

Williamsburg Players, Inc. Policy and Procedures Manual

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(Note, policies are statements or rules, procedures are methods or courses of action. The vertical line in the margin denotes last revision.)

1. **General:** In that The Williamsburg Players (WP) is recognized as a community resource, there may be occasions when WP will attract the attention of various print or electronic media representatives. While a free exchange of individual ideas is encouraged, it is essential that specific individuals be identified to speak as “the voice of the WP” should that become necessary.

2. **Policy:** It is the policy of the WP Board of Directors that the President be designated as the media representative when that “official voice” is required. Thus, no other individual, member or Board member, shall take it upon themselves to be that spokesperson, and will instead defer all questions to the President.

In the event the President is unavailable for more than 12 hours, the Director, Production is designated the alternative spokesperson.