

## 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:

The objective of the newsletter is to announce theater activities, provide a place to give credit to volunteers and associates, and to add to our public impact.

### 2. Policies or Procedures:

A. The newsletter will be published under the banner of the “Stage Write”.

B. It will be published and mailed six times a year, on a schedule set to support the production schedule.

C. The Editor of the newsletter will be the VP of Publicity.

D. At a minimum it should contain the following:

1. A banner with our logo, name, address and phone number.
2. A list of our board members and staff
3. A donation form

E. Other items to include when appropriate are:

1. Personal milestones of volunteers, staff, and members.
2. Board activities
3. Scholarship activities and winners (as of Jan 18, 1989)
4. Garage sales (as of March 15 1989)
5. All our audition announcements (as of March 15, 1989)
6. Seating and ticket policy (as of April 26, 1989).
7. Notice of upcoming shows