

BOARD POSITIONS

THE PRESIDENT

1. 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 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.
3. 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.
4. 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.
5. The President (as well as the Treasurer, Vice-President and Secretary) shall be authorized to sign checks.
6. 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.
7. 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.

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- 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) Offer each new member a copy of the VLT Handbook.
 - 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 newsletter 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.

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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. The Secretary shall see to the preparation and distribution of the revised pages to the Handbook.
5. If unable to attend any Board or general meeting, the Secretary should notify the President and designate a pro tem Secretary.
6. 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.”
7. The Secretary shall cause the permanent minutes book with all General Membership meetings and Board of Directors Minutes, financial statements, 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.

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.

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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 list of dues-paid members for directory, and provide a list of members qualified to vote at the annual election.
6. The Treasurer shall be responsible for issuing season tickets to members after having received from the member the designated cost of a member season ticket.
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.

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.
- 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.

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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 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.

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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:

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

Administrative expenses include:

- Membership (printing and mailing of monthly newsletters; cost of refreshments served at general meetings)
- Play Committee
- Building and grounds maintenance and repairs
- Housekeeping supplies
- Legal and Auditing
- Insurance
- Telephone and office supplies
- Garbage service
- General Publicity
- 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.)

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 a complete inventory of all lighting and sound equipment and lamps, and shall see that new items are added to the inventory. This inventory will be reported to the Treasurer at the end of the season.

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6. The Technical Director will assure that all lighting and sound equipment is maintained in good repair.
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 MANAGER

1. The Box Office Manager shall be responsible for updating the Box Office Manual when policy or procedural changes dictate.
2. The Box Office Manager will act as season ticket sales manager and is responsible for the printing, distribution and sales of season tickets and house tickets throughout the season.
3. The Manager is responsible for mailing of the season ticket promotion flyers and for the preparation and distribution of advance reservation letters to season ticket holders. NOTE: As a service to our season subscribers, the reservation flyer 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).
4. The Manager is responsible for scheduling and training member/attendants so that the box office is fully and appropriately staffed.
5. A file shall be maintained showing names and addresses of people attending one or more performances in a season. This data is gleaned from data on checks and reservation envelopes and is the basis for season ticket sales promotion mailing the next season.
6. We consider our mailing list of season ticket holders confidential. It shall not be given or traded to any other organization.
7. House capacity shall not be increased by adding bench seats.
8. Complimentary tickets may be issued at the discretion of the Box Office Manager to selected news media. Cast, crew and selected others will be issued two complimentary tickets each, to be used any performance date, but preferably on Thursdays or on opening weekend. A sign-up sheet will be posted in the Green Room for cast & crew comps prior to the box office opening to the general public.

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9. A program acknowledgment is preferable to complimentary tickets in expressing gratitude to people who have loaned items to the theatre for the upcoming production.
10. The box office opens to the general public on the Friday of the week preceding opening night.
11. 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.
12. The Facilities Manager is responsible for issuing keys to box office attendants; (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.
13. The 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.
14. If unable to attend any Board or general meeting, it shall be the Manager's responsibility to provide a report to the President.
15. Manager shall serve on subcommittee for added performances.

BOX OFFICE POLICIES

1. Telephone reservations should be accepted on the day of the performance with caution; if the performance is close to being sold out, the patron should be advised that the tickets will be released if not picked up by 8 p.m.
2. If blocks of twenty (20) or more tickets are ordered, they must be paid for 48 hours before the performance. Any exceptions must be approved by the Box Office Manager.
3. The only persons authorized to be in the box office for ANY reason during box office hours are the scheduled box office attendants.
4. All tickets and/or Box Office transactions will be done at the ticket window. Only those on duty in the Box Office may have access to the ticket board or box.
5. 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.
6. When productions are added (usually in Stage Left), regular box office hours should be scheduled.
7. Box office attendants should call the next attendant on the list to remind him/her of their shift.

"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.

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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. If the purchasing group wishes to serve cookies at intermission, they should be asked to bring them on plates ready for serving. They should provide personnel to clean the kitchen and serving area when done.
11. Purchaser should be informed that no alcoholic beverages may be served.
12. The VLT provides a staff to supervise the building and direct people into the auditorium where they can select their own unreserved seats.
13. 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 in the past. With a four-week production run, however, reducing the price on a block of 15 tickets or more may be a worthwhile consideration for Thursday performances, since Thursdays rarely sell out.
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 48 hours before performance. (Leaving us two full box office working days to sell any portion of ordered tickets not paid for on the original order). Any exceptions must be with the approval of the Box Office Manager.

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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) Replacing or cleaning of HVAC filters as needed.
 - 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 and the Green Room.
 - j) Inspecting the building exterior and grounds weekly for damage, litter and graffiti (empty parking lot trash receptacle; 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), HVAC system filters, 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 House 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 the 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 has a need for 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.
- 4) The Board may hire a suitable person as Housekeeper to provide janitorial and housekeeping services. The Facilities Manager and the Housekeeping Committee 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 conduct the Fire Marshall through the building during annual inspection. The Facilities Manager shall regularly inspect all fire extinguishers (monthly) and have extinguishers serviced as needed.

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- 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.

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 SCHEDULING COORDINATOR

1. The Scheduling Coordinator is 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. The Scheduling Coordinator shall keep an up-to-date master calendar 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 Coordinator 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 Coordinator 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 Coordinator 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. The Scheduling Coordinator shall request audition dates and rehearsal schedules from the directors concerned, in order to reserve the space needed for such events. Directors should make every effort to provide these in a timely manner, so as to avoid conflicting space bookings.
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 Scheduling Coordinator 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 productions at the VLT—whether part of the main season offerings, special productions in Stage Left, or co-sponsored productions with an outside party—must have final approval by the VLT membership.
8. The Scheduling Coordinator is responsible for responding in a courteous, professional and timely manner to all persons in the community who inquire about using the VLT.
9. As with other Board Members, the Scheduling Coordinator is to notify owners of unauthorized vehicles parked in the VLT Parking Lots of such violations by “tagging” them with warnings to tow their vehicles, to discourage misuse of our parking area.
10. The Scheduling Coordinator shall attend all meetings of the Board of Directors and of the VLT membership, and give reports as warranted of the requests for space use and of the events for which the

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space has been reserved. If unable to attend such meetings, he/she shall provide the President with a report in advance of the meeting.

11. The Scheduling Coordinator 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.
12. In the event of “double bookings” or other space use conflicts, the Scheduling Coordinator 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 requests a **donation** 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.

(See APPLICATION FORM for Co-Sponsored Use on next page)

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(FORM)

APPLICATION FOR CO-SPONSORED 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. How will you publicize the event? _____

Signature of authorized agent or organization named above

Date

Return form to VLT Scheduling Coordinator
no later than 90 days prior to the event:
(address of Scheduling Coordinator)

(NOTE: Scheduling Coordinator has official contract forms which petitioning group must fill out once the event receives Board approval.)

BOARD POSITIONS

THE PLAY COMMITTEE CHAIR

1. The Play Committee Chair should select a committee of at least five or six VLT members or applicants. 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:
 - A. Soliciting from the membership suggestions for plays to be considered by the committee. This can be done via written forms or a brief brainstorming session during a membership meeting. All suggestions should include as much information as possible about the play besides the TITLE and PLAYWRIGHT.
 - B. Narrowing the selections down to a slate of ten plays. These plays will represent a mix from categories such as: comedy, farce, mystery or suspense, drama or tragedy, musical or melodrama/corn show. Innovation should not be discouraged.
 - C. Presenting these choices to the membership for their approval. Enough information must be given to the membership in advance of voting to allow informed decisions. Information about plays should include the number of characters, number of sets, technical demands, royalties, and reason for recommendation. Play scripts should be made available for members to read before the vote.
3. It is important that the Play Committee recognize that it does not select the plays, it recommends. Every member of the committee must set aside their partialities and work to develop a balanced selection of plays that will appeal to the membership and audiences.
4. In considering plays, potential directors should not be linked to plays under consideration. Selection or replacement of directors and scheduling of the season is done by the VLT Board after the final selection of plays has been made by the theatre membership. The Committee may, however, open the selection process to unique directorial concepts beyond what might be obvious in the script. If the Committee receives some such compelling proposals during its deliberations, it may include up to (but not more than) five such director-attached proposals in its slate of ten recommended plays to the membership; these director-attached plays must first be reviewed and endorsed by the VLT Board of Directors. Other plays suggested by directors may, as usual, be referred to the membership without director's name attached.
5. In the event a scheduled play cannot be produced, the Board and the Membership will consider alternate suggestions for a vote.
6. 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 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.
7. 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.
8. Communication between the 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 inform the membership at each meeting of the titles under active consideration by the Committee.
9. If unable to attend any General Membership or Board meeting, the Chairperson should provide the President with a report in advance of that meeting.

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 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/all extra/special activities or celebrations;
 - B. All paid advertising in any medium;
 - C. Selling all program advertising;
 - D. Scheduling photographers and reviewers;
 - E. Arranging for radio and/or television preview stories;
 - 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 promotional letters for each show to season subscribers;
 - K. Working with VLT Webmaster to keep our website current, especially with show information
5. The Publicity Director is also responsible for:
 - A. The Board of Directors photographs in the lobby;
 - B. The "Highlights of Last Season" 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 show, 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 half 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. The Publicity Director should attend all production meetings.
 - F. If unable to attend a Board or general meeting, the Publicity Director shall provide the President with a report in advance of the meeting.