

Production Policy Manual

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Owosso Community Players Policy Manual

Each of the following production team members will be loaned a copy of this manual A \$10 check deposit is required. Check will be returned upon returning manual and loaned keys. Copy and fill out form (pg 3 of this manual) and attach a check for \$10 from each of the following made out to OCP, and give to Producer. Producer will turn this into the Treasurer until it is time to reimburse everyone.

- Director
- Producer
- Vocal / orchestral director
- Costume chair
- Stage Manager/crew
- Sound designer/operator
- Lighting designer/operator
- Set designer/crew
- Properties chair/crew

These Team members may already have a permanent copy of polices

- House manager
- Program designer
- Publicity liaison
- Box office liaison

After collecting all keys and manuals and refunding the deposits return all manuals and keys and master key to lock box to Development Directors office.

Keys will be stored in a lock box. The Producer will have the master key.

Adopted June 2004

¹This handbook is included in part for reference to the duties of the House Manager – Complete House Manager Hand Book available from Chair