

PROCEDURE MANUAL PATIO PLAYHOUSE COMMUNITY THEATER
TABLE OF CONTENTS

| | |
|---|--------------------------|
| Advisory Committee..... | page 1 |
| Angel Committee..... | page 1 |
| Annex Committee..... | page 1 |
| Artistic Manager..... | page 2 |
| Assistant Director..... | Production Packet |
| Auditions..... | Production Packet |
| Audition Forms..... | Production Packet |
| Audition Notices..... | page 3 |
| Awards Banquet..... | page 3 |
| Awards Coordinator/Judging Coordinator..... | page 4 |
| Backstage Committee..... | page 7 |
| Banquet Committee..... | page 8 |
| Board of Directors..... | page 8 |
| Box Office Committee..... | page 9 |
| Bylaws..... | Bylaws and page 10 |
| Closing Night/Strike Party..... | page 10 |
| Committees..... | page 11 |
| Community Outreach Coordinator..... | page 14 |
| Complimentary Tickets..... | page 15 |
| Concessions..... | page 15 |
| Costumes Coordinator..... | see Wardrobe Coordinator |
| Costume Designer..... | Production Packet |
| Costume Measurement Form..... | Production Packet |
| Director..... | Production Packet |
| Director Letter..... | Production Packet |
| Director On Duty..... | page 16 |
| Displays..... | page 18 |
| Donation forms..... | appendix V |
| Education Coordinator..... | see Youtheatre Chair |
| Elections..... | page 18 |
| Fund Raising Committee..... | page 19 |
| General Manager..... | page 19 |
| Historical Committee..... | page 20 |
| House Care Committee..... | page 20 |
| House Manager..... | page 21 |
| Judging..... | see Awards Coordinator |
| Judging Committee..... | page 21 |
| Keys..... | page 21 |
| Lighting Designer..... | Production Packet |
| Meetings..... | page 22 |
| Membership..... | page 22 |
| Membership Gala..... | page 22 |
| Membership / Volunteer Coordinator..... | page 23 |
| Newsletter..... | page 23 |
| Office Committee..... | page 23 |

PROCEDURE MANUAL PATIO PLAYHOUSE COMMUNITY THEATER
TABLE OF CONTENTS

| | |
|--|--|
| Performances..... | Production Packet |
| Photo call..... | Production Packet |
| Playreading Committee..... | page 24 |
| Play Selection..... | page 25 |
| Posters | page 26 |
| Program Biography Form..... | Production Packet |
| President..... | page 26 |
| Procedures Manual..... | page 26 |
| Production Balance Sheet..... | Production Packet |
| Production Budget..... | see Treasurer |
| Production Packet..... | see separate section |
| Production Strike..... | Production Packet |
| Program Advertising..... | page 27 |
| Program Creation..... | page 28 |
| Properties Coordinator..... | page 28 |
| Properties Manager for Production..... | Production Packet |
| Public Relations Coordinator..... | page 29 |
| Publicity Committee..... | page 29 |
| Publicity Deadlines | page 30 |
| Rental Contract..... | appendix VI |
| Rental Process..... | page 30 |
| Reservation Process..... | page 31 |
| Scholarship Committee..... | page 31 |
| Script Library..... | page 31 |
| Season..... | page 31 |
| Season Tickets | page 32 |
| Secretary..... | page 32 |
| Set Designer..... | Production Packet |
| Sound Designer..... | Production Packet |
| Special Effects Designer..... | Production Packet |
| Stage Manager..... | Production Packet |
| Strike Production..... | Production Strike in Production Packet |
| Technical Manager..... | page 34 |
| Theater Rules..... | Production Packet |
| Theater Schedule..... | page 34 |
| Treasurer..... | page 35 |
| Vice President 1 st | page 35 |
| Vice President 2 nd | page 36 |
| V.I.P. Night..... | page 36 |
| Volunteer Form..... | appendix VII |
| Wardrobe Coordinator..... | page 37 |
| Website Committee..... | page 37 |
| Youth Committee..... | page 37 |
| Youtheatre Chair..... | page 38 |