

## 44. Policy on Special Projects

**Definition.** A special project shall be any event or program on behalf of the Lebowsky Center, the Owosso Community Players, or Community Organizations (other than the usual scheduled and budgeted OCP productions).

Of particular concern are such events that would put "at risk" the name or reputation of The Owosso Players or The Lebowsky Center or its assets or property in excess of \$250.00. Included within this definition are fund raising events and projects in support or in cooperation with, other organizations.

**Fund Raising Events.** Fund raising events may include, but not be limited to:

1. Special shows and concerts
2. Raffles and auctions.
3. Social events (parties)
4. Special Sales (OCP properties, purchases, items, etc.)
5. Solicitations for donations of cash or other.
6. Unusual rental situations.

**Cooperative or Supportive Projects.** These include projects with

1. Schools
2. Churches (be careful of impairment of 401(c)(3) status with these)
3. Governmental Bodies
4. Other Theatrical or Artistic Organizations such as CTAM, The Shiawassee Arts Council

## OCP SPECIAL PROJECTS PROPOSAL FORM

9-17-00 revised 6-18-02

Submitted by		Date
Name of Project		
Brief Description of Project		
Project Goals or Purpose of Project		
Leader of Project and Key People Involved		
OCP Resources Requested:	Facility (yes/no)	Personnel (yes/no)
Properties and Equipment Requested (describe)		
Financial: Will You Be Using OCP Funds (If So, Detail)		
Scheduling: List Dates and Times Facility Is Requested		
Legal or Insurance Ramifications:		
Personnel Commitments and Overlap with Other OCP Events		
Your Total Budget	Expense: Please attach itemized estimated breakdown	Revenue: attach estimated revenue report showing expected ticket (event) sales, concession sales, sponsorship revenue, or other revenue.

**use attachments if necessary**