



# Production Expense Form

Title of Production \_\_\_\_\_

**Instructions:**

1. Fill out form
2. Attach receipt
3. Leave completed form in bottom slot – for producer's approval (**do not put in Treasurer's box**)
4. Producer will submit to treasurer for payment

**Please indicate which DEPARTMENT to charge:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Set Construction | <input type="checkbox"/> Sound         | <input type="checkbox"/> Backstage/Rehearsals |
| <input type="checkbox"/> Set Décor        | <input type="checkbox"/> Publicity     | <input type="checkbox"/> Opening Nigh         |
| <input type="checkbox"/> Properties       | <input type="checkbox"/> Programme     | <input type="checkbox"/> Hair/Makeup          |
| <input type="checkbox"/> Costumes         | <input type="checkbox"/> Foyer Display | <input type="checkbox"/> Photography          |
| <input type="checkbox"/> Lighting         | <input type="checkbox"/> Poster        | <input type="checkbox"/> Programme            |

**Name:****Date:****Items Purchased:****Amount charged: \$****Or Amount Paid: \$****Please mail cheque to:**

OR  Please email me at \_\_\_\_\_ OR  Please leave cheque at the theatre for me to pick up

**Your Signature:****Producer's Signature:**

Cheque#:

Date Issued:



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