

## Williamsburg Players, Inc. Policy and Procedures Manual

Title: Seating, Theater		Number:
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Date	Change Summary	
6/16/98	Initial inclusion in P&P Manual	

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

1. Objectives or Purpose:

Our 120 seat theater is difficult to design sets for. Many sets have impacted our seating layout and number, causing problems with reservations and patrons reserved seating. This policy and procedure will allow the Box Office to be included in this issue in the future.

2. Policies or Procedures:

- A. The Producer of a show must secure the permission of the Box Office Manager and the Vice President of Production to alter the number, position, or layout of the theater seating. (As of the Dec 1, 1992 Board meeting).