

## Williamsburg Players, Inc. Policy and Procedures Manual

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

### 1. Objectives or Purpose:

Photo Head Shots are taken for the purpose of placing photos on the Production show board for each production. Over the years there have been questions as to why take, when take, and who takes photo head shots. This specifies all of those issues.

### 2. Policies or Procedures:

- A. Head shots are the responsibility of the Producers budget.
- B. The photographer is at the discretion of the Producer.
- C. Alternate, or additional head shots may be taken at the expense of the individual actors.
- D. Head shots can be either color or black and white, depending on the producer and directors requirements (as of Board meeting May 1992).
- E. Head shots paid for by either the Producer's budget or by the Board's allocated General Production budget will be and remain the property of the Williamsburg Players, Inc.