

# Tahlequah Community Playhouse

## Policy and Procedures Manual

January 2025

### A. Introduction

1. The Bylaws require that the president appoint an ad hoc committee each year to conduct an annual review of this Policy and Procedures Manual (PPM).
2. The PPM Review Committee will recommend changes, if any are needed, by presenting them to the Board of Directors at a regular monthly Board Meeting. At the next regular monthly Board Meeting, the Board of Directors will vote on whether to adopt the recommended changes.
3. The PPM Review Committee may make multiple recommendations for changes over the course of a fiscal year.

B. The president shall have a discretionary fund of up to \$250 to allocate for use without board approval for incidental expenses necessary for the efficient operation of the organization.

C. Standing committees shall consist of the following committees.

#### 1. Membership Committee

- a. The Membership Committee shall maintain an up-to-date list of all active members and shall be prepared, in conjunction with the secretary, to call roll and record votes in the event of a standing vote.
- b. The Vice-President/President Elect shall serve as the chair of the Membership Committee and shall appoint two (2) additional members.
- c. The Vice-President/President Elect, as chair of the membership committee shall be provided with access to the official and complete membership list and shall have the ability to compose and send emails to membership.
- d. The Membership Committee shall develop and implement an annual membership drive, to be launched before the first play.
- e. The Membership Committee shall develop and submit a proposed budget to the Budget Committee.
- f. The Membership Committee shall submit a written report to the membership at the Semi-Annual Membership Meeting.

2. Budget Committee

- a. The Budget Committee shall develop an annual written budget to be submitted to the April Board of Directors meeting and then emailed out to the membership within 48 hours. The budget is subject to approval by the Membership at the May Annual Membership Meeting.
- b. The Treasurer shall serve as the chair of the Budget Committee. Additional members of the Budget Committee shall be made up of the chairs of the Standing Committees.
- c. The Budget Committee shall meet periodically to review the current budget status and recommendations for any changes.

3. Publicity Committee

- a. The Publicity Committee, in conjunction with the Administrative Support Contractor, shall arrange all publicity for the corporation by notifying local entities, such as the Chambers of Commerce, local area newspapers and radio stations, as well as posting notices on social media and electronic media.
- b. The Publicity Committee performs the function of the historian for TCP.
- c. The Publicity Committee, in conjunction with the Administrative Support Contractor, shall arrange for the development, production, and distribution of all publicity releases, flyers, posters, programs, and other media for each production of the corporation.
- d. The Publicity Committee shall submit to the Budget Committee a publicity budget for each production in cooperation with the director(s) and shall make a final report to the treasurer and membership at the budget meeting following each production.

4. Box Office Committee

- a. The Box Office Committee, in conjunction with the Administrative Support Contractor, shall keep a contact list of all patrons who attend performances, including walk-ins and their contact information.
- b. The Box Office Committee members shall serve as Box Office personnel, selling tickets at each performance and keeping a detailed account of money received and total attendance. Two people, one of whom should be a Box Office Committee members shall serve as the Box Office at each performance and shall verify the detailed accounting of money received and total attendance.

- c. The Box Office Committee shall make a final financial and attendance report to the treasurer and membership following each production.
  - d. The Box Office Committee will recruit volunteers to set up, serve, and clean up the front of the house at all performances..
5. Social Committee
- a. The Social Committee shall be responsible for organizing all social events of the corporation, with the exception of cast parties. These events shall include, but are not limited to the following: the Annual Erwin Awards Banquet, holiday celebrations, and participation in local, state, and national events pertinent to the purpose of the corporation.
  - b. The Social Committee is responsible for informing the membership when and where such events take place.
6. Play Reading Committee
- a. The Play Reading Committee shall consist of a minimum of five (5) members including two (2) past directors and at least two (2) additional members.
  - b. The Play Reading Committee will be formed prior to or at the January meeting.
  - c. The Play Reading Committee will consider all suggested plays and present a slate of plays to the membership via email after the October meeting to be voted on at the November Semi-Annual Membership meeting. The slate shall consist of up to six (6) plays and two (2) musicals with a synopsis of each.
  - d. At the November Semi-Annual Membership Meeting, the membership shall select three (3) plays and one (1) musical to be presented in the next season. Voting for the next season's plays shall be done by rank order voting. Tie votes will be resolved by a tie-breaker vote of those members present.
  - e. Other productions, such as fundraisers, celebrations, TCP After Dark events, and educational programs that involve scripted plays do not have to be processed and recommended by the Play Reading Committee, but can be proposed and presented by an individual or a committee.
7. Nominating Committee
- a. The Nominating Committee shall meet and nominate one or more persons for each open Board of Director position.

- b. The President shall appoint a Nominating Committee consisting of at least five (5) members at the January Board Meeting. Committee members will consist of the following: the current Vice President/President Elect, who will serve as chair; two (2) active members not serving on the Board of Directors; and up to two (2) members who are current Board members, with the exception of the current President. The President is restricted from serving on this committee.
- c. The Nominating Committee will present the recommended slate of candidates for new Board of Directors members at the April Meeting. The slate will be emailed to general membership after the April meeting. All nominations shall be presented again at the May Annual Membership Meeting to be voted on.

8. Website Committee

- a. The Website Committee shall maintain the organization's website, including online ticket sales processes, production information, and the current versions of the Bylaws and Policy and Procedure Manual.
- b. The Website Committee shall consider input from members and the Board of Directors regarding additions, deletions, and corrections to the website.

9. Fundraising Committee

- a. The Fundraising Committee shall host appropriate events in response to general and specific needs of the organization to meet its mission.
- b. The Fundraising Committee will appoint project chairs to carry out fundraising events.
- c. The Fundraising Committee shall submit a report of revenue and expenses for each fundraising event to the Treasurer and membership after each event.

10. Educational Outreach Committee

- a. The Educational Outreach Committee will bring educational opportunities to members of the community.
- b. The Educational Outreach Committee will appoint chairs to carry out Educational Outreach activities.

11. Penguin Project Committee

- a. The Penguin Project Committee will select a play, choose a director, and assist with fundraising and publicity for the upcoming production. Play suggestions may come from outside of the committee.
- b. The Penguin Project Committee will include representatives from the following groups: TCP Board of Directors, past and/or current Penguin Project team members, Penguin Project parents, Penguin Project artists/mentors, and other interested parties. The director selected for the upcoming production shall be a member of the Penguin Project Committee.
- c. The Penguin Project Committee will assist the director in locating resources and/or identifying potential team members for the upcoming production.
- d. The Penguin Project Committee will assist the director and/or production coordinator in filing final reports and/or payment requests for the Penguin Project Foundation.

#### D. Operating Procedures

##### 1. Show Crews

- a. The crew for each show will be selected by each show's director.
- b. Show crews may consist of some or all of the following, at the director's discretion:
  - i. Co-/Assistant Director;
  - ii. Musical Director;
  - iii. Choreographer;
  - iv. Set Designer(s);
  - v. Hair Designer;
  - vi. Make-up Designer;
  - vii. Costume Designer;
  - viii. Sound Designer;
  - ix. Lighting Designer;
  - x. Prop Designer;
  - xi. Stage Manager; and
  - xii. Back Stage Crew.
- c. Duties and responsibilities of the director and crew members are included here as Appendix A [Still in development].

##### 2. Auditions

- a. Auditions for the next play are typically held approximately two (2) months before the opening of the play, depending on the actual calendar. Auditions for musicals

are often held earlier. The dates and location of auditions are ultimately at the discretion of the director.

- b. Auditions are open to TCP members and the general public. Cold readings from the script and singing may be required of persons auditioning. Rehearsals usually start when the majority of the cast is determined.
- c. Scripts for musicals may be rented/returnable to the publisher and thus are only on loan to cast members. Scripts for non-musicals are provided to cast members at no cost.

### 3. Reimbursements

- a. Reimbursement requests should be submitted within thirty (30) days of the closing of the show. Reimbursement requests submitted more than thirty (30) days after the show closes may be rejected.
- b. All requests for reimbursement must be accompanied by receipts and an Expense Request Form, which can be found on the TCP website (<https://tcpok.com/wp-content/uploads/2022/09/Expense-Reimbursement-Playhouse-2022.pdf>). Completed forms, with receipts attached, must be approved by the play's director, the treasurer, or the Season Manager.

### 4. Disposal of Properties

- a. Properties (props, set pieces, sound and lighting equipment, and costumes) that are deemed to be surplus, no longer needed, incompatible with current technology, or damaged/defective may be disposed of by authorization of any Board member, officer, or the Season Manager.
- b. No property may be disposed of before an announcement is made at a Board or Membership meeting describing the property to be disposed and waiting 14 days for any Board member, officer, or member to object.
- c. Properties to be disposed of may not be offered for sale unless the proceeds of the sale are turned over to the Treasurer for deposit into the appropriate account at the Treasurer's sole discretion.

### 5. Purchasing

[Still in development.]

### 6. Administrative Support Contractor

[Still in development.]

## 7. Erwin Awards

- a. Directors are expected to nominate cast and crew members for relevant awards, the list of which can be found on the Erwin Awards Rules and Regulations which are included here as Appendix B.
- b. Deadline for nominations is the Friday after each show closes.
- c. In the event a director fails to submit timely award nominations, the Season Manager may initiate the alternate award nomination process through which the assistant or co-director, the stage manager, or the cast as a whole may submit award nominations.