

Williamsburg Players, Inc. Policy and Procedures Manual

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3/31/98	Initial inclusion in P&P Manual	

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

1. Objectives or Purpose:

To control routine and annual costs of productions.

2. Policies or Procedures:

A. The budget for a show is managed by the Producer of the show.

B. The Board will establish a budget for the Producer of each show to work within when the General Annual Budget is established. Producers who require additional funds will go to the “private sector” for additional funding. Established by the Board on October 21, 1992.

C. In March 1991, discussion was held and it was decided not to increase the show budgets to pay for set construction crew lunch.

D. The Producer’s Budget will be responsible for any item not provided by the Board or Production Department, ref. Production Manual. In general the items included in the Producer’s budget are:

1. Paint over 1 can of black and five cans of white.
2. Muslin over 100 sq. yards
3. Advertising including Press Releases and Audition Notices. (Rev. July 98 Board Mtg)
4. Set dressing, props, carpeting,
5. Costuming
6. Set construction supplies if not in stock
7. Audio visual supplies if not in stock (light supplies, tapes, etc)
8. Any head shots or photos beyond initial head shots.

E. Any specific item of equipment not provided by the theater can be rented, bought, or otherwise acquired within the budget of the show. Producers can make application to the Vice President of Production for funds for special equipment, although the Vice President is under no obligation to provide funds or equipment in this request. Producers may ask the Board for additional funds, although the Board is under no obligation to provide funds as a result of the request.