

## Numbering of Shuswap Theatre Policies

As the Shuswap Theatre Board of Directors continues to create new policies it is important that there be some consistency in how they are numbered and organized within the policy manual. This document describes the numbering convention that will be used.

Similar policies will be grouped together in such a way that the most general policy of that category will be numbered 1.0, 2.0, 3.0 etc. Subsequent policies within a section will be numbered, for example, 3.1, 3.2, 3.3...3.12. If a new policy is created that falls logically in a sequence where there is no vacant number, then an additional decimal point may be added which can start a new sequence, thus, 3.4.1, 3.4.2, 3.4.3, etc. If new policies are adopted that don't fall into any of these categories, then new categories may be added at the end.

The categories of policy and their numbers are as follows:

<b>Ends (Mission, Vision, Goals).....</b>	<b>1.0</b>
<b>Governance Process .....</b>	<b>2.0</b>
Operations .....	2.1
Roles & Responsibilities .....	2.2
Minutes .....	2.3
Agenda Planning .....	2.4
Nominations/Elections .....	2.5
Orientation of New Board Members .....	2.6
<b>Finance .....</b>	<b>3.0</b>
Bookkeeping .....	3.1
Audits/Reviews .....	3.2
Grants .....	3.3
Donations .....	3.4
Sponsorships .....	3.5
Spending Authority .....	3.6
Payment for Functions Normally Done by Volunteers ..	3.7
<b>General Operations.....</b>	<b>4.0</b>
Building Repair, Maintenance & Improvement .....	4.1
Technical Equipment .....	4.2
Properties Room.....	4.3
Costume Room.....	4.4
Storage .....	4.5
Makeup and Dressing Room .....	4.6
Office and Administration .....	4.7
Publicity, Advertising, Public Relations.....	4.8
Website.....	4.9
Archives .....	4.10

Volunteer Involvement.....	4.11
Membership.....	4.12
Special Events.....	4.13
Workshops.....	4.14
Logo.....	4.15
Rentals	
Building Rentals.....	4.16
Building Use by a Charity.....	4.16.1
Costume, Prop & Set Piece Rentals.....	4.16.2
<b>Season Planning.....</b>	<b>5.0</b>
Artistic Committee.....	5.1
Festivals.....	5.2
<b>Production Job Descriptions.....</b>	<b>6.0</b>
Producer.....	6.1
Suggested Agenda for First Production Meeting.....	6.1.1
Administrative Producer.....	6.1.2
Technical Producer.....	6.1.3
Festival Producer.....	6.1.4
Director.....	6.2
Stage Manager.....	6.3
Stage Crew.....	6.4
Props Manager.....	6.5
Actor.....	6.6
Set Design.....	6.7
Set Construction.....	6.8
Set Décor.....	6.9
Costumes.....	6.10
Lighting Design.....	6.11
Lighting Technician.....	6.12
Sound Design.....	6.13
Sound Technician.....	6.14
Makeup and Hair.....	6.15
Foyer Display.....	6.16
Photographer.....	6.17
Posters.....	6.18
Programs.....	6.19
Front of House.....	6.20
Bar.....	6.21
<b>Production Procedures.....</b>	<b>7.0</b>
Expenses and Reimbursement.....	7.1
Starting the Show (Procedures).....	7.2