

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 House Manager. This meeting is for the discussion of policies and production procedures to be followed for that season. The House 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 54).
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 \$3.00 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.

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 8:15 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 guidance, select a cue for latecomers to be seated and post it in 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 House Manager after "strike."

COSTUMERS

The costumer for a show is responsible for:

1. Reading the script and consulting with the play director for suggestions, preferably before rehearsal begins.
2. Attending the budget meeting for the production.
3. Getting cast measurements.
4. Searching for costumes, using the following as resources: Cast member, VLT costume room, University Theatre, Lane Community College, South Eugene High School, North Eugene High School, Churchill High School, Sheldon High School, Eugene Opera, Eugene Ballet, Mainstage Theatre and thrift shops.
5. If a costume must be made, it may be created by the costumer or others. Econo-Sales (Springfield) and Payless are suggested as possible sources for yardage and notions. The Eugene Laundry is recommended for supplying uniforms.
6. Going to early rehearsals to try costumes on cast members.
7. Making necessary alterations and adjustments. The bulletin board in the costume room lists persons willing to assist.
8. Having a costume parade or opportunity to view costumes on cast members (on stage) as they are to be used.
9. Scheduling a responsible VLT member to be in the costume room each night of the run of the show to take care of costume needs. This attendant should know the VLT costume resources.
10. Taking care of laundry needs. Laundry is usually collected after the last show of the week and should be returned in time for the pickup rehearsal of the following week. Remove character names from all items. Laundry duties may be shared. After the show is over, wash all washables, omitting the ironing of VLT- owned garments. Laundry is defined as outer garments (not cast socks or underwear). Take borrowed costumes to cleaners and bulk clean VLT clothing as necessary. Reimbursement may be made for supplies used if necessary. Wipe make-up from hats and spray shoes with disinfectant before putting away.
11. Returning all borrowed costumes promptly.
12. Returning the key to the costume room to the Costume Committee.
13. Submitting bills to the Treasurer as costs are incurred.
14. When borrowed costumes are returned or donations are made they should be acknowledged on the proper form and left for the Costume Committee's attention.
15. Only appointed committee members are authorized to loan costumes, therefore, all requests should be referred to the costume committee chairperson(s).
16. 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 costumer for the show to have them cleaned. All cleaning bills will be submitted to the Treasurer by the costumer or individual cast member with prior approval of director or costumer.

COSTUME ROOM POLICIES

1. The Costume Chairperson will choose 4, or more, other VLT members to serve on a Costume Committee. (Ideally each of the 5 members would be responsible for one production of the season.) A Loaning Committee shall be formed consisting of the Costume Committee 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 Committee Chairperson(s).
2. No unauthorized persons may remove any costumes or articles from the costume room. Show Directors and Costume Committee members shall authorize access.
3. Costumers for productions are selected by the Costume Chairperson and submitted to Director for approval (unless the director has recruited someone who will in turn be approved or disapproved by the Costume Committee). Costumers work under the guidance of the VLT Costume Committee, according to the guidelines for VLT Costumers found in this handbook.
A special supplement for Guest Costumers is available from the Costume Committee
4. A costume room key will be given to each member of the Costume Committee and to the costumer of the show in progress (if not a member of the Costume Committee).
5. No new contemporary clothes will be bought for costuming purposes except in rare circumstances. No costumes shall be rented without approval from the Committee unless agreed upon during pre-production meeting.
6. Wigs and hair pieces are under the jurisdiction of the Hair Styles Committee.
7. Final approval for costumes for any show is at the discretion of the show's director in collaboration with the costumer.
8. Overstocked or unusable costume items may be sold, with the permission of the Board of Directors.
9. No wire or tube hangers are to go into the closets at all. Only plastic or wooden hangers are to be used.
10. Face all clothing with the front of the article facing to the left. Make sure that all zippers and buttons are closed.

Loans

1. Costumes shall be loaned only to the University of Oregon, Lane Community College and District 4-J high schools and Springfield District high schools. Loans will be made to Eugene Ballet, Eugene Opera and Mainstage Theatre Company on a reciprocating basis, with the stipulation that this policy be reviewed annually. Loans may be made to other organizations at the discretion of the committee chairperson(s). Costumes shall be loaned only for main stage productions and must be returned promptly and in good condition, after professional cleaning and laundering, if practical. Costume loans shall be made only to department heads or responsible staff members. No costume 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 costumes. Articles loaned must be signed out on the Loan Agreement Form.
2. Our shows come first. Check schedule of upcoming shows and time period of show before loaning any costumes.
3. 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, especially where food and drink are present. All conditions in this policy, as to their care and return, must be followed by all members borrowing from the costume room.

4. 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 returned clean and in a timely manner.
5. Items in the locked blue closets are not to be loaned, except for display purposes, at the discretion of the Costume Committee Chairperson(s).
6. Be sure that Loanee reads, understands and signs the Loan Agreement Form.
7. 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 Loaning Committee.
8. The VLT will not accessorize outside organizations shows, except at the discretion, on a case by case basis, of the Loaning Committee.
9. Let no garment out of the building on costume room hangers (plastic or wooden hangers with swivel heads). 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 plastic or wooden hangers.
10. Check any outgoing articles for needed repairs. If the loanee wishes to take the articles, as is, note this on the Loan Agreement, otherwise make the repair before letting it out of the costume shop.
11. All borrowed articles must be cleaned according to 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 call 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 collection shall be donated to one of the local schools or thrift shops.
4. Mark all accepted items with "VLT," 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, and mailed as soon as possible. These may be used by donors for tax exemption 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 attach it to the item.

Costume storage:

An off-site storage locker was rented beginning in 2007 to relieve costume congestion.

Location is: Stor-It-All, 550 E. 8th, Eugene, 97401
Room # 2188 Phone 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. 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 and Mainstage Theatre Company, 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 Lane County. 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. In general, props should not be loaned to groups or organizations outside Lane County.
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.
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.

USHERS COORDINATOR; USHER DUTIES

Ushers 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.

Applicants are encouraged to usher as often as possible.

Policies and Procedures

1. Be friendly courteous and professional at all times.
2. A list of ushers and positions is posted on the window by the lobby telephone. Only the Usher Coordinator or appointed representative should make changes to this list.
3. If you cannot make a shift, please call the coordinator immediately so that he/she can secure a replacement and update the list.
4. Positions:
 - A. Greeter: Greets patrons as they enter lobby. Takes tickets and returns stubs to box office. Direct patrons to right or left as noted on tickets.
 - B. Head Usher: Checks out assisted listening devices. The Head Usher also assists patrons to their seats, wherever needed. Head Usher checks with Stage Manager to know when the auditorium is open for seating, and collects the returned listening devices after the show, checking to be sure they are turned off. The Head Usher also assists in selling VLT merchandise to patrons.
 - C. Usher: Assists patrons to their seats.
 - D. Coffee: Makes coffee upon arriving at theatre. Coordinates set-up for intermission. Assists patrons to seats.

NOTE: All ushers assist in intermission duties.

5. Coffee person should adhere to Kitchen Guidelines. Water pitchers and creamers should be filled and placed in refrigerator before show begins.
6. Upon arrival, all ushers should assist in setting tables for intermission. Set out paper hot and cold cups, plastic spoons, and sugar bowls. Make sure sponsor cards (for donated coffee) are in prominent position.
7. Stage Manager will post a note in kitchen and at usher station indicating the cue for intermission.
8. All ushers should wear "Usher" buttons. Be sure to return at end of shift.
9. All ushers should be nicely dressed. Remember, you are representing the theatre.
10. Any flowers, messages, or gifts for cast and crew should be taken to Green Room by an usher.
11. Flashlights are available. Use them when seating patrons, or, in an emergency.
12. 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.
13. Ushers must be prepared to accommodate wheelchair patrons in the designated spaces.

14. Head Usher should check with Stage Manager to determine when the house will open for the seating of patrons. House generally opens one half hour before the show.
15. Learn the layout of the house. Row A is nearest the stage. Row L the farthest. Seats are numbered from right to left, 1 through highest number.
16. Hand out programs to patrons as you seat them, or upon their request. In rare instances, your assistance may be needed in folding or stuffing program inserts before the show.
17. When seating patrons, if other patrons are already seated, find the least disruptive route. Always thank patrons for accommodating others.
18. Chat with patrons and answer any questions. If you don't know the answer, ask one of your fellow ushers.
19. Know where all four restrooms are located.
20. No patrons are allowed backstage or in Green Room prior to the show, during show, or at intermission. Check with director on where (Green Room, Lobby, or Stage Left) patrons may greet cast and crew after show.
21. When show starts, close all curtains (unless directed otherwise), and lobby doors. Open curtains and doors to Stage Left at intermission and close after intermission.
22. The time of intermission is to be posted in the kitchen on the refrigerator door (see #7).
23. One of the ushers should wait in lobby at least twenty minutes for the seating of latecomers. (On occasion the box office person may leave unclaimed tickets in the ticket stub box for late arrivals.)
24. Ushers may sit in any unoccupied seat after all latecomers have been seated. Special benches have been placed behind the last row of seats on both sides of the house for use by ushers.
25. All ushers are required to stay through intermission. At least one usher (generally the Head Usher) should stay to the end of the show in case of any emergencies, and to check in the assisted listening devices.
26. A few minutes prior to intermission, fill serving pitchers with hot coffee, set out creamers, and ice water. Start pouring coffee and water.
27. No food or drink in auditorium. No smoking in the building.
28. Check to see if cast and crew would like any of the remaining coffee.
29. When intermission "bells" begin, notify patrons that the show is about to resume.
30. Clean up any mess, litter, spills, etc. as they happen, or are noticed — before, during and after performance.
31. Leave kitchen in clean and neat condition.

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 Scholarship Committee.

1. The Very Little Theatre Memorial Scholarships are awarded annually and as theatre funds permit, to two deserving students currently in school, in the amount of \$1,000 each.
2. One scholarship winner is chosen from among applicant members currently in VLT's Apprenticeship Program. Those applicant members who are seniors in high school are encouraged to apply with a letter of intention to major in theatre/performing arts in college the following academic year. The most "promising and deserving" young applicant is awarded the VLT Scholarship in spring, but given the check in the fall upon notification of registering in a theatre/performing arts program. In the event of more than one winner, the scholarship will be split equally among the winners.
3. The second VLT scholarship is awarded to a deserving student currently studying in Lane Community College's Theatre Arts program. Selection criteria is a student showing promise and commitment to drama studies, financial need, and intention to help in at least one VLT production. LCC selects the candidate; the VLT Scholarship Committee approves him/her and presents its selection to the Board for final approval. The award and check are made in the spring.
4. In the event there isn't an apprentice member who qualifies in any given theatre year, the \$1000 scholarship will be offered to a student enrolled in the University of Oregon's Theatre Arts department, using criteria similar to the award given to LCC.
5. The VLT Scholarship Committee shall facilitate the application/selection/approval process.

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.
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.

HOUSEKEEPING/KITCHEN COMMITTEE

The President may appoint a Housekeeping 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) Recruitment and supervision of paid housekeepers and being available for backup housekeeping. [See list of housekeeper duties posted in the Storage Room]
- 2) Kitchen detail: general kitchen cleaning.
 - a) Empty trash and replace plastic liner bag.
 - b) Clean counters, surfaces and appliances.
 - c) Clean inside of refrigerator. Discard abandoned food.
 - d) Scrub sinks.
 - e) Periodically mop floors and launder rugs.
 - f) Replace dirty towels and dishcloths with clean ones. Wash dirty linens (theatre washer and dryer may be used).
 - g) Wash towels as needed (theater washer and dryer may be used).
 - h) Return returnable bottles and cans. Deposit refunds may be kept or used to pay for kitchen supplies.
 - i) Purchase cleaning supplies as needed (submit receipts to Treasurer for reimbursement).
- 3) Intermission coffee service
 - a) Coordinate coffee delivery with coffee sponsor
 - b) Re-bag coffee for ushers
 - c) Maintain supplies of sugar and coffee creamer
 - d) Notify Facilities Manager when supplies of cups, stir sticks and napkins are low.
- 4) Organizing work parties as needed.
- 5) Notifying the House Manager of any supplies needed.
- 6) Reporting any building damage to the House 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.

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

The President may appoint a Gala Coordinator whose duties shall be to organize a post-performance party for patrons and cast members following opening night of each Main Stage production. The Coordinator and a committee of five to eight helpers plans decor, food, and other creative elements which may be themed to the play. 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 cast and crew for their 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 Now Playing page, 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.

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 should *not* be loaned to groups or individuals outside Lane County. Always check with Properties Chairperson before borrowing or lending items.

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 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 board, for example, name changes, correct dates, notice of death (when appropriate), 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 twenty years of outstanding participation in the VLT and current participation in VLT in some capacity, 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 of six, four of whom must be active Life Members.
3. The makeup of the entire committee is submitted and approved by the board of directors of the VLT.
4. The committee then makes a selection and shares the final decision with the Board.
5. The award is bestowed in a special ceremony at one of the General Membership meetings.
6. The presentation will include a plaque to be given to the recipient.

7. The recommendation is that a maximum of 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.
8. 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.
 - Arrange for time at meeting for announcement and presentation.
 - Gather remarks, videos, pictures, scrapbooks, etc. for presentation.
 - Arrange for a presenter at the meeting.
 - Discuss any special refreshment needs with coordinator.
9. It is important the committee maintain confidentiality to preserve the surprise.
10. At least one committee member should be retained from one year to the next for continuity of process in the selection of Life Members.
11. This committee could serve to find additional ways to recognize outstanding service / volunteerism.

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.

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.

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 cover all of the requirements (from By-laws) and policies of the VLT in regard to the duties of the Nominating Committee.

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.

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 fourteen people who have indicated their willingness to serve, if elected, chosen from the active members of the VLT. To be eligible for nomination, the member must have been a member of VLT for at least one year prior to the date of the annual membership meeting. This list of at least fourteen people shall constitute the nominations for the Board of Directors for the succeeding year. (See By-laws - Article III, Section 1 b)
3. Prepare and send along with the Notice of Annual Meeting a "Nominees Preferred Board Positions" chart (see FIGURE IV), 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.
(By-laws Article III, Section 1 c)
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 up-date of the list. This up-dated 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 this one 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

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

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

Your signature: _____

FIGURE III

June _____, _____

PROXY VOTING

As per By-laws, Article III, Section 4, Paragraph b.

Voting may be done by proxy by submitting a properly filled out PROXY AUTHORIZATION BLANK, printed below, or a reasonable facsimile, to the President prior to said voting, but voting by proxy shall be prohibited as to the election of President.

NOTE: Proxy voting is not the same as Absentee voting. In absentee voting, you make your choices on the absentee ballot, thereby voting through the mail. In Proxy voting, you authorize another member to cast your vote, in your absence, at the meeting. DO NOT send a Proxy Authorization Blank if you are filling out and returning an Absentee Ballot.

FIGURE IV

PROXY AUTHORIZATION BLANK

Date: _____

I hereby appoint _____

to act as my proxy to represent me at the June ____, 200__ VLT meeting.

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

(Signature of absent member)

FIGURE V

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 VI

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 _____

Scheduling Coordinator

Candidate name _____
Candidate name _____
Candidate name _____
Candidate name _____

Production Manager

Candidate name _____
Candidate name _____
Candidate name _____

Technical Director

Candidate name _____
Candidate name _____

Box Office Manager

Candidate name _____
Candidate name _____

Play Committee Chair

Candidate name _____
Candidate name _____
Candidate name _____
Candidate name _____

Publicity Director

Candidate name _____
Candidate name _____
Candidate name _____