

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 Treasurer (rev. August 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 2024)
3. Theatre West may host a cast party to celebrate the completion of main stage plays. Theatre West will provide up to \$1000 for cast members and crew. Additional attendees will be charged the cost of the meal or what is deemed appropriate by the Producer. Cast parties for Tuesday skits are not included. (rev. August 2024)
4. Playbills for main stage plays and musicals will be available for distribution. All playbills will be submitted to the Publicity committee to check for continuity.
5. Theatre West members may be reimbursed for business travel outside Sun City West at the current IRS rate. Expense reports and receipts are required to be submitted to the Treasurer. (rev. February 2023)
6. Mileage expense will be charged to the related play or musical. Personal travel will not be reimbursed. (rev. February 2023)
7. Play scripts may NOT be modified in any way unless written consent from the publisher is received by the President or Treasurer. Further, written permission must also be on file before any play may be videoed. (rev. October 2004)
8. Main stage play budget shall be created by the producer of the play. The budget for a main stage play shall NOT exceed \$8000 and \$15000 for a musical. If the budget will exceed these amounts, approval must be secured from the Board. Budget amounts DO NOT include licensing/royalty fees. (rev. October 2024)
9. All plays submitted to the board shall have a preliminary budget attached. If the play is selected, 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 Treasurer.
 - b. The board (Treasurer) is responsible for ordering and purchasing all licenses.
10. Use of Theatre West membership roster for soliciting members in any way is strictly forbidden. Examples: campaign votes, to promote a personal business. (rev. April 2023)
11. The producer of a main stage play or musical may be ANY member. (rev. October 2025)
12. Tuesday skit performances can be either published or non published works and will be approved by the board. (rev. October 2025)

ALL POLICIES WILL BE REVIEWED YEARLY