

# TERRACE LITTLE THEATRE SOCIETY

## POLICY AND PROCEDURE MANUAL

## How to Contact Us:

The Terrace Little Theatre Society is located at the McColl Playhouse  
at:

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## I. RENTAL OF COSTUMES/PROP PIECES

Policy: to outline the requirements for rental and/or lending of costumes, properties and technical equipment belonging to the Terrace Little Theatre Society (hereafter referred to as the TLT).

Procedure:

- A \$50.00 refundable deposit is required for the rental or lending of all costume pieces.
- Upon the return of the costume the deposit will be refunded.
- Refund will only be given if the costume has been cleaned and if damage incurred, repaired, the cost of which will be paid by the borrower/renter.
- Members of TLT will be allowed to borrow costumes at no fee (other than the deposit).
- Non-members of TLT will be charged \$25.00 rental plus a \$5.00 per week late fee.
- The term of lending or rental shall be determined at the time of transaction.
- A contract (see addendum) shall be completed and signed by the borrowing party and a representative of the TLT.
- Any shipping costs will be paid by the borrowing party (to and from).
- Props and equipment may be rented out on an individual basis providing a contract is completed and signed by both the borrowing party and a representative of the TLT.
- Arts groups who wish to borrow costumes/props/tech equipment will be dealt with on an individual basis and a contract shall be completed as above.
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## II. COMPLIMENTARY TICKETS

Policy: to determine to whom and when complimentary TLT production tickets shall be allocated.

Procedure:

- may be agreements with sponsors and partners
- Production team will be given a predetermined number of tickets for opening nights to dispense as they see fit, providing prior arrangements are made between the parties (producer and recipient).
- Production team to pre-arrange with the Executive prior to entering into any agreement.

### III. MEMBERSHIP

Policy: to outline the membership policy of the TLT.

Procedure:

- All individuals who volunteer for a given production, or are involved in any TLT program (i.e. Improv Group) will be required to buy a membership.
- should an individual or number of individuals will asked by the production team to fill a short or long term role during the rehearsal period, no membership will be required.
- Front of House opportunities shall be offered to members who have indicated this on their membership form prior to asking any other members.
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#### IV. AUDITION POLICY

Policy: to outline the policy of the TLT for the audition process of all plays/productions.

Procedure:

- Plays shall not be cast until open auditions are conducted unless prior arrangements have been made with the TLT executive.
- Exceptions may be granted based on individual play proposals which will be provided to the current Executive.

## V. AUTHORIZATION TO CHARGE ACCOUNTS

Policy: to outline the policy around charging goods and services with local vendors to the TLT.

Procedure:

- Executive members allowed to charge will be identified annually.
- Individual members of productions, who have been pre-authorized by the executive, will be allowed to charge for a specified time period.
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## VI. PLAY PROPOSAL POLICY

Policy: to outline the policy for soliciting and accepting play proposals.

Procedure:

- see addendum

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## VII. PRODUCTIONS/PROJECTS/PROGRAMS

Policy: to ensure that all productions/projects and programs of the TLT proceed in a timely manner and on a predetermined schedule.

Procedure:

- see addendums
  - Golf Scramble
  - Dinner Theatre schedule
  - Summer Drama Days schedule

## VIII. ADVERTISING

Policy: to outline the requirements of the TLT regarding advertising via print and radio/TV.

Procedure:

- An annual review of all TLT advertising will be held by the current executive by the end of September.
- Program production will be coordinated by the advertising chair.
- Outline of play program:
  - attached

## IX. UNIGLOBE/TICKETING

Policy: to outline the method in which the TLT handles its business with Uniglobe regarding ticketing.

Procedure:

- An annual review of the contract between TLT and Uniglobe will take place before the end of September.
- non-TLT events will be as follows:
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## X. THEATRE MANAGEMENT POLICY

Policy: to outline the requirements of the TLT with regards to the management of the McColl Playhouse, the warehouse and all its individual areas.

Procedure:

At the beginning of each new term, the Executive will determine and assign duties for each portfolio, which will include but not be limited to:

- Green Room/Bar:
- Keys:
- Alarms:
- Garbage contracts:
- Accounting:
- Minute Book:
- Book of Motions:
- Secretary:

## XI. AWARDS/RECOGNITION POLICY

Policy: to determine the awards and/or recognition the TLT will dispense.

Procedure:

- A Members Appreciation Night will be held annually each fall.
- Membership discount cards will be available only at this event. A laminated card will be given, which will entitle the member to a \$5.00 discount on that season's shows. There will be a limit of 2 discounted tickets allowed per show. Special member discount forms will only be available from Executive members between September 1 and September 30 of each year.
- Past President's Social will immediately follow the AGM.
- Volunteers will be recognized each year and a notice to this effect will be placed in the local paper. It is understood that these volunteers will be those who have gone above and beyond what is typically required and expected of those involved in TLT productions/programs. Awards which may be given: Past President award and Volunteer of the Year (to be chosen by the Executive)
- A certificate will be printed and given to each of those recognized each year.
- Life Membership: to be determined as a long term member who has been reasonably active during that time and has been chosen by a committee. Life members will be exempt from membership fees. Life members may be recognized posthumously.

## XII. SKEENA ZONE FESTIVAL

Policy: to outline the conditions which the TLT will support and assist in the annual Skeena Zone Festival.

Procedure:

- The TLT Board will support an entry into the Skeena Zone Festival.
- The Executive will not be responsible for ensuring an entry from Terrace is entered into the festival. This is to say that the Board will support but will not initiate an entry into the festival.
- The Executive will not financially contribute to the festival unless agreed upon by that year's executive.

### XIII. BOARD DIRECTORS

Policy: to name the Directors of the Board of the Society and describe their duties and responsibilities.

Procedure:

The Board of Directors shall consist of the following positions:

- Chair
- Vice Chair
- Treasurer
- Secretary
- Director(s) at large in charge of the following committees:
  - Ticketing
  - Makeup
  - Costume Room
  - Bar
  - Promotions and Advertising
  - Summer Drama Days
  - Building and Maintenance
  - Arts Council
  - Website and Calendar
  - Membership and Development
  - Library/Archives
  - Technical
  - Fundraising
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The duties and responsibilities of each Director are attached as appendices i through ixix.