

## Williamsburg Players, Inc. Policy and Procedures Manual

Title: Box Office		Number:
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Date	Change Summary	
3/31/98	Initial inclusion into P&P Manual	

(Note, policies are statements or rules, procedures are methods or courses of action.)

1. Objectives or Purpose:

Management of the box office and reservations.

2. Policies or Procedures:

Specifics:

1. Reservations for a show may be made starting 10 days prior to opening of the effected show.