

Production Guidelines

(Updated June 8, 2026)

Sun Lakes Community Theatre

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BOARD OF DIRECTORS PROCEDURES

The Board of Directors will:

1. Approve the Director, and provide guidance (amounting to \$4000) to the Director as to a total budget value pending development of the final budget by the Director.
2. Provide the list of scripts in the SLCT Library for consideration by the Director and identify the currently approved shows.
3. Set a meeting date with the Director to select and approve the play.
 - If the Director suggests a script that is currently approved, action will take place to proceed with the production.
 - If the Director suggests a script that is not currently approved, but is in the SLCT library, all members of the Play Reading Committee must read the play and the Committee must recommend it for approval by the Board.
 - If the Director selects a script that is not in the SLCT library, the Director must first contact the Treasurer to order a single copy of the script for the Play Reading Committee to read and circulate.
 - If the Director wants to direct an original production, it must be submitted to the Play Reading Committee and approved by the committee prior to coming to the Board for approval.
4. Approve the script for production including approving the budget as developed by the Director.
5. Approve performance dates including assuring that the final performance is a matinee unless circumstances at the time permit some other performance time.
6. Food may not be included in any SLCT production unless approved by the Board.

DIRECTOR

1. Director gets approval on the play selection and dates from the Board of Directors. Distributes script copies to interested persons and holds auditions.
2. Assures that all cast members are SLCT members or are willing to become members.
3. Selects the Assistant Director, Assistant to the Director and/or Producer and additional supporting staff as needed.
4. Announces dates(s) of auditions and, once completed, communicates to all who tried out for a part whether or not they have received a part.
5. Sets the rehearsal schedule, works with supporting crew and schedules the space for rehearsals.
6. Works with the Assistant Director, Assistant to the Director or Producer and House Manager(s) making every effort to serve the Sun Lakes Community by adhering to all house rules and agreements between SLCT and the Sun Lakes Facilities.
7. Develops a budget to include all expenses.
8. If the budget previously approved by the Board is insufficient, the Director is responsible for requesting additional funds from the Board of Directors.
9. Receipts must accompany SLCT Play Expense Reimbursement Forms and be given to the Director for approval. Once signed and approved by the Director, the receipts and reimbursement forms must be turned in to the SLCT Treasurer for reimbursement. Reimbursement forms can be found at www.slctinfo.com under the tab, Resources.
10. The cost of gifts for cast members shall remain the responsibility of the Director. No reimbursement shall be given.
11. The Director is ultimately responsible for the overall look and presentation of the production.

12. Assistant Director, Assistant to the Director, Producer and supporting staff report to the Director.
13. The Director will request a volunteer to provide table decorations. Any costs will be charged to the Director's play budget.

ASSISTANT DIRECTOR, ASSISTANT TO THE DIRECTOR and PRODUCER

1. These roles will be filled as needed by the Director.
2. People in these roles will help the Director in whatever capacity the Director wishes during the rehearsal period and for the run of the show.

FIRE PLAN SUBMISSION *(Only applies to productions at Cottonwood Country Club)*

1. The Director is ultimately responsible for submitting a Fire Plan to the Cottonwood Palo Verde Facilities Manager no later than 30 days in advance of load-in.
2. The Director must include a floor plan and dimensions of the layout of SLCT equipment (pipes and drapes specifically) with measurements to show that SLCT is following Maricopa County Fire Code guidelines.
3. The pipes and drapes must have a 3ft clearance from the walls on the bathroom side of the San Tan Ballroom. That is the left side of the room when you are facing the stage.
4. The pipes and drapes must have a 6ft clearance on the right side of the San Tan Ballroom near the windows and doors that face towards the swimming pool.

5. The Director may request assistance or appoint an assistant to help put together a Fire Plan, and send it for approval to the Cottonwood Palo Verde Facilities Manager.
6. The Director must get a final approval from the Cottonwood Palo Verde Facilities Manager to proceed with load-in.

SETS

The Director designs a set or appoints a scenic designer who develops the set design. This person is also responsible for providing a floor plan and elevation (to scale) if desired by the Director. The Director makes decisions regarding furniture and set pieces and meets with technical/prop crew chief to determine availability. Based upon the results of this research, the Director will assign responsibilities accordingly.

A diagram of the performance space is used to determine if the set design will accommodate the actors' movement, props, and furniture. These decisions must be made before the set building and the furniture search commences.

SET BUILDING

The Building Crew Chief

1. Meets with the Director and/or set designer to go over plans as described above.
2. Takes an inventory of existing flats from storage, then makes a list of additional supplies needed to create the proper scenery. The expenditures must be approved by the Director, then supplies may be purchased.
3. Sets the dates for construction of needed items and recruits a building crew. Responsibility includes contacting the crew with dates and times when they can get into the Robson storage units (Building 8, units 2,3, & 4) at 24431 S Price Road.

4. Checks with the Director regarding the date and time of load-in and contacts crew members and provides proper vehicles for transfer of flats.
5. Schedules and directs the load-in and the removal of flats, set pieces, lighting and sound equipment, legs and other items for the production. Checks with the appropriate crew chiefs to identify all items to be loaded.
6. Determines which flats and set pieces are to be retained, repaired, or scrapped.

SET PAINTING

The scene designer, or another individual appointed by the Director, is responsible for painting and decorating the set appropriately.

7. This person sets the dates to paint and orders all necessary supplies. Must check with producer to see that supplies needed are within budget.
8. Schedules dates with set builder and gets together a paint crew for painting days and also for the load-in day when last minute adjustments are normally made.
9. The scene designer/painter must meet regularly with the Director or producer to report progress.

PROPS

1. The Director will appoint a volunteer to be in charge of props for the production.
2. The Director will request a team of volunteers to help behind the scenes for the production as well as acquiring props.
3. The Director will obtain scripts for the team and work together to make a list of needed props.

4. The entire backstage team, including the Director and assistants, will help gather needed props.
5. Depending on the budget, the Director may also buy props as needed. At the end of the production, the Board of Directors will determine what props can be stored in space available at both the Robson Shed and the Tower Storage A/C unit.

COSTUMES

1. The Director will determine what costumes are needed for the production and the volunteer in charge of props for that production will assist in acquiring costumes.
2. Costumes should be reviewed by the Director and cast members prior to purchase.

LIGHTING

A Board member will be appointed Tech Liaison.

The Tech Liaison will go between the Board and Head of Lighting and Head of Sound.

The Head of Lighting will be an SLCT member who has knowledge and experience with theatre lighting.

RESPONSIBILITIES OF THE HEAD OF LIGHTING

1. Responsible for all aspects of lighting for the show according to the needs of the Director.
2. Obtain copies of the script for lighting techs that are working the show. He or she schedules and attends meetings with the lighting

techs and Director to mark their scripts with lighting cues. Lighting cues are subject to change as determined by the Director.

3. Takes inventory of current supplies and determines any additional needs.
4. Order supplies and keep back-ups for use in case of mid-production malfunction of a lighting equipment. The Head of Lighting and the Tech Liaison will work together to make arrangements for equipment repairs.
5. Works together with the lighting team to set up lighting equipment for each show.
6. Schedule available members of the lighting team to work the lighting console for a show. The duties of running the lights for a show can be shared among team members. Shows at Oakwood required two lighting technicians. One tech, at the minimum, will work the SLCT Oakwood console and the other tech(s) will work the normal SLCT console.
7. Will train team members on how to use lighting equipment, if applicable, and give each team member opportunities to work the lights for various shows. The lighting team that is working a show should strive to be at the last week of rehearsal.
8. All lighting expenditures for the show will be billed to Administration under Lighting. The President of the Board may approve expenditures, if they fall within the amount of money that the Board allows the President to approve. All other expenditures above the set limit for the President must be approved by the board.
9. The tech team will help with load-in, tech and dress rehearsal. The Head of Lighting and tech members running the lighting

console(s) for a show, must agree to go to the required rehearsals and each performance for the show.

10. All available members of the team will assist in the strike and make sure all lighting equipment is properly stored and ready for the next production.

SOUND

A Board member will be appointed Tech Liaison.

The Tech Liaison will go between the Board and Head of Lighting and Head of Sound.

The Head of Sound will be an SLCT member who has knowledge and experience with theatre sound.

RESPONSIBILITIES OF THE HEAD OF SOUND

1. Responsible for all aspects of sound according to the needs of the Director.
2. Obtain copies of scripts for sound techs who are working the show. Schedules and attends meetings, with the sound techs and Director, to mark scripts with sound cues. Sound cues are subject to change as determined by the Director.
3. Work with the sound effects tech and meet with Director to learn what sound effects and music are desired. Once sound effects and music are recorded, meet with the Director to verify all sound effects and cues are correct.
4. Work with team members to set up all sound equipment for the show and verify they are in working condition.
5. Schedule dates for team members to attend rehearsals and show.

6. Will strive to conduct sound checks before the house opens and without interfering with patrons having pre-show dinners.
7. Will be responsible after the show, along with team members, to take down the sound equipment and place the equipment back in storage.
8. Takes inventory and determines any additional sound equipment needed.
9. Order supplies and keep back-ups for use in case of mid-production malfunction of any sound equipment. The Head of Sound and the Tech Liaison will work together to make arrangement for equipment repairs.
10. All sound expenditures for the show will be billed to Administration under Sound. The President of the Board may approve expenditures, if they fall within the amount of money that the Board allows the President to approve. All other expenditures above the set limit for the President must be approved by the board.
11. Responsible for Hearing Impaired Devices. He/she will handle storing them; keeping them charged and ready for use; repairing or ordering new devices; giving the devices to the Ticket Sales Manager to hand out to patrons before the show and make sure they are collected at the end of the show, put back in storage and ready for the next show.
12. Sign-up sheet for Hearing Impaired Devices: Head of Sound will provide a sign-up sheet to record the name and contact phone number of the person checking out a device. The Ticket Sales Manager or assistant, will be in charge of handing out the devices, gathering the name and phone number of the patron, collecting their Driver's License, Homeowners card or other available ID and keeping them in a safe place and return them to the patron once the device is returned. *(No credit cards can be given as an ID.)* Head of Sound will also provide a sign for the table next to the devices saying, "Hearing Impaired Devices are available here".
13. Head of Sound is ultimately responsible for the Hearing Impaired devices. The House Manager will also be responsible to verify some

form of ID is collected from the patron in exchange for the loaned out devices. *(No credit cards can be given as an ID)*. Once the ticket sales table is closed, the House Manager will assure the devices are returned and the patron's IDs are given back to the patron, and the devices are returned to the sound team.

MAKE-UP

1. The Director will request a volunteer to handle the make-up for actors.
2. The volunteer handling make-up must be available the week of the run of the show and dress rehearsal to apply make-up to the actors.
3. The volunteer takes inventory of supplies on hand, lists supplies needed and gets approval from the Director to purchase supplies.
4. Receipts must accompany SLCT Play Expense Reimbursement Forms and given to the Director for approval. Once signed and approved by the Director, the receipts and reimbursement forms must be turned in to the SLCT Treasurer for reimbursement. Reimbursement forms can be found on the SLCT website at www.slctinfo.com under the tab Resources.
5. Obtains assistants as needed to apply make-up to actors and a stand-by person who will be present during each show for make-up refreshment as the run progresses.
6. Makes sure the make-up supplies are taken to SLCT's A/C storage unit at Tower Storage at 5205 S. Arizona Avenue

STAGE MANAGER

1. The Stage Manager is appointed by the Director.
2. Communicates with Director or out-front person thru headsets.

3. Follows script to assure that actors are ready for cues.
4. Assists with mic changes and costume changes when needed.
5. Lets out-front person know when all props and actors are ready.
6. Must be present at all rehearsals during the last week and the run of the show.
7. Assists in making sure the stage is ready, as appropriate for the show.
8. Keeps actors and crew off of the stage and out of the house after it opens for the audience.

PUBLICITY

DESCRIPTION

The Publicity Chair is appointed by the board.

The Publicity Chair is responsible for all aspects of promotion specific to a play, which includes, but is not limited to, the following:

- Articles for area newspapers
- Newsletter articles and/or websites within Sun Lakes
- Flyers for bulletin boards where ever they are permitted
- Flyers for distribution via organizations, meetings, and ticket sales sites
- Contacts with Sun Lakes' organizations to have speakers/ announcements at their regular meetings and/or information in their newsletter.
- Appoints or contacts various volunteers to be responsible for media, road signs, posters and flyers. All volunteers report to the Publicity Chair.

- Keeps a file of all publicity items to pass on to the historian and to the next person handling publicity for upcoming productions.

HOW TO PROCEED WITH PRODUCTION PUBLICITY ACTIVITIES (Step-by-step instructions.)

1. Meet with the Director and the producer as soon as possible, but no later than three months prior to the play's scheduled opening. This is necessary for Splash deadlines on the 12th of each month or the Friday before if the 12th is on a weekend.
2. Identify the playwright and other noted works.
3. Determine the play dates, location, curtain times.
4. Establish the name and phone number of the ticket sales manager.
5. Confirm ticket prices for the play only and for the pre-show dinner.
6. Obtain a synopsis of the play, a few quotes from the Director to be used in articles, and his/her perception of the play's appeal to Sun Lakers.
7. Obtain a listing of the actors and their character names
8. There should be three pre-show articles and one post-show article for each play.
9. Develop a calendar of deadlines and appropriate action items. Note the article submission deadlines for all publications.
10. List the meeting times and locations of service organizations.
11. Identify the first and last days and locations of ticket sales.

CONTACT INFORMATION FOR ALL 3 SUN LAKES PHASES:

1. Sun Lakes Country Club: SLHOA1 Event and Catering Coordinator
25601 S. Sun Lakes Blvd. 480-895-9270 ext. 123
2. Cottonwood Palo Verde: SLHOA2 Active Lifestyle Director 25219 S E J
Robson Blvd Building B 480-384-4069
3. IronOaks: SLHOA3 Lifestyle Manager 24218 S. Oakwood Boulevard,
480-317-3629

POSTERS

STREET SIGNS

The Graphic Designer will design 2 sizes of street signs. All signs should be vinyl with grommets.

6ft x 4ft signs must include the following information:

- Sun Lakes Community Theatre
- Artwork
- Title
- Playwrights
- Show Dates
- Show location
- SLCT website
- Ticket Price
- Date ticket sales start and time
- Phone number for more information
- Logos of organizations that awarded grants to SLCT
- Order two 6ft x 4ft vinyl signs with grommets

3ft x 2ft signs must include the following information:

- Sun Lakes Community Theatre
- Artwork
- Title
- Playwrights
- Show Dates

- Show location
- Ticket Price
- Date ticket sales start and time
- Phone number for more information
- Logos of organizations that awarded grants to SLCT
- Order twelve 3ft x 2ft signs

Note: The SLCT website is not included in the 3ft by 2ft design itself. The 3ft x 2ft signs are mounted on sign boards that have the SLCT website painted on the bottom of the sign board.

Note: Signs currently are ordered through BannerBuzz.com due to low costs and good quality but can be ordered through any other printing company depending on rates.

SIGN BOARDS FOR MOUNTING

- All sign boards are located in the SLCT unit at Robson Storage Units at 24431 S Price Road, Building 8 Unit 2.
- You will need a special key fob to gain access through the Robson Storage Shed's gate and a key to get into the SLCT's storage unit.
- Staple the signs to the sign boards.
- The 3ft x 2ft sign boards with signs are each mounted on 2 rebars, hammered into the ground.
- The 6ft x 4ft sign boards and signs are each mounted on 4 rebars, hammered into the ground.
- There are 2 wooden jigs that will help with spacing the rebar, as the rebar is pounded into the ground.
- There are 2 metal fence post drivers located in the SLCT Robson shed, Building 8 Unit 2, for driving the rebar into the ground.
- All of the street signs need to be on the street no later than one week before ticket sales begin.

The following list is suggested street sign locations *(except for the 6ft x 4ft signs)*. The 3ft x 2ft signs can be placed in other locations if desired.

LOCATIONS FOR MOUNTING 6FT x 4FT STREET SIGNS

1. One 6ft x 4ft sign is mounted on the northwest corner of E. Riggs Road and S. Glenburn Drive.
2. One 6ft x 4ft sign is mounted on the southeast corner of E. Riggs Road and S. Glenburn Drive

LOCATIONS FOR MOUNTING 3FT x 2FT STREET SIGNS

Note: Cottonwood Palo Verde does not allow any street signs except for the one 6ft x 4ft sign on the southeast corner of E. Riggs Road and S. Glenburn Drive.

1. Southeast corner of S. Sun Lakes Blvd and E. Riggs Road.
2. Northwest corner of S. Sun Lakes Blvd and E. Riggs Road.
3. Northwest corner of E. Cochise Place and S. Dobson Road
4. Southwest corner of S. Dobson Road and E. Riggs Road
5. Northwest corner of S. Dobson Road and E. Riggs Road
6. Northwest corner of E. Riggs Road and S. EJ Robson Blvd.
7. Northeast corner of E. Riggs Road and S. Alma School Road
8. Southwest corner of S. Alma School Road and E. Champagne Drive
9. Southwest corner of E. Oakwood Lakes Blvd and S. Alma School Road
10. Northwest corner of S. Alma School Road and W. Chandler Heights Road (on top of the hill)
11. Dobson Road near the Oakwood North Dobson Gate just past the 2nd gray electrical boxes. Park in the driveway between the 2 gray electrical boxes and place the sign about 20ft in front of the gray electrical box closest to the Oakwood North Dobson Gate Place the sign on the east side of the road facing south.

12. On the west side of S. Alma School Road directly across from the entrance to Ironwood Country Club

FLYER GUIDELINES

The following guidelines are for the flyer that will advertise an upcoming production via posting on bulletin boards, various online resources or given out by hand.

- The Graphic Designer, with approval from the Director, will design the flyer.
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- The flyer design and artwork will be the only design that can be used to advertise the production, unless there is a reasonable explanation for an exception to that guideline.

The following information should be on the flyer in the order deemed appropriate for each layout:

- The words Sun Lakes Community Theatre
- Show's artwork
- Title of production
- Playwright
- Dates of the production, and whether the dates are matinees or evening shows
- Time of the evening and matinee shows
- Location of the production
- Time doors open
- If applicable, the words *Featured Dinner Menu Available*, if meals can be ordered
- Timeframe when meals can be ordered
- Price of tickets
- If the production is a dinner show, the ticket price must include the words Dinner & Show
- Date and time that online ticket sales begin
- Online ticket sales website
- Dates, times & locations for in-person ticket sales

- Phone number to call for more information
- Type of show (comedy, mystery etc) if desired by the Director
- Logo of grant donors
- Audio Enhancement Equipment available at door.
- Completed flyer will be emailed to SLCT's Webmaster for posting on our website.
- Send the title and artwork (not the entire flyer) to the Ticket Sales Manager for the ticket sales website
- Print 8 copies of the name of the play and artwork. Laminate the copies and give them to the Ticket Sales Manager for use on ticket sales sandwich boards.

PROGRAM GUIDELINES

- The Graphic Designer and the Director will determine the size of the program.
- The program could be a sheet of card stock, cut in half with a finished size of 4.25 inches wide by 11 inches high, printed on both sides.
- The program could be several double-sided, 11 inches wide by 8.5 inch high pages, folded and stapled with a finished size of 5.5 inches wide by 8.5 inches high.
- The program size depends on the amount of information that is required, as well as the available budget for printing.
- The program can be printed in color or black and white depending on the budget.
- Artistic license shall be given to the Graphic Designer with final approval by the Director.

Programs need to include the following information:

- Sun Lakes Community Theatre
- Title of show
- Playwright
- Date of show
- Directors name
- Artwork
- Time period & setting
- Scene numbers and descriptions if needed.
- Intermission
- Actors in appearance order (*depending on the program format*).
- Reminder to turn off phones and no photos taken
- Logos of grant donors.

Optional information (*depending on the size of the program*):

- Photos and biographies of Director, Assistant Director, Assistant to the Director, Producer and cast members etc.
- Production Crew credits
- General thank you to all additional SLCT volunteers as well as the staff at the venue
- Any other information that the Board of Directors would like added to the program, if space allows
- If it's a dinner theatre, the menu can be listed in the order it will be served

Printing costs will be charged against the show's budget

HOUSE MANAGER

1. House Manager is appointed by the Director and reports to the Director, Assistant Director, Assistant to the Director or Producer.
2. The venue does the initial table and chair set-up according to the seating chart provided by the Ticket Sales Manager.

3. The set-up must be submitted to the individual in the department that booked the performance, in enough time for that person to get the set-up to the Facilities Department at that venue.
4. Spacing can be adjusted as needed by SLCT after set-up is completed by the venue, according to the seating chart provided by the Ticket Sales Manager.
5. If table decorations are desired, the House Manager makes sure they are on the tables after set-up.
6. Table numbers should be provided by the venue. If not SLCT will provide table numbers.
7. House manager verifies, prior to each performance, the correct placement of chairs. Making sure rows or tables are numbered. Chair numbers are printed by the House Manager or a volunteer and secured with scotch tape.
8. Contacts and schedules ushers and obtains programs.
9. Greets theatergoers at pre-show dinners, as they enter the performance space, and during intermission. House manager may appoint a substitute.
10. Works closely with the Ticket Sales Manager, lighting and sound techs during run of the show.
11. Takes responsibility and/or assists the Ticket Sales Manager in dispensing the Hearing Impaired Devices.
12. In exchange for checking out a Hearing Impaired Devices the patron must provide a piece of ID (*no credit cards will be accepted as ID*). The patron must allow the Ticket Sales Manager or House Manager to hold that ID until the end of the show.
13. The ID will be given back to the patron once the Hearing Impaired Device is returned to the House Manager.

14. The House Manager will report to the Head of Sound any problems with devices.
15. Make sure programs are available to each patron. Depending on the venue set-up, the programs can be placed on the table or handed to the patron.
16. Obtain and keep track of usher badges. Verifies the usher badges are turned in and the container is ready to be taken to SLCT's A/C unit at Tower Storage at 5205 S. Arizona Ave.
17. Works with the Director and Stage Manager to be certain no cast members walk on stage or in the house after the house opens.
18. If refreshments are to be provided to the audience, the House Manager will arrange with the supplier to see that refreshments are provided in a form for quick and easy distribution by the Ushers.
19. At the end of the production will ensure that snack items are removed from the tables, unused programs are collected for reuse or disposal and decorations are removed to a safe location.

USHERS

1. Ushers will report for duty at the time designated by the House Manager.
2. Each volunteer will check out an "Usher" tag from the House Manager.
3. Ushers show patrons to their seats using the section and row number from their tickets and make sure that each person gets a program.
4. After all patrons are seated and the show is scheduled to begin, the House Manager checks the bathrooms to see if any patrons are using the restroom. If the bathrooms are empty, the House Manager says into his/her headset, "house is clear". The show is now able to begin. Ushers may seat themselves if they have purchased tickets or may leave the premises.

5. The House Manager may require a few ushers to stay and assist with intermission particularly if refreshments are to be provided.
6. Patrons arriving late will be escorted to their seat by an Usher or the House Manager at an appropriate time determined by the House Manager. If late arrivals come in, they may be asked to remain behind the curtains if entrances are to be made from the back.
7. All patrons will be treated with the utmost respect. The House Manager will remind ushers to hold their tempers, get hold of the House Manager, if a situation evolves and have venue call Patrol if assistance is needed.

TICKET SALES GUIDELINES

1. Ticket sales are the responsibility of the Ticket Sales Manager who is a member of the Publicity committee.
2. The Ticket Sales Manager will develop, operate and maintain the computerized system used to manage ticket sales.
3. Dates for ticket sales will be identified shortly after dates are decided for the next play. Sales will begin no later than 3 weeks before opening night. Approvals from the play's Director and Publicity Chairperson are required to finalize the sales dates.
4. Venues for ticket sales will be obtained by the Ticket Sales Manager.
5. The Ticket Sales Manager will inform the SLCT Graphic Designer of the sales locations, dates and times immediately after they are settled to allow time to get the information in publicity materials, including the laminated flyers for attaching to directional signs used for sales and performances.
6. Ticket pricing and a seating plan will be provided to the Ticket Sales Manager by the Director. This information is incorporated into the ticket management system.
7. An example of the information needed to build the computerized sales system is appended to the end of this document.

8. Once the information covered above is available the Ticket Sales Manager will develop, operate and maintain the computerized system used to manage ticket sales.
9. The Manager will provide the SLCT Webmaster with the link linking the website to the online ticket purchasing webpage. The Webmaster will insert this link into the website.
10. The Manager will assemble and train a team of volunteers to assist in selling the tickets at the in-person sales sites. She/he will train the volunteers in the operation of the computerized sales system. He/she will arrange for the placing of directional signs for both the sales and performance venues.
11. The Treasurer will provide the manager with funds for making change when processing cash sales.
12. Tickets will become available simultaneously on the SLCT website and at least one of the venues determined by the Ticket Manager.
13. Unsold tickets will be available for purchase at the start of each performance. This option will not become public until a day or so before start of the run.
14. Sold tickets may be exchanged for other performances. There will be no refunds. However, if no seats are available to exchange, a ticket for a future play will be offered not including dinner theater productions.
15. The Ticket Sales Manager will record the following information:
 - A. Total Sales to Date
 - B. Daily Sales
 - C. Sales by Performance
 - D. Sales by Payment Method
 - E. Online Sales and In-Person Sales
16. Items A, B & C will be reported to the Director, Publicity Chair and the House Manager at the end of day once sales have begun.

17. At the end of the run the cash/check proceeds and the change making cash will be turned into the Treasurer.

18. The information recorded in Item 15 will be compiled into final report for distribution to the Board of Directors and the Director.

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INPUT NEEDED TO DEVELOP TICKET SALES COMPUTER PROGRAM

- Title
- Logo
- Dates and times
- Ticket prices
- Ticket sale dates and locations
- Venue
- Seating plan
- Artwork