

Theatre West Policies

1. Excluding royalty costs, Tuesday program directors will be given a budget of \$250 for production costs only. Before checks are written, the director and/or Program Chair will present receipts to the Board Treasurer. (Rev. August 13, 2024)
2. Trained members only will be allowed in the Sound Booth. Training will be given by the Production Coordinator of Theatre West. (Rev. August 13, 2024)
3. Theatre West may host a cast party to celebrate the completion of main stage performances. Theatre West will provide up to \$1,000 for cast members and crew. Additional attendees will be charged the cost for a meal or that which is deemed appropriate by the Producer. Cast parties for Tuesday skits are not included. (Rev. August 13, 2024)
4. Playbills for main stage plays and musicals will be available for distribution. All playbills will be submitted to the Publicity Committee Chair to check for continuity.
5. Theatre West members may be reimbursed for business travel outside Sun City West at the current rate defined by the IRS. Expense reports and receipts are required to be submitted to the Board Treasurer. (February 14, 2023)
6. Mileage expense will be charged to the related play or musical. Personal travel will not be reimbursed. (February 14, 2023)
7. Deleted (August 13, 2024)
8. Play Scripts may not be modified in any way unless written consent from the publisher is received by the Board President or Treasurer. Further, written permission must also be on file before any play may be videoed. (Rev. October 08, 2024)
9. A main stage play budget shall be created by the producer of the play. The budget for a main stage play shall not exceed \$8,000 and \$15,000 for a musical. If the budget will exceed those amounts, approval must be secured from the Board of Directors. The budget amounts do not include licensing/royalty fees. (Rev.) October 08, 2024
10. All plays submitted to the board shall have a preliminary budget attached. If the play is selected/approved, the producer will have 30 days to submit a final budget.

- a. All expenses for plays/musicals must be approved by the producer before submitting to the board treasurer.
 - b. The Theatre West Board of Directors is responsible for ordering and purchasing all play/musical licenses.
11. Use of Theatre West member roster for soliciting members in any way is strictly forbidden. Examples: campaign votes, to promote a personal business (April 11, 2023)
12. The producer of a main stage play or musical must be a board member. (November 14, 2023)
13. Deleted (August 13, 2024)
14. All Tuesday performances (skits only) must be published works. (November 14, 2023)

ALL POLICIES WILL BE REVIEWED YEARLY.