

The Williamsburg Players

Request for Payment

Production Category _____ Date: _____

Check to be made payable to _____
Address (if to be mailed) _____
City/State/Zip code _____
Phone Number _____

<u>Use appropriate budget line item(s)</u>	<u>Amount</u>
<u>Show specific Production Expenses</u>	_____
set/set dressing	_____
props	_____
costumes	_____
photos	_____
sound	_____
lights/lighting	_____
parties/meals/food	_____
programs	_____
make-up/hair	_____
scripts/rental	_____
lobby dressing	_____
music expenses	_____
auditions/duplicating/postage/misc.	_____

<u>Non-Show Specific production expenses/General Production Expenses</u>	_____
General production/supplies/duplicating	_____
Construction expenses/paint	_____
Audio/Visual expenses	_____
Costume Expenses	_____
Hospitality/Premier Nights	_____

<u>Other administrative/maintenance/fund raising expenses</u>	_____
Publicity-Postage (bulk mail)	_____
Administrative-Postage	_____
Administrative-Duplicating	_____
Administrative-supplies/misc.	_____
Maintenance - Landscaping	_____
Maintenance - Supplies	_____
General Maintenance expenses	_____
Capital Improvements	_____
General Fund raising expenses	_____
Christmas Parade/float	_____
Refreshments	_____
Season Development	_____
Scholarship expenses	_____
Volunteer Activities	_____
Other (specify) _____	_____

TOTAL _____

Authorized by: (Director/Producer/Treasurer/VP Production): _____

IMPORTANT: Check cannot and will not be issued unless this form is approved and submitted

Acct#: _____ Log: _____ Pd: _____ Date _____ Ck # _____