential. This income potential must be taken into consideration in evaluations of any Stage Left proposal. In-house Stage Left productions will be assessed a pro-rated portion of the administrative overhead assessed to Main Stage productions based on their potential revenue. Uses of Stage Left by outside organizations should generate sufficient revenue to cover all direct and indirect costs.

Guidelines:

1) The Stage Left Season:

- a. Should consist of no more than two (2) productions.
- b. Productions are solicited through calls for proposals initiated by the Board of Directors.
- c. Productions chosen will be built into the schedule at the beginning of the season.
- d. These productions will be scheduled for a two-week run.
- e. Season tickets are not valid for admission to Stage Left productions. However, scheduled Stage Left productions will be included in VLT's season brochure, the website and other marketing materials.
- f. Based on past Stage Left productions, the Treasurer will devise a reasonable overhead fee to be charged to Stage Left productions.
- g. The emphasis in Stage Left productions is to be on acting rather than sets and costumes.
- h. Accordingly, props should be limited to those on hand, and costume requirements should be limited to what the cast and crew can provide.
- i. Set designs, costuming and technical requirements should be simple:
 - i) Raised platforms are not to be used without prior approval of the Board or its designee.

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- ii) Sets should be designed and constructed in such a manner that they can be easily moved to accommodate intervening activities, e.g. coffee service for Main Stage productions, meetings, etc.
 - iii) Final set designs must be approved by the Production Manager.
 - iv) No major changes are to be made after the design has been approved.
 - j. The Director of the production must be a member of The Very Little Theatre or have a mentor who is a VLT member.
 - k. Because of the limited income potential, individuals interested in proposing productions for S.L. are encouraged to look for plays for which little or no royalties are required.
 - l. Directors, working with members of the Board, are responsible for:
 - i) coordinating rehearsal schedules, set building and other activities with the Scheduling Manager;
 - ii) recruiting all assistants, stage manager, design staff, crew, ushers and ticket takers;
 - iii) insuring that all publicity and program material are forwarded to the Publicity Director on time;
 - iv) developing, with the assistance of the Production Manager, a budget for the production and insuring that the production stays within budget;
 - v) generally limiting their rehearsal period to five (5) weeks;
 - vi) maintaining the space in a manner so that it can be used for other scheduled VLT activities (Stage Left Director, cast and/or crew are responsible for clearing movable set pieces, furniture and props in anticipated intervening activities and restoring them for their next rehearsal.);
 - vii) striking and clearing all sets, having costumes cleaned and props returned to the appropriate storage areas at VLT or removing them from the theatre in a timely manner.
- 2) **“Drop in” Staged Readings, Readers Theatre, and Similar Events** - Stage Left is highly suited to the presentation of Reader’s Theatre and other small productions. Such use supports the VLT Mission Statement and should be encouraged.
- With that in mind:
- a. These productions will be considered by the Board at any time during the year;
 - b. The director or co-director must be a VLT member;
 - c. Individuals interested in using Stage Left to produce such events must present a detailed proposal to the Board of Directors;
 - d. Such use of the space must not interfere with Main Stage or S.L. Season productions;
 - e. These events will normally be scheduled for one or two nights, will be free to the public and may be advertised through our website, newsletter, e-mail notice and other means that do not incur an expense to the organization;
 - f. Directors of these events, once approved, are responsible for all of the things mentioned in Section 1) above—other than the creation of a budget and the production of publicity materials.
- 3) **Use of Stage Left by Outside Organizations** - In addition to internal productions, Stage Left may occasionally be used by outside organizations for theatrical and non-theatrical events. Historically these events have varied widely from storytellers to Alzheimer’s Association lectures. Such events
- a) must be approved and scheduled by the Board of Directors;
 - b) must not interfere in any way with VLT’s internal activities;
 - c) must be essentially self-contained;
 - d) must have a rental fee that reimburses VLT for any and all direct and indirect costs involved in hosting the event;
 - e) must have a VLT member as sponsor or liaison;
 - f) will be subject to a fee schedule to be determined by the Board of Directors.
 - g. It is the responsibility of the outside organization to directly compensate VLT technicians who offer technical support.

BOARD POSITIONS

THE PUBLICITY DIRECTOR

1. The Publicity Director should appoint a committee to help carry out the theatre's promotional responsibilities and activities. A prior season's publicity director should be on the committee, if possible.
2. The Publicity Director will work with the play directors in order to promote each show appropriately.
3. The Publicity Director shall serve on the subcommittee for added performances.
4. The Publicity Director and the Publicity Team is responsible for:
 - A. All newspaper, television, and radio publicity, including audition announcements, posters and flyers (if requested), for all regularly scheduled productions, and any extra/special activities or celebrations; include VLT's email list, Facebook, Register-Guard and other electronic calendars in the publicity plan.
 - B. All paid advertising in any medium;
 - C. Selling program advertising;
 - D. Scheduling photographers and confirming comp tickets for reviewers;
 - E. Arranging for radio and/or television preview stories when appropriate;
 - F. Finding and scheduling a photographer for the season to take action photographs for lobby display. These photos shall remain the property of VLT. Since 2005, copies of photo CDs of the show have been made available (free) to cast members. If photo CDs are not possible, photographs should be made available for cast members to order copies (at their expense). Work with show photographer to implement an ordering system that works for all parties.
 - G. Preparing all information included in play programs and getting it to the printer in a timely manner (and making sure the printed programs arrive at the theatre by opening or preview night);
 - H. Lobby displays appropriate to each production;
 - I. Coordinating publicity comps with Box Office Manager;
 - J. Working with Box Office Mgr. to prepare the reservation letter for each show to season subscribers
 - K. Working with VLT Webmaster to keep our website current, especially with show information;
 - L. Include Facebook and other social media in planning for auditions and productions.
5. The Publicity Director is also responsible for:
 - A. The Board of Directors photographs in the lobby;
 - B. Adding 2-3 photos from the previous season to the chronological display in the lobby.
 - C. Lobby displays of any other information that might be of interest to our patrons (Season Ticket news, next season's slate, community information relative to particular shows, etc.)
6. Important notes:
 - A. Lobby displays will be taken down and filed promptly at the end of the run of each show (the Historian should receive some of the photographs for the annual scrapbook, the others should be available in the files for other publicity purposes).
 - B. Any action photos taken for lobby displays will remain the property of VLT.
 - C. It is a breach of copyright to use music or cuts from a script for advertising purposes, unless prior permission has been obtained from the publisher.
 - D. Nothing should be posted in the lobby without the permission of the Publicity Director or the President.
 - E. Posters are usually distributed by VLT members and cast members. Occasionally we have used a local poster distribution service.
 - F. The Publicity Director should attend all production meetings.
 - G. If unable to attend a Board or general meeting, the Publicity Director shall provide the President with a report in advance of the meeting.

PLAY DIRECTORS

Prerequisites for a Director:

To direct a VLT production, the person shall have assistant-directed a minimum of two (2) shows at VLT under two different directors, assistant-directed one show and stage-managed another show under separate directors, or demonstrated competency as a director. Directors new to VLT are encouraged to first direct in Stage Left.

Guidelines for all Directors:

1. Directors are subject to the supervision of the VLT Board of Directors. The Board may appoint a mentor for each show. The mentor shall be a Board member with significant VLT experience. The mentor is the communication link between the production and the Board, and also serves as troubleshooter, referee, and resource person. The mentor's function is to ensure that the production proceeds smoothly, and that the show is meeting VLT's standards for quality. Board members may attend rehearsals of any show.
2. At the beginning of the season, there will be a general meeting called by the Production Manager and attended by all previous (if possible) and present year's directors, the outside contractor for set design and construction, Technical Director, Costume Chairperson, Treasurer, Props, Publicity, and Facilities Manager. This meeting is for the discussion of policies and production procedures to be followed for that season. The Facilities Manager will conduct a building walk-through to point out locations of fire extinguishers, circuit breakers, etc., and to review building security requirements (see Page 56).
3. Directors are encouraged to choose their Assistant Directors from the theater's list of members wanting to build their eligibility to direct. The Board may assign a Second Assistant Director or an Assistant Stage Manager.
4. It is the director's responsibility to attend the production meetings called by the Production Mgr.
 - A. The first meeting will include the Director, Production Manager, the Technical Director and the set designer and/or set construction contractor.
 - B. Additional meetings may be called to discuss, modify and approve the set design, or other issues as needed.
 - C. At one of these meetings, a production budget will be prepared and the Treasurer will be present. This meeting is usually attended by the costumer, a representative from the make-up department, hair stylist, the publicity manager, props, stage manager, and the assistant director.
5. The director of a VLT production is responsible for casting the play, and scheduling and conducting rehearsals. The director is responsible for the artistic coordination of all aspects of a production.
6. In casting the play, the director shall hold auditions open to the public and so publicized. The director's decision shall be absolute. Directors shall not "pre-cast" roles prior to the public audition.
7. The director should have a tentative rehearsal schedule available at auditions so those auditioning are aware of what commitments will be required for participation in the production.
8. It is the director's responsibility to impress upon the cast and crew that rented scripts and scores (normally musicals) are to be handled with extreme care and are not to be marked up.
9. The director has final authority to dismiss and replace a cast member. It is recommended that this be discussed with the mentor and the President prior to the action.
10. The director should let the cast know that it is required to attend "strike" for their show and "strike" for the show prior to their show.

11. Because of current health and safety concerns, smoking on stage should be avoided, unless it is absolutely necessary to advance the story line of a show. At no other time should smoking be allowed on the stage, in the wings, in the auditorium, Lobby, Stage Left, Green Room, or in the work area backstage. This policy must be strictly enforced by the director.
12. No costumes shall be removed from the costume room except in the presence of a costume department representative. The director should be familiar with costume room policies. The Costume Committee appoints the costumer, or approves/disapproves the one recommended by the director.
13. The director or an appointee must maintain the Green Room and kitchen in an orderly and clean condition at all times. The theatre supply of coffee and sugar is not for use during rehearsal periods. The Director is authorized to use VLT funds to provide the raw materials for making coffee and tea for use of cast and crew during rehearsals. The cast and crew should avoid using VLT's paper cups during the rehearsal period. No alcoholic beverages are permitted in the building.
14. Permission to take photographs of a production must be secured from the director. Permission must be with the restriction that the materials are for personal use only and not for reproduction or sale to other than the cast and crew. If a director or cast member desires to have a show or segment of a show tape recorded, the tape and any supplementary cost shall be paid for by the individual. Due to copyright issues, it is the policy of the VLT to discourage the videotaping of performances.
15. The director shall have one or two designated scenes ready to run for the photographer on the pre-scheduled night for publicity pictures.
16. When problems arise, the director should contact the President and the Board member in whose area that particular responsibility lies.
17. The director, or a person appointed by the director, will organize a party for the cast and crew. The cost of food, which will be borne by VLT, will be kept to approximately \$4.00 per person attending. Each cast or crew member may invite one guest. The term "crew" is intended to include the stage manager, sound and light technicians, crews that handle set changes, properties, make-up and costumes during the run of a show. Musicians are also invited. Receipts for food and beverages purchased should be submitted to the Treasurer for reimbursement. VLT will not reimburse for purchase of alcoholic beverages.
18. The director has the responsibility of selecting a stage manager and props manager. The director may consult, or call upon the Production Manager to find qualified people to fill assignments.
19. The director shall be responsible for presenting a cutting of the play at the general meeting prior to the opening of the play if possible.
20. The director shall serve on the subcommittee for added performances.
21. The director may be asked to attend a Board Meeting for debriefing after the run of a show. The purpose of the debriefing is to identify strengths and/or pinpoint problem areas in the production process.
22. On all borrowed items to be covered by VLT insurance, a description of the items, their dollar value and the name and address of the owner of the items should be given to the Treasurer at the time the item is acquired. Insurance company should be notified of any special borrowed items, i.e., antiques or valuable (unique) objects. Props that are rented must be approved by the Director, Production Manager, and Properties Chair.
23. If auditions are held on the Main Stage, the current show's set and furnishings should not be disturbed; if furnishings must be moved, they should be returned to their original spots when finished. The light board settings should absolutely not be disturbed. In any case, communication between the two directors is strongly recommended.
24. During the rehearsal period, director shall appoint a person to unlock and lock the theater and turn off lights; this is usually the Stage Manager. (see Building Security checklist). Advise Facilities Manager who is doing lockup.

MENTOR TO DIRECTOR

The Board may appoint a Mentor for one or all directors during the season.

The Mentor shall be a member with significant VLT experience and, if possible, a Board Member.

The Mentor is the communication link between the production and the board. S/he also serves as a troubleshooter, referee, and resource person. His/her function is to ensure that the production proceeds smoothly, that problems are ironed out before they become major difficulties, and that the show meets VLT standards for quality.

Directors should make it clear to their casts that the Mentor is there to help the production and is not “snooping” into their activities.

The Mentor:

1. Will attend auditions and read through.
2. Attends at least one rehearsal a week, or as needed, to see that technical or support problems are brought to the Director's attention.
3. Will be available for problem solving. Personality conflicts may be brought to the Mentor after cast or crew member has tried to resolve them with Director.
4. Stands by to respond to requests from Director which cannot wait for a regular Board meeting.

The Mentor should be a detached third party and should not be otherwise connected with the production without prior Board approval.

STAGE MANAGER

The Stage Manager assumes responsibility for everything backstage during final rehearsals and through the run of the show. The Stage Manager's word is second only to the Director's. S/he may delegate some duties to others, but is responsible for seeing they get done.

The Stage Manager's duties shall be as follows, unless the play director advises or arranges otherwise:

REGULAR DUTIES

1. Check to see that all actors and musicians are present, in costume, ready and able to respond to the first cue.
2. Help the light board operator check the lights.
3. If the grand curtain is to be used, close it after the light check.
4. Clean the stage floor and check for possible hazards such as nails, wires and debris cluttering the backstage thoroughfares.
5. Check that the properties and stage crews have completed preparations.
6. Be sure backstage fire exits are clear and exit lights are on.
7. Be available for any errands or tasks as required by the director.
8. Organize cast, crew, light and sound operators to be ready for a prompt 7:30 PM curtain.

9. See that the building is locked and lights turned off before leaving after rehearsal and performances; see Facilities Manager for a walkthrough if unfamiliar with the building and its systems. (See also Building Security Checklist.)

SEVERAL DAYS BEFORE OPENING NIGHT

1. Inform the Box Office as to the approximate time the play will be over.
2. With the director's input, select a cue for latecomers to be seated and post it near the Box office for ushers.
3. Provide (for ushers) the approximate time of intermission and an on-stage action clue that comes shortly before intermission.

EACH NIGHT OF PERFORMANCE

1. Inform the Head Usher of the time the house is to be opened for seating of patrons.
2. The director may ask the Stage Manager to collect and safeguard valuables belonging to cast members.
3. Valuable or dangerous props should be locked up between shows.
4. The Stage Manager has the responsibility for locking up the building each night.

AFTER THE PRODUCTION HAS ENDED

1. Any keys issued to the Stage Manager must be returned to the Facilities Manager after "strike."

HEAD COSTUMER

The Head Costumer for a show is responsible for:

1. Reading the costume room manual for guidelines and resources.
2. Reading the script and consulting with the Director for suggestions before rehearsal begins.
3. Attending the budget meeting for the production, ready with an estimated budget for costumes. Attending any production meetings, as required.
4. Getting cast measurements.
5. Scheduling a start date with the Costume Chairperson(s) for use of the costume room.
This is to avoid conflict with other costumers working their shows.
6. Managing the creation of costumes for the show using VLT stock, borrowing items, making them from scratch, and/or purchasing from a thrift store. Resources are listed in the costume room manual. Asking for help from the committee is encouraged.
7. Going to early rehearsals to try costumes on cast members, and altering/adjusting costumes as needed. Any permanent (non-reversible) alterations of VLT costume stock must be authorized by the Costume Chairperson(s) first.
8. Keeping the costume room tidy enough for other committee requirements, e.g. loans or donation deliveries.
9. Having a costume parade (Usually 2 weeks from opening), or a chance to view costumes on cast members on stage as they are to be used.
10. Preparing a 'duty list' for the costume sitters to be left on the dresser by opening night.

11. Speaking to the cast about their responsibilities caring for their costumes, preferably just before they start wearing them. There is a costume care list in the Costume Room Manual.
12. Taking care of laundry needs. Laundry is defined as any item worn as part of the costume.
 - a) Washable laundry is to be collected and cleaned just before opening night, and after the last show of each week, and should be returned in time for the pickup rehearsal or the next performance of the following week. When in doubt about whether an item can be washed, treat it as 'dry clean only.' See 'b' below.
 - b) Dry Cleanable items are only cleaned at the end of the run. Use recommended fresheners, listed in the Costume Room Manual, as needed.
 - c) After the show is over, wash all washables, omitting the ironing of VLT-owned garments. Take dry cleaning to the cleaners specified in the Manual. Reimbursement may be made for supplies used if necessary.
 - d) Wipe makeup from hats and spray shoes with disinfectant before putting away. See Manual for directions.
 - e) All cast members are entitled to have any personal wardrobe items, used as costumes in a show, cleaned at VLT expense. These items of apparel should be turned over to the show's costumer to have them cleaned. All cleaning bills will be submitted to the Treasurer by the costumer, or by individual cast member, with prior approval of director or costumer.
 - f) After the run of the show when all costumes have been cleaned, the costumer is responsible for putting them away again and returning all borrowed and cleaned costumes promptly.
13. Returning the costume room key (if they are not a committee member), to the Costume Chairperson(s).
14. Submitting receipts to the Treasurer for reimbursement as soon as the show opens.
Ask the Costume Chairperson(s) for a submittal envelope.

COSTUME COMMITTEE

COSTUME ROOM POLICIES

1. The Costume Chairperson(s) will choose 4, or more, other VLT members to serve on a Costume Committee. Ideally each of the 5 members would be capable of costuming a show during the season.
2. A Loaning Committee shall be formed consisting of the Costume Chairperson(s) and one appointee. No other Costume Committee member is authorized to loan any costumes, unless given special permission at the time of the loan, by the Costume Chairperson(s).
3. All requests to borrow VLT costumes should be referred to the Costume Chairperson(s).
4. No unauthorized persons may remove any costumes or articles from the costume room. The Costume Chairperson(s) shall authorize access.
5. Directors are encouraged to choose their own costumers. If they do not have one, the Costume Chairperson(s) will be responsible for procuring one for the show. Costumers work under the guidance of the VLT Costume Chairperson(s) and the committee, according to the guidelines for VLT Costumers found in this Handbook and listed in the Costume Room Manual.
6. A costume room key will be given to each member of the Costume Committee.
7. Non-committee members will be loaned a costume room key until all their duties are completed. If it is a costumer's first time at VLT they will not be given a key to the costume room. A mentor from the committee will be appointed to them. The mentor will guide the new costumer and provide access to the costume room as needed for the purposes of costuming the show.
8. No costumes shall be rented for a VLT show without approval from the Committee Chairperson(s).

9. Wigs, hair pieces and makeup are under the jurisdiction of the Hair & Makeup Committee.
10. Final approval of the costumes for any show is at the discretion of the show's director in collaboration with the costumer.
11. Overstocked or unusable costume items may be sold, with the permission of the Board of Directors.

COSTUME LOAN POLICIES

1. VLT costumes shall be loaned only to those institutions with which VLT has a reciprocal agreement; refer to the Manual for a list. This policy and the list are to be reviewed annually. Loans may be made to other organizations at the discretion of the Committee Chairperson(s).
2. Check the 'No Loan' list on the costume room door before loaning out items.
3. Items that are loaned out must be returned promptly and in good condition, after cleaning as directed at the time of the loan.
4. Costume loans shall be made only to department heads or responsible staff members.
5. No costume loans will be made until previous loans have been returned or arrangements have been made.
6. Care should be taken to mark 'VLT' in an unobtrusive spot on all loaned costume items.
7. Articles loaned must be signed out on the Loan Agreement Form and the white copy of the form filed in the box provided. The yellow copy of the form should be given to the loanee. Describe the items loaned with enough detail that another person will know what you mean.
8. Our shows come first. Check the schedule and era of costumes required for upcoming VLT shows. Do not loan out any costumes that may be needed for that VLT show.
9. VLT members may borrow costumes from the theatre wardrobe for production use only. Borrowed VLT items are not for use for private parties or personal socialization. All conditions in this policy, as to their care and return, must be followed by all members borrowing from the costume room.
10. VLT members may sponsor loans to acquaintances; however, the sponsor must sign or have their name on the Loan Agreement. It will then be their responsibility to ensure that the costumes are treated according to our policies, returned clean and in a timely manner. The VLT sponsor is liable for damages or replacement if the loanee does not take responsibility.
11. Items in the locked blue closets are not to be loaned, except for display purposes, at the discretion of the Costume Chairperson(s). The combination to the locks on these closets are only to be given to committee members.
12. Make sure that Loanee reads and understands their responsibilities, and that they provide contact information and sign the Loan Agreement Form.
13. Loanee should be informed that we will not costume an entire show. We will loan a reasonable amount of costumes, to be determined by the Costume Chairperson(s).
14. The VLT will not accessorize (hats, jewelry, etc.) outside organization's shows, except at the discretion, on a case by case basis, of the Costume Chairperson(s).

15. Let no garment out of the building on costume room hangers (plastic or wooden hangers with swivel hooks). Transfer to wire hangers, bag or box. Place a dry cleaning bag over any items going out on hangers. Upon return of these items transfer them back to the standard plastic or wooden hangers used in our closets.

16. Check any outgoing articles for needed repairs. If the loanee wishes to take the article as is, note this on the Loan Agreement; otherwise, make the repair before letting it out of the costume shop. Note any existing damage also, such as stains, etc.

17. All borrowed articles must be cleaned by the loanee according to the care label. If no label is present, they should be dry cleaned, even if they were only worn once.

Donations

When taking in donations the following procedures should be followed:

1. Answer all calls as soon as possible.
2. Examine all items as to their suitability for the VLT costume collection.
3. Be sure that donors are aware that any clothing item the committee feels is not suitable for the VLT's collection will be donated to one of the local schools or thrift shops.
4. Mark all accepted items with 'VLT' in a discreet location on the inside of the article, and enter the information into the donation folder. There are 'Thank You' letters in the folder that should be filled out, unless the donor specifies that they do not need one (note that in the folder), and mailed as soon as possible. These may be used by donors for tax deduction purposes. Do not assign a value to any of the articles. This is to be done by the donor.
5. Wash all washable items and bulk dry clean the rest, before adding them to the VLT collection.
6. If an item has a particularly interesting history, get that information in written form and store it, with a picture of the item, as specified in the manual.

Off-Site Costume Storage

An off-site storage locker was rented beginning in 2007 to relieve costume congestion. The Costume Chairperson(s) has a key. A spare is kept in the costume room and the Facilities Manager has copies.

Location is: Stor-It-All, 550 E. 8th, Eugene, 97401
Unit # 1075 Phone 541-683-5622

MAKE-UP AND HAIR STYLES DEPARTMENTS

The committee chairpersons will choose up to four other VLT members to serve on the committees. Ideally, each of the members would be responsible for at least one production of the season.

The director may choose a make-up person or hair stylist to work with the committee.

Historically, the Make-Up Department has served an educational function by teaching the techniques of theatrical make-up.

RESPONSIBILITIES :

1. Consult with Director to determine requirements for the show, then design the over-all look desired and supervise designs during dress rehearsals.
2. The Director of the play has final say on all make-up and hair design.

MAKE-UP CHAIRPERSON SHALL:

1. Order and pick-up make-up for each show. Sign for all purchases and present invoices to the Treasurer for payment.
2. Issue individual make-up kits to each actor prior to the technical rehearsal and keep records of what has been issued to each one. Eye make-up must not be shared. Check in all make-up on closing night of show.
3. At the end of each production, thoroughly clean all make-up, note replacement needs and order them. Personal items, if they are to be reused, must be sterilized.
4. Serve as an educational function of the theatre by teaching techniques of theatrical make-up.

HAIR DESIGN CHAIRPERSON SHALL:

1. Organize wigs and hairpieces to be used during production.
2. Order additional wigs and hair supplies as needed.
3. Shall sign for all purchases and present invoices to the Treasurer for payment.
4. At the end of each production, thoroughly clean and store all wigs, hair pieces, and hair supplies, note replacement needs and order them.

POLICIES OF MAKE-UP AND HAIR STYLES DEPARTMENTS

1. All make-up and hair requirements will be furnished by VLT.
2. Hair Styling: Specific styles must be approved by the play director. If a local professional salon is willing to do the hair styling in exchange for a program acknowledgment, this is highly desirable. The VLT does not assume any financial obligation to reimburse actors for expense of hair shampooing, cutting, curling or styling. Hair styling consultants can be used if cost thereof is approved ahead of time by the head of the department and the director.
3. Care shall be taken to function within the regulations of the U. S. Food and Drug Administration as they pertain to cosmetics.
4. For persons who have no prior experience with stage make-up:
 - a. Test (behind ear) for allergies to grease paint, pancake, panchromatic. Check for 1 to 3 hours. If allergic reaction appears, use non-allergenic Almay and non-allergenic cold cream or baby oil.
 - b. Other supplies, such as physicians' prescriptions or recommended brands, are available only at the actor's personal expense.
5. After make-up is approved by the Play Director, each actor should be trained to do his own make-up each performance night.
6. The department heads should be at the theatre the first few nights of the run to check make-up and hair styles before first curtain.

PROPERTIES COORDINATOR

1. The Properties Chairperson(s) will choose 4 other VLT members to serve on a Props Committee. (Ideally each of the 5 members would be responsible for one production of the season.)
2. No unauthorized persons may remove any props or articles from the theatre. This restriction includes show directors, cast and crew members. Always check with Properties Chairperson before borrowing or lending properties, and sign the designated form when checking out items. It is imperative that the props owned by the VLT be first available to any current or immediately upcoming production.
3. Props Chairperson will assist the directors in selecting props persons for productions, if requested by the director.
4. Props may be loaned to the University of Oregon, Eugene Ballet, Eugene Opera, Actor's Cabaret, Cottage Theatre, Radio Redux, Lane Community College and District 4-J high schools, and other similar groups with similar purposes. Large furniture and other props should not be loaned to anyone outside the greater Eugene-Springfield area. Props must be returned promptly and in good condition. No props loans will be made until previous loans have been returned or arrangements have been made. Care should be taken to mark "VLT" on all loaned props. Articles loaned must be signed out on the Loan Agreement Form. All props loans must be approved by the Properties Chair or a Board member.
5. Overstocked or unusable properties may be sold, with the permission of the Board of Directors.
6. Final approval of props for any show is at the discretion of the show's director in collaboration with the Properties Chairperson. Props that are rented must be approved by the Director, Production Manager, and Properties Chair.
7. A Props Committee person shall attend "strikes" to make sure props are stored properly.
8. Any prop damaged during a production must be repaired or reported to the Properties Chair.
9. When props need to be altered in any way for a production, check with Properties Chair for approval.
10. Props inventory should be kept current. New props should be added. Properties no longer usable should be deleted from inventory.
11. A Props Committee person should attend production meetings to determine special needs of the show.
12. Valuable props should be locked in the backstage black cabinet or in the Costume Room each night during rehearsal and the run of the show.
13. Items covered by VLT insurance require a description of the items and their dollar value. All props borrowed for a production which have significant monetary or sentimental value must be reported to the Treasurer, complete with the owner's name, address, and phone number, the value of the item and time period loaned to the VLT, and the name and phone number of the production person who borrowed it. This should be done as soon as the item arrives at the theater. This is for insurance purposes, in case the item is damaged during a show. The Treasurer shall determine if the item needs to be reported to our insurance company. Production Manager should be advised as well.

HOSPITALITY COORDINATOR; USHER DUTIES

Hospitality Coordinator will select head ushers from a list of those qualified and then sign up volunteers for the other usher jobs via a sign-up sheet at membership meetings and via phone and/or e-mail prior to each production. Training for new Head Ushers should be given each season.

HOSPITALITY POSITIONS:

HEAD USHER: Responsible for assigning all ushers to a station, assigning himself a station as well, depending on that evening's usher staff. If there are any new ushers makes sure that they get a tour of the building and a briefing on usher duties. Introduce himself to the Stage Manager to find out when the auditorium is open for seating, and when intermission warning lights need to be flickered. Head Usher collects the returned listening devices after the show and checks to be sure they are turned off and charging. The Head Usher is the person that people look to for communication between the front of house and the back and they are expected to keep an eye on the lobby and assist the Coffee/Refreshment person should they need it. They do not sit in and watch the show this night. They are given a comp for a different night of their choice.

USHERS: Greet all patrons and assist them to their seats. Help to pour coffee and water during intermission.

COFFEE & REFRESHMENTS: Helps with the lobby if needed. Check with the Head Usher. Makes coffee and coordinates set-up for intermission, including selling refreshments and cleanup after. They do not sit in and watch the show this night. They are given a comp for a different night of their choice. Coffee person should adhere to Kitchen Guidelines. These are posted in the Kitchen.

Policies and Procedures:

1. Be friendly courteous and professional at all times.
2. If you cannot make a shift, please attempt to find a replacement for your shift before you call the Hospitality Coordinator. If you are Head Usher or Coffee/Refreshments, only trade shifts with those that are familiar with and able to fulfill these job requirements. Once a replacement is found, or if one cannot be found, then contact the Hospitality Coordinator so that they can help find a replacement and update the list.
3. A list of ushers and detailed position descriptions are posted in the lobby at the Usher Station. Only the Hospitality Coordinator or appointed representative should make changes to this list.
4. All ushers should wear "Usher" buttons. Be sure to return them at end of shift.
5. All ushers should be nicely dressed. Remember, you are representing the VLT.
6. Any flowers, messages, or gifts for cast and crew should be taken to Green Room by an usher.
7. Flashlights are available in the top drawer. Use them when seating patrons or in an emergency.
8. Learn location of all exits. In case of emergency Head Usher should call 911. If it is necessary to make an announcement to patrons, it should be the responsibility of the Stage Manager to do so. If necessary, patrons should be directed to the nearest exit.
9. Ushers must be prepared to accommodate wheelchair patrons in the designated spaces.
10. When seating patrons, if other patrons are already seated, find the least disruptive route. Always thank patrons for accommodating others.
11. Chat with patrons and answer any questions. If you don't know the answer, ask one of your fellow ushers.
12. Know where all four restrooms are located.
13. No patrons are allowed backstage or in Green Room prior to the show, during show, or at intermission. They can meet the cast after the show in Stage Left.
14. No food or drink in auditorium. No smoking or vaping in the building.
15. All ushers assist during intermission.

SPECIAL PROJECTS / BUILDING COMMITTEE

1. This committee shall be composed of a chairperson plus at least two theater members. The Facilities Manager shall be an ex-officio member of this committee.
2. This committee shall function at the direction of the Board of Directors when specific requests are made for consideration of building or equipment investments for the improvement or expansion of the theatre facilities.
3. The Committee shall prioritize suggested, obvious, and on-going maintenance and improvement projects at the theatre.
4. The Committee shall prioritize equipment investments for the facilities.
5. Full written reports shall be provided to the Board of Directors. Competitive bids must be secured for any proposed work to be done by independent contractors.
6. The Board of Directors will then decide whether or not to ask the Committee to make their presentation to the general membership for consideration.
7. The Committee shall archive information of projects at the theatre so that records are accessible for review when needed.
8. In order to minimize the cost of contracting work to be done at the theatre, the Committee should draw upon member expertise whenever possible.

SCHOLARSHIP COMMITTEE

The President shall appoint a person to chair the Scholarships Committee.

1. The Very Little Theatre Memorial Scholarships were founded to honor past VLT members who contributed to the Theatre's development over the years. Currently, there are three scholarships, awarded annually: one for \$1,000 awarded to a full-time University of Oregon theater arts student, and two for \$500 each, awarded to two performing arts students attending Lane Community College full time.
2. The scholarships shall be awarded in two halves--\$500 & \$250--at the June Annual Meeting and at the December Holiday Party meeting, and presented by the committee chairperson or a committee member designated by him/her. Recipients shall be selected by the respective schools' drama departments according to guidelines set by the VLT Scholarships Committee. These guidelines are: That candidates be registered as full-time students and complete the current academic year, with a major or emphasis in theater arts, that they maintain a high grade point average, are of sound moral character, and demonstrate a financial need to benefit from such an award. Participation in VLT activities is not a requirement, but is highly encouraged.
3. The Scholarships Committee shall be composed of a chairperson and at least three other VLT members in good standing. The chairperson or members designated by him/her, shall interface with the aforementioned schools to advise on and facilitate the selection process. After being chosen by their respective schools, candidates shall be asked to write a brief biography, including theater experience, and relevant personal information for VLT records and to satisfy audit and IRS requirements. The committee chairperson shall collect this information and forward it to all committee members for approval.

CORRESPONDING SECRETARY

The President shall appoint a Corresponding Secretary to maintain the “personal touch” of VLT.

1. The function is to send personal notes/cards to members and friends of the theatre, i.e., congratulations, sympathy, thank you, et cetera.
2. This person should be familiar with the membership.
3. Keep the membership aware of this important service.
4. Acknowledge donations to VLT at the direction of the Board.
5. It is hoped that this position would assume the responsibility of establishing a mailing list of friends of the theatre to be used for VLT special events; for examples, “A Valentine for. . .,” a theatre anniversary, etc.

GENERAL MEETING PROGRAMS COORDINATOR

The President may appoint a theatre member who shall be responsible for the following:

Scheduling (15 to 20 minute) entertainment which usually precedes the business meeting, but may follow its adjournment. Entertainment can be from within the theatre membership or done by any of the performing arts groups in the community. Speakers on technical theater subjects are also encouraged.

Cuttings from shows in rehearsal, readers’ theatre or theatre experiences in other countries are suggested themes; or cuttings by Play Committee.

Traditionally the August meeting is a picnic and the December meeting is a Holiday party and the person in this position is expected to be involved in helping to select appropriate programming. At the Holiday/December meeting the program should be appropriate to the season.

GENERAL MEETING REFRESHMENTS COORDINATOR

A theatre member appointed by the President shall be responsible for the following:

1. Pre-scheduling hosts/hostesses (2 recommended) to prepare and serve refreshments at the monthly membership meetings.
2. Circulating a sign-up sheet for the year with spaces for alternates.
3. Reminding the hosts/hostesses 5 to 7 days in advance of the meeting date. The hosts/hostesses shall see that the kitchen is cleaned after the meeting.
4. Submitting their costs directly to the Treasurer for reimbursement. (Suggested maximum: \$50)
5. Serving as an ex-officio member of any committee formed for a special event at the theatre, including the Holiday Party Committee.
6. Restocking of staples, napkins, cups, plastic ware and any other supplies needed.

KITCHEN COMMITTEE

The President may appoint a Kitchen Chairperson who, in turn, will form a committee for the upkeep of the theater. The committee reports to the board through the Facilities Manager, who is an ex-officio member of the committee. The duties of the committee include:

1. Kitchen detail: general kitchen cleaning.
 - a) Clean counters, surfaces and appliances.
 - b) Clean inside of refrigerator. Discard abandoned food.
 - c) Scrub sinks.
 - d) Periodically mop floors and launder rugs.
 - e) Replace dirty towels and dishcloths with clean ones. Wash dirty linens (theatre washer and dryer may be used).
 - f) Return returnable bottles and cans. Deposit refunds may be kept or used to pay for kitchen supplies.
 - g) Purchase cleaning supplies as needed (submit receipts to Treasurer for reimbursement).
2. Intermission coffee service
 - a) Coordinate coffee delivery with coffee sponsor
 - b) Maintain supplies of sugar and coffee creamer
 - c) Purchase supplies of cups, stir sticks and napkins when supplies are low.
3. Organizing work parties as needed.
4. Reporting any kitchen-area building damage to the Facilities Manager.

HISTORIAN

The President shall appoint a Historian whose duties shall be to collect, arrange, and organize a chronology of theatrical events of the year. This record shall be preserved for reference concerning past production, personnel involved, and reviewer's appraisal of productions, and shall be the property of VLT.

Currently the Lane County Historical Museum Archives contain the early history of VLT, as well as a photo CD of pictures from VLT's first 75 years of operation.

Duties:

1. Maintain annual scrapbooks including: newspaper items pertaining to VLT; photos, posters, flyers and programs related to seasonal slate; notices and items of interest; obituaries of past and present members; announcements; snapshots of VLT activities and events; and all other published items.
2. Prepare a file for each production.
3. Keep statistics on history of theatre, for example, list of all past members, past presidents, birth dates, etc.
4. Keep chronological files of all membership directories, newsletters, season ticket flyers, and related published materials.

GALA COORDINATOR

GALA COORDINATOR recruits committee members to contribute creative, decorative, and food suggestions appropriate to the theme and atmosphere of the play being celebrated, for opening night post-performance gala in Stage Left. The coordinator contacts current and prospective members for the committee prior to each event. Ideally, there should be five to eight members on the committee. A planning meeting is scheduled roughly two weeks prior to opening night to decide on decorations and menu; each member is assigned or assumes responsibilities in either or both categories. All theme decorations are put in place on the afternoon of the gala. Food and drink are placed after the play intermission. Gala personnel dress may be themed to the play or basic black and white. The purpose of the gala is to increase opening night attendance and reward the cast and crew for the efforts and performance.

WEBMASTER

The VLT Webmaster is responsible for maintaining the VLT website (www.TheVLT.com). Webmaster works closely with the Publicity Director so that each of the season's shows has current information regarding auditions, playing dates, box office information, and a general description of each of the coming shows. Other website topics that should receive regular attention include usher schedules, the current production, the Auditions page, and the Home page. Webmaster should add a few representative photos of each show to the VLT's on-line photo archives. Webmaster creates and manages e-mail lists for messages that are transmitted from TheVLT.com domain, and is responsible for recommending an Internet Service Provider (ISP), and communicating with the ISP about technical issues related to TheVLT.com, such as domain registration. Webmaster recommends software for managing the site, and evaluates new software. Webmaster is responsible for the overall design of the web site, HTML coding, uploading changes in a timely manner, and rolling over the Website with new information for each new season. Webmaster coordinates with Publicity Director to make sure social media (email, Facebook) is used appropriately and in a timely manner for announcing Auditions, Productions, etc. Webmaster must work closely with Box Office Manager and Box Office Liaison so that on-line ticketing functions are updated and operating, for both season tickets and individual production ticket sales.

LENDING POLICIES

GENERAL POLICY FOR THE LENDING OF VLT PROPERTY
(Also see Costume Room and Properties Policies)

FURNISHINGS & PROPS

Discretion shall be used in the loan of furnishings and properties. Consider, however, that the handling and transportation shortens the life of furnishings and increases breakage and loss. In general, props and furniture should *not* be loaned to groups or individuals outside the greater Eugene-Springfield area. Always check with Properties Chairperson before borrowing or lending items and sign the appropriate check-out forms.

Lobby furniture (big chairs, table and benches) is not for loan.

SHOP EQUIPMENT

No VLT tools or shop equipment should be loaned out.

LIGHTING EQUIPMENT

Oral reciprocal agreements exist between VLT and:
University Theater
Lane Community College
Local area high schools

SOUND EQUIPMENT

No sound equipment is to be loaned.

Any loaned VLT equipment should be permanently marked with identification showing our ownership. The VLT member who arranges the loan should follow through to be sure that the equipment is brought back promptly upon the close of the production for which it was loaned.

If VLT borrows any technical equipment from the other groups, it too should be promptly returned.

Electrical plug-in connections vary in different theatres and if modifications have been made to allow use in another facility, the equipment must be restored to its original set-up prior to its return.

LIBRARIAN

The President shall appoint a Librarian to be responsible for the VLT Library.

1. The Librarian shall care for, catalog, and organize the VLT Library located in the Green Room.
2. S/he shall establish a lending policy.
3. S/he shall assist Play Committee Chairperson in locating scripts from within the VLT Library for committee and member use.

LIFE LEGENDS CHAIRPERSON

The President may appoint a Life Legends Chairperson to be responsible for the display of Life Members and Honorary Members on the lobby wall. Publicity Director may also be assigned this duty.

1. Make arrangements with a photographer to photograph newly named life and honorary members.
2. Maintain the display board; for example, name changes, correct dates, etc.

LIFE MEMBER STATUS GUIDELINES

The conferring of Life Member status to any VLT member is intended to be a special recognition and expression of appreciation for outstanding contributions to the organization for many years. The knowledge and experience of these valued members is vitally needed and Life Members are encouraged to continue active participation.

1. A person should have a minimum of 20 years of outstanding membership participation in the VLT, in addition to being a current dues-paid member.
2. Conferring Life Member status does not necessarily correspond to the recipient's retirement from a business or professional career.
3. Life Members shall be exempt from annual dues payment.
4. Life Members shall be entitled to purchase Member Season Tickets.
5. Life Members shall be entitled to vote at the annual election of the Board of Directors and vote on any issues brought before the general membership.
6. Life Members shall receive the monthly Newsletter.

LIFE MEMBER SELECTION PROCESS

1. The VLT President appoints a Chair for the committee.
2. That Chair then selects a committee containing at least 2 or 3 active Life Members.
3. The Committee then makes a selection and shares the final decision with the Board.
4. The award is bestowed in a special ceremony at one of the General Membership meetings.
5. The presentation will include a plaque to be given to the recipient.

6. The recommendation is that one Life Member is selected in any given year (except in the case that a couple is to receive honors); this allows the recipient to be truly honored. This does not preclude the possibility of multiple inductees, however.
7. The committee would be in charge of all details of the presentation:
 - Arrange for the plaque to be made.
 - Arrange for a Life Member board picture and update the display.
 - Arrange for time at meeting for announcement and presentation.
 - Gather background information and remarks for presentation.
 - Arrange for a presenter at the meeting.
 - Discuss any special refreshment needs with coordinator.
8. It is important the committee maintain confidentiality to preserve the surprise.
9. At least one committee member should be retained from one year to the next for continuity of process in the selection of Life Members.
10. This committee could serve to find additional ways to recognize outstanding service / volunteerism, including submitting names to The Register-Guard's Volunteer of the Month page.

HONORARY MEMBER STATUS GUIDELINES

The status of honorary member is conferred upon an individual for long and unusual service to VLT. This is usually granted to non-Very Little Theatre members; however, members are not necessarily excluded or ineligible for honorary status, especially if they gave many years of service to VLT, but short of being eligible for Life Membership.

The status of an honorary member is that of an inactive member. An honorary member, without further Very Little Theatre vote, merely by payment of dues, automatically becomes an active member.

An honorary member shall receive the newsletter.

MURIEL AWARD GUIDELINES

The Muriel Award, given to one or two Super Volunteers each year, is named after Muriel Newsam, a VLT Life Member who was the essence of the volunteer spirit. Muriel volunteered her talents both on and offstage in a variety of capacities over many years.

1. The President shall appoint, by July 1, a person to chair a committee of three former Muriel Award winners to review the contributions of VLT members over the past year. Emphasis should be given to breadth and depth of service, beyond simply serving on the Board or a particular committee.
2. The Committee makes its selection(s) and shares the final decision with the Board
3. The presentation shall be made at the September Membership Meeting.
4. The Muriel Award plaque in the lobby should be updated with the name(s) of the honoree (Royal Awards).

NEWSLETTER EDITOR

The primary purpose of the monthly VLT Newsletter is to announce theatre activities: meetings, auditions, special events, performances, etc.

Duties:

1. To layout newsletter.
2. Newsletter is mailed bulk rate.
3. Two copies of newsletter should be placed in Historians file.
4. Ensure that copies are sent to members, applicants, Life and Honorary members.
5. Update mailing list.

The contents can include:

1. Items of interest from meetings and special events.
2. Personal items from members.
3. Descriptions of current productions.
4. Information about other theatre events in the community.
5. Reports from departments and committees.
6. Special announcements.

In general, the policy is to include anything submitted unless overtly political, commercial, religious, or critical of a particular person.

NOMINATING COMMITTEE PROCEDURES

The following notes are designed to supplement the requirements (from By-laws) and policies of the VLT regarding the duties of the Nominating Committee. See By-Laws, Article III, Sec. 1-4 for full election procedures.

PRESIDENTIAL ELECTIONS:

1. The Nominating Committee shall present to the membership at the March General Meeting a list of qualified nominees who are willing to run for President. (Article III, Sec. 2a, 2b)

BOARD ELECTIONS:

1. Prior to calling a meeting of the committee, it has been the policy of the VLT to have the head of the committee poll the present members of the Board of Directors to ascertain who would be willing to be nominated again. As with all those placed in nomination, the person should indicate which positions he/she would be willing to fill, if elected.
2. The nominating committee shall prepare a list of at least nine people who have indicated their willingness to serve, if elected, chosen from the active members of the VLT. (See By-laws Article III, Section 1b)
3. Prepare and send along with the Notice of Annual Meeting (see FIGURE I) a "Nominees Preferred Board Positions" chart, along with a short biography submitted to the committee by the nominee.
4. No later than the May general membership meeting, the nominees' names shall be announced to the general membership, at which time additional nominations shall be received from the floor, provided that said nominees are qualified, and after which all nominations shall be closed. (Article III, Section 1c)

5. At least ten (10) days prior to the June meeting, the following three items must be in the hands of every member:
 - A. A notice of the date, place, time and purpose of the Annual Meeting (Figure I).
 - B. An Absentee Voting Ballot (Figure II).
 - C. A Proxy Authorization Blank (Figure III).

Note: In mailing notices to households where more than one member resides, enclose proxies and absentee ballots for each member.

6. An up-to-date list of the members must be obtained from the Treasurer for the mailing; edit computer file "memberlist.doc" for printing labels (Avery type #5160). This list and one postmarked envelope (which may be the one in which you mailed the Notice of Meeting to yourself) should be taken to the Annual Meeting. At the time of this meeting, the Treasurer may add additional names to the list, if there have been new members since the last update of the list. This updated list will be used during roll call.
7. Estimate the number of members who will be able to attend the meeting and have that number of ballots made. Absentee ballot returns and out-of-state members are helpful indicators in estimating the number of ballots remaining to be cast.
8. Make an alphabetical list of absentee voters. At roll call, answer "Absentee Ballot" for these. Then give these ballots to the head teller. Give the President any Proxy Authorization blanks mailed to you so that he/she may answer "Proxy" at roll call for those members.

FIGURE I

NOTICE OF ANNUAL MEETING

The Board of Directors of the Very Little Theatre, Inc., announce that the annual meeting of the members of the corporation will be held June _____, _____, at 7:00 p.m. in the theater building at 2350 Hilyard Street, Eugene, Oregon.

The purpose of the meeting will be:

1. Election of the Board of Directors for the year July 1, _____, to June 30, _____.
2. Such other business to be transacted as comes before the meeting.

_____ Secretary

FIGURE II

ABSENTEE VOTING

If you choose to use an Absentee Ballot, properly mark the one enclosed and send it to the Nominating Committee Chair who, this year, is:

(Committee Chairperson) c/o The Very Little Theatre
2350 Hilyard Street
Eugene, OR 97405

The enclosed ballot must reach the chairperson by the day before the annual meeting, which is June _____, _____

Sign below to enable the Chairperson to report whose Absentee Ballot is being turned in. The Chairperson will separate your name from your ballot before casting it, to preserve anonymity.

Your name (print): _____

Your signature: _____

FIGURE III

PROXY AUTHORIZATION BLANK

Date: _____

I hereby appoint _____

to act as my proxy to represent me at the (date) _____ VLT meeting.

The above named proxy is prepared to vote for me at this meeting.

(Name of absent member; print) _____

(Signature of absent member) _____

FIGURE IV

VLT BALLOT — PRESIDENT

You may vote for up to three preferences, depending on the number of candidates. Vote for your first, second, and third choices by placing the numbers '1', '2', and '3' on the lines provided.

President
Candidate name _____
Candidate name _____
Candidate name _____

FIGURE V

VLT BALLOT — BOARD OF DIRECTORS

You may vote for up to three preferences for each position, depending on the number of candidates. Vote for your first, second, and third choices by placing the numbers '1', '2', and '3' on the lines provided. Please put only one '1', one '2' etc. for each position. If you do not want someone to serve in a position, leave that person's line blank. Voting for more than three candidates for any one position will void the ballot.

Vice President
Candidate name _____
Candidate name _____
Candidate name _____

Secretary
Candidate name _____
Candidate name _____
Candidate name _____

Treasurer
Candidate name _____
Candidate name _____

Facilities Manager
Candidate name _____
Candidate name _____

Production Manager
Candidate name _____
Candidate name _____

Technical Director
Candidate name _____
Candidate name _____

Box Office Liaison/Scheduling
Candidate name _____
Candidate name _____

Play Committee Chair
Candidate name _____
Candidate name _____

Publicity Director
Candidate name _____
Candidate name _____

BUILDING SECURITY CHECKLIST

If you are the last one out, do not leave the building without checking the following:

- 1) LOCK ALL EXIT DOORS.
 - a) Front doors (Hilyard Street entrance), both outer and inner doors.
 - b) Stage Left hallway door (north exit).
 - c) Two exterior exit doors from Stage Left (north side and east side of building)
 - d) Two exterior exit doors from the dressing rooms.
 - e) Exterior exit door from the Costume Room.
 - f) Green Room door to crosswalk.
 - g) Shop area double doors to crosswalk.
 - h) Shop area exit to south parking lot.
 - i) Auditorium exit to south parking lot.

- 2) SET ALL THERMOSTATS TO "CONTINUOUSLY UNOCCUPIED"

Push the botton labeled "Cont. Unoc." There are six thermostats: (1) main auditorium south wall; (2) main auditorium north wall; (3) off stage right in the shop area; (4) Green Room; (5) Stage Left; and (6) Lobby)

- 3) TURN OFF LIGHTS:

Lights in the Green Room, kitchen, front Lobby, front Lobby restrooms, Stage Left hallway restrooms, and box office are on motion sensors and will turn off automatically. Ghost lights in the auditorium and safety lights in the Lobby remain on. All other lights must be turned off. Look for the marked switches.

- 4) Unplug all small "hot" appliances (such as irons and curling irons). Unplug all coffee makers.

- 5) Ceiling fans in the auditorium and Stage Left: leave on in winter; leave off in summer. Auditorium fan switch is at the south end of the lobby above the electrical panels. Stage Left fan switch is at the top of the lights cabinet in the loft.

FIRE SAFETY, EXIT, AND EMERGENCY LIGHTING

FIRE EXTINGUISHER LOCATIONS:

STAGE

1. To the right of the double exterior doors in the shop area.
2. To the left of the single exterior door on the east wall of the shop.
3. To the right of the single door that leads to the Green Room & Stage.
4. In the Green Room, by the door leading to the stage

COSTUME ROOM

4. Inside the Costume room to the right of the door.

LOBBY

5. To the left of the south entrance to the auditorium.
6. To the right of the north entrance to the auditorium.

KITCHEN

7. To the left of the stove

LIGHT LOFT

8. A Halotron extinguisher (for electrical fires) on Light Loft wall to the left of the door by the stairway

STAGE LEFT

- 9, 10. A Halotron and a regular extinguisher, both at top of the stairs to the loft

EXIT LIGHTS MAIN PART OF BUILDING ARE CONTROLLED BY HAND

Exit lights should be on whenever the building is occupied. EXIT LIGHTS must be on during all performances. The main auditorium and lobby exit lights are controlled from a breaker box located just to the right of the coat rack in the southwest corner of the lobby. The exit lights in the Stage Left addition are automatic and cannot be turned off manually.

EMERGENCY LIGHTING

There are **Automatic Emergency Lights** in the following locations:

- in the Main Auditorium at the South exit door and the face of the light loft
- at the stage manager's station
- in the hallway to the North parking lot
- in Stage Left, over the East and West exit doors
- in the Main Lobby

Secondary Emergency Lights:

The Main House lights in both Main Stage and Stage Left are controlled by the respective dimmer systems. Code requires that when the main house lights are controlled by the dimmer system that there be available secondary egress lighting that can be turned on in the event of a lighting control/dimming system failure.

For the **Main Stage**, the secondary lights are the utility lights that can be switched on from the panel on the East wall of the light loft. These lights require that the utility light switch next to the left entrance to the auditorium be switched ON, which it should be, during all Main Stage productions.

In **Stage Left**, the secondary egress lighting is the fluorescent lights, which are not in the control of the light board operator, and must therefore be switched on, in the event of system failure, by a member of the cast or crew of any production that is underway in Stage Left.

FIRST AID KITS

There are three First Aid Kits in the building, located in:

- The Green Room
- The Usher Station cabinet in the main lobby
- The Workshop, on the workbench by the East door.

There is also a defibrillator on the wall in the utility closet across from the men's restroom.

