

BY- LAWS OF THE VERY LITTLE THEATRE, INC.

ARTICLE I. MEETINGS

Section 1. Place of Meeting

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

Section 2. Annual Meeting of Members

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

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

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

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

Section 4. Special Meeting of Members

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

Section 5. Notice of Special Meeting of Members

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

Section 6. Organization of the Board

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

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

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

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

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

Section 9. Waiver of Notice

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

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

All notices required to be given by any provision of these By- Laws shall bear the written or printed signature of the Secretary. Every notice shall be deemed duly served when the same has been deposited in the United States mail, with the postage fully prepaid, plainly addressed to the sendee at his or her last address appearing upon the membership record of this corporation. Not with standing this section, notice given under section 8 may be by telephone.

Section 11. Rules of Order

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

Section 12. Quorum (Rev. 3/98)

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

ARTICLE II. OPERATION OF THE CORPORATION

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

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

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

Section 1. Nominating Committee

- a) By the February Board Meeting, the President shall appoint a nominating committee composed of five members of the corporation not on the Board of Directors.
- b) The nominating committee shall prepare a list of at least fourteen people who shall be willing to serve, chosen from the active members of The Very Little Theatre. To be eligible for nomination the member must have been a member for at least one year prior to the date of the annual membership meeting. This list of people shall constitute the nominations for the Board of Directors for the succeeding year. The Nominating Committee shall ensure that each voting member receive: 1) Notice of Annual Meeting; 2) Absentee Voting Ballot; 3) Proxy Authorization Blank within 10 days of the Annual Meeting; and 4) The list of nominees with a brief description of volunteer activities.
- c) The nominees for the Board shall be announced no later than the May general membership meeting, at which meeting additional nominations shall be received from the floor, provided that said nominees are qualified as aforesaid, after which all nominations shall be closed.

Section 2. Election of President

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

Section 3. Election of the Board of Directors

- a) At the annual meeting of the membership, ten members shall be selected from the total number of nominees and shall constitute the Board of Directors for the next succeeding year. The term of a Board member shall commence immediately following the last meeting of the outgoing Board and end one year therefrom. The last meeting of the outgoing Board of Directors shall take place within thirty days of the annual membership meeting.
- b) 1. Selection of the Board of Directors shall be made by secret preferential written ballot. Members indicate their preference from a list of candidates nominated for each position, indicating their first, second, and third choices.

2. In order to be elected, a candidate must receive a number of votes equal to 50% +1 of the number of members who voted. If a position is not filled by a candidate receiving at least that number of votes from

first choice voting, or a candidate wins more than one position on the Board, then the second votes, and, if necessary, third votes will be added in to verify that the candidate has the support of at least 50% +1 of those voting and, if necessary, to determine which position a respective candidate has won.

3. Members may be nominated for more than one position. In the unlikely event of a tie, a runoff election will be immediately held between the two candidates with the highest totals. The ten positions filled in this manner are Vice-President, Secretary, Treasurer, Production Manager, Technical Director, Box Office Manager, Facilities Manager, Publicity Director, Scheduling Coordinator and Play Committee Chair.

- c) Three (3) tellers, none of whom may be related to nominees, shall be appointed by the President to tally votes and the ten nominees receiving a majority shall be declared elected.

Section 4. Voting

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

ARTICLE IV. BOARD OF DIRECTORS

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

Section 2. Power to Fill Vacancies

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

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

Section 3. Delegation of Powers

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

ARTICLE V. DUTIES OF THE BOARD OF DIRECTORS

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

Section 1. The Vice-President

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

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

Section 2. The Secretary

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

Section 3. Treasurer

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

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

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

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

ARTICLE VI. EXECUTION OF INSTRUMENTS

Section 1. Checks, et cetera

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

ARTICLE VII. DEPARTMENT HEADS AND COMMITTEES

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

ARTICLE VIII. MEMBERSHIP IN THE VERY LITTLE THEATRE

Section 1. Memberships Defined

a) Active Member.

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

b) Inactive Member.

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

c) Honorary Members.

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

d) Life Member

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

Section 2. How to Attain Membership

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

ARTICLE IX. DUES

Section 1. Payment of Dues for Members

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

ARTICLE X. ULTIMATE POWER OF THE MEMBERSHIP

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

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

ARTICLE XI. SEASON OF PLAYS AND DIRECTORS

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

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

ARTICLE XII. AMENDMENT OF BY-LAWS

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

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

ARTICLE XIII. PERSONAL LIABILITY FOR OFFICERS AND DIRECTORS

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

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

SPECIAL INTEREST

THE VERY LITTLE THEATRE, INC.

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

MISSION STATEMENT: The Very Little Theatre is a not-for-profit community theatre whose mission is to produce plays that entertain, educate, and inspire its patrons, members, and participants. Its commitment to artistic excellence and the advancement of theatre arts shall not be for professional gain, but for the love of theatre. *(Adopted 2008)*

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

VLT was established in 1929

First Meeting - March 3, 1929

In Attendance:

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

Second Meeting - March 10, 1929

In Attendance:

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

First Officers - Elected March 10, 1929

President
Vice President & Director
Secretary
Business Manager
Publicity Manager

Gerda Brown
Arthur Gray
Ken Shumaker
Milton George
George Godfrey

THE OBJECT

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

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

SPECIAL FACT SHEET

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

Property and Liability coverage, \$1,000,000 per occurrence and \$2,000,000 aggregate on Bodily Injury and Property Damage. Property insured on blanket basis for building and personal property for \$500,000. (Fire coverage, theft, windstorm and rain related, no flood coverage or from backup of sewers.) Coverage against monetary theft up to \$5,000 per year; premium \$272.
5. **Original architect:** Clare Hamlin. Original building drawings are with Martin, Schultz and Geyer, Architects, (Successor firm) 159 West 12th, 344-0453; Stage Left: Plans by William Brackman, Brackman Engineering, Inc., 433 W. 10th, 97401, 343-8613; Constructed by Jim Evans, Evans Building Company, 2871 Bailey Hill Road, 97405, 485-8071; Sprinkler system by All Pro Fire Protection, Joe Verbanic, 1237 Charnelton, 97401, 683-4052; Air Conditioning system by Home Comfort Heating and Air Conditioning Inc., 345-2838.
6. **Sprinkler Monitoring System:** Built and installed by Integrated Electronic Systems, Inc., 232 W. 5th Avenue, Eugene, OR 97401, 485-4456.
7. **Auditors:** Kernutt Stokes & Brandt PC, Certified Public Accountants, 261 East 12th, 485-8360. Primary contacts: Martin McDonald.
8. **Bulk Mailing Permit:** #221
9. **Time Capsule:** A time capsule was assembled during the Grand Opening of Stage Left in April, 1992. It was placed under the floor in the SW corner of Stage Left. A metal plaque on the wall indicates the area. The time capsule is to be opened on VLT's 100th Birthday Celebration, March, 2029.
10. **Costume 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

SAFE DEPOSIT BOX

(Location and Contents)

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

ENVELOPE:

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

ENVELOPE:

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

ENVELOPE:

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

ENVELOPE:

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

ENVELOPE:

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

ENVELOPE:

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

ENVELOPE:

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

ARTICLE:

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

ARTICLE:

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

ARTICLE:

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

GENERAL POLICIES as of 2008

1. Membership year is July 1 through June 30. All dues-paid members and Life Members are eligible to vote. Annual dues are set at \$15.00. Members are entitled to purchase one strip of five tickets for each upcoming season for \$30. Dues for new members are to be paid July 1 after becoming a member; *voting privileges* for new members, however, begin *immediately*.
2. Membership in The Very Little Theatre carries obligations as well as benefits. It goes without saying that a broad-based membership in a volunteer community theater contains people in various stages of their careers, with family obligations and other outside interests. In any given year, participation in VLT may occupy a very high priority for some members, a moderate participation level, or a very limited amount of time. Health issues may also be a factor for some. Even so, *active membership in VLT implies an ongoing commitment to the life of our theatre, beyond simply paying annual dues*. In most circumstances, a minimum commitment should include attending the monthly general meetings and ushering several times a year. Beyond that minimal level, all members should do their best to be involved in at least one committee, an actual production, or special project during the season.
3. VLT members and applicants are encouraged to attend general meetings. Meetings are held at 7:00 p.m. on the first Sunday of each month. Exceptions may be made for holidays.
4. All dues-paid, Honorary, and Life members and applicants receive the monthly newsletter. If dues are not paid by October, the member's option to purchase season tickets at a discount is revoked for that year.
5. Meetings of the Board of Directors will be held monthly at a time agreed upon by the majority of the Board members. A joint Board meeting will be held between 5 and 30 days following the election of new Board members. In order to conduct the business of the Theatre in a timely and orderly fashion, the Board shall clearly communicate issues of concern to the membership so that informed action can be taken by the Board. By the same token, members may raise issues and make recommendations to the Board at general meetings or through committee heads.
6. Members of Board of Directors and others authorized by Board may make charge purchases to VLT charge accounts. (See SPECIAL FACT SHEET) Such charges are to be made only in the specific area of responsibility of each Board member. Board approval must be secured before any purchase which exceeds \$500. On checks over \$1,000 two signatures are required, including Treasurer and one other officer, i.e., President, Vice President, or Secretary. Any of these four officers may sign checks. (See By-Laws, Article II. Operation of the Corporation Section I b & c.)
7. Any request for reimbursement for any expense incurred on behalf of VLT must be in written form, describing the expenditure, and with cash register receipt attached, whenever possible. Such requests for reimbursement must be signed by the person making the request. There are envelopes on the Green Room bulletin board and in the Treasurer's folder for this purpose. They should be given to the Treasurer, placed in the VLT mailbox or mailed to the Treasurer.
8. Those responsible for refreshments served at the monthly membership meetings will be reimbursed for expenditures up to \$50 per month, excluding the August Picnic and December holiday meetings.
9. Alcoholic beverages are not permitted in the theatre. The Board may make an exception to this policy for a private organization which has purchased an extra VLT performance and that organization wishes to purchase and serve wine (no beer or hard liquor) to its patrons in Stage Left prior to the performance. The organization must provide its own liability coverage for such activity.
10. Members are encouraged to use their member tickets on other than Friday or Saturday nights. A member is not denied the use of tickets on those nights, but it is to the best interest of the theatre if the weekend seats are available for season ticket holders and cash-paying patrons.
11. Members may give their member tickets to others. In fact, arranging for someone to attend who may be new to the area or who might be interested in participation in the theatre is encouraged.

12. Any member who works as an usher, hostess or box office attendant may stay to see the show after completing the task, if willing to stand or sit in an available seat. If a member wishes to be assured of seating and an advance reservation is made, a member ticket stub must be surrendered.
13. Theatre tradition of “the show must go on” is the standard policy of VLT. Only under extremely unusual circumstances (national or local catastrophe or severe weather) is a show canceled.
14. Permission to watch a rehearsal or performance from the light loft shall be authorized by Director, Technical Director, or Stage Manager.
15. Members shall notify the Vice-President (Membership Chairperson) of any name, address or phone number changes during the year. Updates will be printed in the monthly newsletter.
16. Board members are encouraged to appoint an assistant or committee to share responsibilities.
17. An individual should direct only one VLT show per season. Exceptions shall be confined to unusual and unavoidable circumstances.
18. Children under age 12 shall not be allowed onstage, backstage, or in the work area unless they are in the show or under the direct supervision of a responsible adult.
19. Keys and key distribution are under the jurisdiction of the Facilities Manager.
20. Additional performances should be within the week(s) of the run, not beyond the regularly scheduled closing date, if possible. Exceptions can be made, depending on calendar availability. A sub-committee, consisting of the President, Box Office Manager, Director, and Publicity Manager shall make the decision on additional performances. The Director shall inform all relevant parties, such as the Treasurer, the Scheduling Coordinator, Usher Coordinator, and Play Committee Chair (for extra royalty payment).
21. While guests and applicants are always welcome at general membership meetings, it is considered a courtesy to inform the President of the presence of any guests.
22. Board members and committee heads shall make an annual report at the June meeting. A copy is filed with the Secretary, who keeps one copy with the year’s minutes and gives one copy to the new person in the position. The President and Board shall study recommendations.
23. Traditionally, VLT does not present or allow flowers to be presented to performers on the stage. Ushers can take flowers to Green Room.
24. The VLT Guild, instituted in 1998, is not an ongoing organization, but was designed for those who would like to participate in VLTs operation in a limited capacity, without the greater responsibility of full membership in the Theatre. Regular meetings are not required, since Guild members will most likely be working as individuals assisting one or more regular VLT members. Although participation in the Guild is not designed for membership purposes, service in the Guild may be applied to membership credit if the Guild member decides to pursue membership at a later date. Therefore, it is recommended that an up to date list of volunteers and their areas of interest be kept—to share with appropriate VLT members who need help—similar to Vice President’s list of potential new members.
25. Apprentice Applicants as a category is open to students under the age of 18. He/she may work on the requirements for membership, and if they have been met by the time the student has reached the age of 18, he/she is then eligible for membership.
26. All productions at the VLT—whether part of the main season offerings, special productions in Stage Left, or co-sponsored productions with an outside partry—must have final approval by the VLT membership. Exceptions (requiring board approval only) include simple one-or two-day events involving little or no technical assistance, no ticket selling, etc. Examples of the latter would be meetings, workshops, or free performances.

VLT CONFLICT OF INTEREST POLICY

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

1. Duty of Loyalty

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

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

2. Conflict of Interest

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

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

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

3. Dealing with Conflict of Interest

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

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

Annual Disclosure Statement

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

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

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

ANNUAL CONFLICT OF INTEREST DISCLOSURE STATEMENT

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

Direct Transactions

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

Relationships

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

Gifts or Favors

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

Other Circumstances

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

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

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

Signature _____ Date _____

Print name _____

VLT Position _____

VLT ANNUAL CALENDAR OF ACTIONS

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

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

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

PAST PRESIDENTS OF THE VERY LITTLE THEATRE

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

BOARD POSITIONS

THE PRESIDENT

1. The President 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.

BOARD POSITIONS

- B. The Vice-President or a committee member shall attend all work parties and set strikes to which applicants have been invited in order to welcome and introduce applicants to VLT members and other applicants. Make membership applications available to participants during the run of a show. Membership guidelines will be attached to the application for membership.
 - C. Report to the Board of Directors the names of new applicants and the status of previous applicants. The Vice-President shall report to the Board when an applicant has completed membership guidelines before inviting the applicant to submit a letter requesting membership.
 - D. Invite applicants who have completed membership requirements to write a letter to the Board of Directors asking for membership.
 - a) Read such letters aloud at the next general meeting.
 - b) Present the letters to the Board for their action at the regularly scheduled Board meeting following the general meeting at which the letter was read.
 - c) Inform the applicants of their election to membership, dues payment requirements and of their privileges and responsibilities as members.
 - d) 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.

BOARD POSITIONS

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

THE SECRETARY

1. The Secretary shall attend and take minutes of all membership and Board meetings. Transcripts shall be made with one copy retained in a permanent minutes book and a copy given to the President, Treasurer, and Newsletter Editor before the next regular meeting of either the general membership or the Board.
2. Copies of the Board meeting minutes shall be distributed to board members before the next general meeting.
3. The Secretary should remind Board members of date, time, and location of Board meetings.
4. 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.

BOARD POSITIONS

4. The Treasurer shall provide information for and/or attend the combined budget and production meeting for each show; information to include typical production costs and pro-rated expenses to be apportioned to each production.
5. The Treasurer shall accept dues, provide Vice-President with 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.

BOARD POSITIONS

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

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

BOARD POSITIONS

THE PRODUCTION BUDGET

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

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

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

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

Fixed expenses include:

- 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.

BOARD POSITIONS

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.

BOARD POSITIONS

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.

BOARD POSITIONS

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.

BOARD POSITIONS

THE FACILITIES MANAGER

- 1) The Facilities Manager is responsible for the maintenance of the inside and the outside of the theatre building and grounds. The Facilities Manager is authorized to charge VLT accounts, or to be reimbursed, for maintenance expenses. The Facilities Manager may organize facility “work parties.” The Facilities Manager’s responsibilities include:
 - a) Routine maintenance and minor repairs.
 - b) Replacing light bulbs and checking safety lights as needed.
 - c) Making arrangements annually, or as needed, for professional carpet cleaning.
 - d) Maintaining plumbing (calling plumbers or sewer cleaning services as needed).
 - e) 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.

BOARD POSITIONS

- 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

BOARD POSITIONS

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)

BOARD POSITIONS

(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.

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 _____

BUILDING SECURITY CHECKLIST

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

- 1) Lock and securely shut all exit doors. Please check every outside door:
 - a) Outer and inner front main doors.
 - b) Two exit doors from Stage Left.
 - c) Stage Left hallway door (north exit).
 - d) Two exit doors from the dressing rooms.
 - e) Costume room exterior door.
 - f) Green Room door to crosswalk.
 - g) Shop area double doors to crosswalk
 - h) Shop area door next to the dumpster.
 - i) South exit from auditorium.
- 2) Check all 6 thermostats (stage, Green Room, Stage Left, two in the main auditorium, Lobby). To activate: push the "3 hr Occupied" button.

Do not push other buttons. Before leaving, push the "Cont. Unoc." (continuously unoccupied) button on all thermostats.

- 3) Ceiling fans in the auditorium and Stage Left: leave on in winter; leave off in summer. Auditorium fan switch is at the south end of the lobby above the electrical panels. Stage Left fan switch is at the top of the lights cabinet in the loft.
- 4) Turn off all lights and appliance switches in the kitchen. Unplug all all coffee makers.
- 5) Turn off all dressing room lights. Unplug all curling irons. Turn off the exterior light outside the women's dressing room off (switch is high on wall inside).
- 6) Turn off all lights and appliances in the Green Room. Turn off the crosswalk light switch (next to door from Green Room).
- 7) Turn off all lights in the Costume Room and unplug irons. Lock the exterior door and the door from the Green Room.
- 8) Turn off all lights in Stage Left, the Stage Left hallway light, Stage Left hallway rest room lights and fans and the light in the corridor to the Green Room.
- 9) Turn off all lobby lights. These include the track lights (switch by door to the Stage Left hallway), the display case (unplug), main lobby lights (switch by the front doors), hallway lights (switch opposite women's restroom) and the bullet-shaped wall lights (switch by the south entry to the auditorium). There is a single safety light that will remain on in the lobby near the front doors.
- 10) Turn off the front lobby restroom lights.
- 11) Turn off all lights in the auditorium, main stage and shop area. Turn off the shop-side crosswalk light (switch to the right of the double doors). The stage ghost light remains on (switch at the stage manager's station at stage left location has a switch that toggles between the light over the Stage Manager's desk and the ghost light. There is a single utility safety light that remains on in the auditorium.
- 12) Turn off the Box Office lights. Lock the Box Office door.
- 13) Lock the front doors (inner double doors and outer double doors) make sure they are securely shut. Turn off the outer lobby light (on east wall, above and to the north of the doors). Turn off exterior spotlights (switch is outside, high and to left (south) of the front doors).
- 14) Report any unusual circumstances to the House Manager.

ELECTRICAL

MAIN BREAKERS AND FUSED DISCONNECTS

There are two MAIN breakers and three fused MAIN disconnect switches located below the stairs in the southeast corner of the shop basement.

On the south wall, the left MAIN breaker provides all the 120 v power for the building, excluding the Stage Left addition. Subpanels that this MAIN breaker feeds include the panel in the lobby near the former box office door, all electrical equipment in the southwest corner of the lobby, and the panel on the west wall of the utility room (old boiler room). It also feeds a small breaker box on the basement south wall, to the right of the two MAIN breakers. This small breaker box controls the power receptacles on the leg of the bench under the radial arm saw in the shop.

The right MAIN breaker on the south basement wall controls the power to the 240 v panel on the south wall of the utility room.

On the east wall of the basement, next to the breakers described above, are three fused disconnects. These control three 120/208 v 3-phase power panels. From left to right, the panels controlled by the fused disconnects are: the main stage lighting control panel (in the light loft), the panel in the corridor between the Green Room and the Stage Left hallway, and the panel on the south wall of the Stage Left loft.

SUBPANELS

1. Utility Room (west wall)
 - A. Work lights (front and back of stage)
 - B. Utility room light
 - C. Green Room lights and power receptacles
 - D. Power in both dressing rooms
 - E. Power in Costume Room
 - F. Shop and shop basement lights
2. Utility Room (south wall)
 - A. Hot water heater for dressing rooms (located in Utility Room)
 - B. HVAC for Green Room, dressing rooms, and Costume Room
 - C. HVAC for main stage and shop areas
 - D. Outside security lights
3. Light Loft (Inside large panel on east wall)
 - A. Base plugs for loft and lobby
 - B. Theatre utility lights
 - C. Lobby heater fan
 - D. Lobby lights
 - E. Display board lights
 - F. Old box office, restrooms and outside spots on east wall of building
 - G. Costume room
 - H. Costume room wall outlets
4. Lobby (southwest corner)
 - A. Utility room subpanel (north wall)
 - B. Auditorium ceiling fans
 - C. Box office subpanel
5. Lobby (east wall near restrooms)
 - A. Exit lights (auditorium and lobby)
 - B. Lobby restroom lights and hot water heaters

6. Corridor from Green Room to Stage Left hallway
 - A. All power to Stage Left addition, except stage light dimming system
7. Stage Left loft
 - A. Stage Left stage light dimming system
 - B. Stage Left loft lights and receptacles
 - C. HVAC units for auditorium (north and south walls)
 - D. HVAC unit for lobby and lobby rest rooms

HEATING VENTILATING AND AIR CONDITIONING (HVAC)

There are six HVAC units:

1. Auditorium south wall (5 ton), located on lobby roof.
2. Auditorium north wall and corridor (7.5 ton), located on lobby roof.
3. Lobby and front rest rooms (3 ton), located on lobby roof.
4. Main stage and shop (3 ton), located underneath the main stage.
5. Green Room, dressing rooms, Costume Room (3 ton), located in back yard.
6. Stage Left (5 ton), located on roof above dressing rooms.

All six units heat with natural gas and cool with electricity. The main gas shut-off valve and meter is located on the outside west wall of the Costume Room. There are individual gas and electric shut-off valves at each HVAC unit.

The main stage HVAC unit is a split system. Its air circulating and heating unit are located under the stage, and its cooling unit (compressor/condenser) is located on a concrete pad in the back yard. The electrical circuit breaker for this unit is located in the 240 v panel on the south wall of the utility room.

THERMOSTATS

The thermostats that operate the HVAC units are in the following locations (listed in order of the HVAC units listed above):

1. South wall of auditorium (on barrel arch near the stage).
2. North wall of auditorium (on barrel arch near the stage).
3. Outside Box Office
4. Main stage at stage right (on barrel arch near shop area).
5. North wall of Green Room.
6. West wall of Stage Left.

All six thermostats are identical. They have “occupied” and “unoccupied” settings. The unoccupied settings allow the building to be maintained outside of the comfort zone — colder in winter and warmer in summer — when the building is unoccupied. The unoccupied settings are used to save energy and reduce operating costs.

The thermostats are programmed to maintain comfort levels in the Green Room and the lobby for a certain period each day. During programmed “occupied” times, the displays on the thermostats serving these two areas will automatically indicate “Occupied.” The programmed time and temperature settings should be changed only by the House Manager or Technical Director.

GENERAL OPERATION

For building use at times other than programmed occupied times, a VLT member may activate the HVAC unit in any theater area by pressing the button on the right side of the thermostat panel that is labeled “3 hr Occupied.” Pressing this button overrides any programmed time settings and activates the HVAC unit (heating or cooling).

Please do not adjust the temperature settings (only the House Manager or Technical Director should change temperature settings). Remember that it will take a period of time for the HVAC system to adjust the temperature in the area into the comfort zone.

Pressing the 3 hr Occupied button again (after it has been activated) cancels the 3 hr Occupied mode and the system reverts to programmed time settings. The VLT member responsible for activating the 3 hr occupied mode on any thermostat should press the button again if the building area is used for less than three hours. For most purposes, a three hour occupied period is sufficient, but if the area is in use for a longer period, press the 3 hr Occupied button again (after the initial three hour period has elapsed) to reactivate the occupied mode.

AUDITORIUM — SPECIAL CONSIDERATIONS

To maintain comfort in the auditorium when there is an audience, the HVAC system must supply two things: temperature within the comfort zone and fresh air. At the same time, we wish to avoid blowing cool air on the audience. Accomplishing these objectives requires special operating considerations.

Cool air is heavier than warm air. Cool air sinks and displaces warm air (pushing it up). The auditorium HVAC units supply air through air registers located approximately 10 feet above the floor, along both the north and south walls of the auditorium. When the HVAC system is supplying heat, if the warm air is not blown down from these registers, it will not reach the audience. It will remain at and above the level of the registers. The audience will feel cold. Aside from the need for heat, there is also the need for fresh air. The HVAC units are supplying fresh air to the building whenever their fans are running.

During the heating season, the system is set (by the Technical Director) so that the north unit supplies heat. The registers along the north wall are directed downward. The unit's fan runs only while the unit is supplying heat. By contrast, the south unit is set so that its fan runs continuously (during the "occupied" mode) but does not usually supply heat. The registers along the south wall are directed upward. This unit supplies fresh air.

The audience itself is a source of heat. As the fresh air from the south unit sinks, it cools the air that has been warmed by the audience. If the cool air exceeds the heat generated by the audience, then the north unit will come on to supply the necessary additional heat to maintain a level of comfort. It will take a period of time for the HVAC system to adjust the temperature in response to an audience first entering the auditorium. Our ushers should be prepared to respond to audience complaints during this adjustment period; ushers should not make any adjustment to the temperature settings of the thermostats (but should inform the House Manager or Technical Director of persistent complaints so that system adjustments may be made).

AUDITORIUM — HVAC OPERATION DURING HEATING SYSTEM

Rehearsals: Use only the north unit. At the start of rehearsal, push the 3 hr Occupied button (top right). At the end of rehearsal, push the Continuous Unoccupied button (bottom right).

Performances: Push the 3 hr Occupied (top right) button on the north unit thermostat as soon as the cast and crew arrive. When the audience arrives (or approximately 45 minutes before curtain), push the 3 hr Occupied button on the south unit thermostat. When the show ends, push the Continuous Unoccupied buttons (bottom right) on both thermostats.

MAIN STAGE — HVAC OPERATION

When the stage lights are in use, the HVAC system may be used to counter the heating effects of those lights. When the thermostat is in the occupied mode, the unit's fan runs continuously, circulating cool air from the floor intake registers upstage right and left. The unit will supply heating or cooling, depending on the thermostat settings and the temperature at the thermostat (stage right). The supply air comes through three open ducts: one upstage of the Green Room door, one above the stage, just downstage of the main curtain, and one that comes through the floor and vents approximately 10' above the floor near the thermostat at stage right.

WATER HEATERS

There are two main domestic hot water heaters:

1. Stage Left loft — supplies hot water to the kitchen and the rest rooms on the Stage Left hallway.
2. Utility Room — supplies hot water to the dressing rooms and shop sink.

There are also point-of-use water heaters inside the sink cabinets of the two front lobby rest rooms.

WATER SUPPLY

Location of Main Service Shut-off Valve:

This valve is located in the lawn near the Hilyard Street curb, just north of the east-west walkway in front of the main entrance to the building. Lift the metal lid marked "Water Meter." You will see two meters and two shut-off valves. You must reach to the east of these units to reach a large (approximately 5" diameter) rusty valve wheel. This valve shuts off the water service to the building.

FIRE SAFETY, EXIT, AND EMERGENCY LIGHTING

FIRE EXTINGUISHER LOCATIONS:

STAGE

1. To the right of the double exterior doors in the shop area.
2. To the left of the single exterior door on the east wall of the shop.
3. To the right of the single door that leads to the Green Room & Stage.
4. On shelf by Stage Manager's Desk

COSTUME ROOM

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

LOBBY

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

KITCHEN

7. To the left of the stove

LIGHT LOFT

8. On wall to the left of the door to the stairway

EXIT LIGHTS MAIN PART OF BUILDING ARE CONTROLLED BY HAND

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

EMERGENCY LIGHTING

If there is a power outage during a performance that blacks out the stage and the house, the person running lights for the show should switch on the emergency switch which "glows" directly below the large panel on the east wall of the light loft. This switch controls an emergency light in the auditorium, one backstage and one in the box office.

Emergency lights located on the face of the light loft and above the Stage Manager's station, downstage left should come on automatically.

FIRE SPRINKLER SYSTEM

The Fire Sprinkler System automatically activates in an emergency. Stand pipe and central controls are located in closet outside Northwest corner of building (attached to Costume Shop).

The Fire Monitoring System is located in the corridor between the Green Room and Stage Left. It is monitored by a remote monitoring service via a telephone line. It monitors all of the sprinkler heads and the water flow. If the fire sprinkler system activates in an emergency, the monitoring service will call the Eugene Fire Department.

LOCATION OF SECURITY LIGHT SWITCHES

EXTERIOR

East Side of Building

1. Flood lights mounted on building:
Switch is mounted about 6 feet high outside, just south of the outer pair of main entrance doors.
2. Overhead light in outer lobby:
Switch is mounted in the outer lobby on a post that is just north of the outer pair of entrance doors. Mounted about 6 feet from floor.

South Side of Building

1. Flood lights over exit door from auditorium:
These lights are on the same circuit as the interior exit lights which are controlled from a breaker switch in the lobby, just to the right of the coat rack. (See page entitled Circuit Breaker Locations, Items 3.D. & 4.A.)
2. Flood lights on south and east walls of shop are controlled by photo cells. Circuit breakers are in the utility room.

West Side of Building

1. Flood lights over double exit doors in backstage work area:
Switch just inside these doors in work area.
2. Light over single door exit from Green Room to yard or cross-over walkway:
Switch just inside this door on the Green Room wall.
3. Flood lights on shop wall and costume room wall are controlled by a photo cell. The circuit breakers are in the utility room.

North Side of Building (Stage Left)

1. Flood lights high on building and lights at all doors are on a solar switch:
These lights are on the same circuit and are controlled from a circuit breaker in the Stage Left panel. (See page 50 (Circuit Breaker Locations), Items 3.D. & 4.A.)

INTERIOR

Lobby Area

1. Lobby overhead lights: Switch is on the wall immediately inside entrance to the right.
2. Lobby spots lighting display boards on west wall:
Switch is one of a bank of two that is located on the South end of the lobby west wall.
3. Track lights switch is located in lobby on wall next to door to Stage Left.

4. Lobby strip lights which flood the east wall:
These fixtures are wired into the lobby overhead lighting circuit but each fixture has an on/off switch above the unit. These light fixtures need only to be on during a performance.
5. Narrow hallway to Green Room:
A small bulb in the ceiling fixture is wired into the exit light circuit. (See Circuit Breaker Locations)

Auditorium

1. House work light:
Switch is on of a bank of two that is located on the south end of the lobby west wall.

Backstage

1. South Work Area:
Main overhead light switch is located on east wall, just to the left of the exit door leading to the south parking lot.

Theatrical lighting storage loft light switch is just to the right of the double exit doors leading to backyard and covered cross-over walkway.
2. Basement:
Switch is on east wall, just to the north of the top of the stairway.
3. Understage storage and access to furnace blower:
Access through an opening at ground level on west wall of building (under cross-over walk).
Switch located just inside the door.
4. Stage Work Lights:
 - A. Double (luminous) switches on North wall of stage, to the east of the stage exit to Green Room.
 - B. Fluorescent light on batten at center of stage has two switches: one at exit door stage right, the other to the right of door leading to Green Room.
5. State Manager's Work Light:
When this switch is in the "off" position, it controls the ghost light which is mounted at the east end of the grip pin rail. (This is a safety light so that no one has to go out onto a completely dark stage.) If this light bulb burns out, it should be promptly replaced. Switch is located above the stage work light switches on north wall of stage.

Stage Left Area

1. Overhead fluorescent lights:
Switches are on the west and south walls immediately inside doors.
2. Office room lights: Switch on north wall.
3. Switch high on wall in exit corridor is control for outside lights.