

**Williamsburg Players**  
**Reimbursement/Payment form**

Date \_\_\_\_\_

Make check payable to (print): \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

(Attach all receipts. Checks take 10 days to 2 weeks from reception of completed form by Treasurer.)

**Show or Special Event Specific Expense**

**Amount**

Show or Event Name \_\_\_\_\_  
Costumes/Wigs/Makeup \_\_\_\_\_  
Props \_\_\_\_\_  
Set Construction, Painting, or Set Dressing \_\_\_\_\_  
Equipment (please list) \_\_\_\_\_  
Scripts or Photocopies \_\_\_\_\_  
Build Meal or Cast Party \_\_\_\_\_  
Director/Designer/Musician Honoraria \_\_\_\_\_  
Programs/Headshots/Lobby Dressing \_\_\_\_\_  
Advertising \_\_\_\_\_  
Other (please describe) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Production Manager Signature \_\_\_\_\_

**General Production Expense** (for items approved for use across multiple events)

Lighting, Sound, or Equipment \_\_\_\_\_  
Construction or Paint Expenses \_\_\_\_\_  
Costume Expense \_\_\_\_\_  
Premier Night Catering/Invitations/Supplies \_\_\_\_\_  
Alcohol \_\_\_\_\_  
Other Concessions \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Expenses**

Postage \_\_\_\_\_  
Box Office Equipment or Supplies \_\_\_\_\_  
Software \_\_\_\_\_  
Annual Meeting \_\_\_\_\_  
Recognition or Bereavement \_\_\_\_\_  
Volunteer Development \_\_\_\_\_  
Grounds Maintenance \_\_\_\_\_  
Building Maintenance \_\_\_\_\_  
Maintenance Supplies \_\_\_\_\_  
Publicity Expense \_\_\_\_\_  
Season Selection \_\_\_\_\_  
Other (please describe) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Grand Total**

\_\_\_\_\_

Board Member Name and Signature \_\_\_\_\_

\_\_\_\_\_

Paid Date \_\_\_\_\_