

## Williamsburg Players, Inc. Policy and Procedures Manual

Title: Patrons Party		Number:	
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Date	Change Summary (vertical bar indicates most recent revision)		
6/16/98	Initial inclusion in P&P Manual		
7/15/03	Revised to conform with present operational procedure		

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

### 1. Objectives or Purpose:

The patron's party is designed to be a celebration for another opening and something special for those patrons who enjoy meeting the cast and crew on the first night. In our earlier history, the first night was predominantly our patrons. That is less true today.

### 2. Policies or Procedures:

#### A. Summary:

The party has had several forms and been the job of different department heads. It is a job retained by the board, rather than delegated to the individual producers, in order to insure a more consistent product during the season. To wit, in May of 1990 the party was moved from opening night to the first Friday night of a run, this was not considered successful. On July 16, 1992, George Righter moved that the Board take over the responsibility for the Patron's Party(s) and off the shoulders of the producers. This was seconded and passed. Debbie Gaines said it ought to be a single person to handle or coordinate all parties in a season, so some aren't more elaborate than others. On August of 1992, the Board returned to the opening night schedule.

#### B. Specific policies:

1. Party is responsibility of the Board, not the Producers (July 16, 1992).
2. The party is always on the opening night (August 1992)
3. Alcohol is pre-approved for the party.
4. The party is held immediately after the show in the theater lobby.
5. All of the evening audience is invited (Patron or not).

#### C. Present day application (2002-2003 Season):

1. The Chairman of the Hospitality Committee is assigned the task of coordinating the party.