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SHUSWAP theatre		Expense Form
theatre	Title of Production	
Instructions:		
	•	completed form in bottom slot – for producer's
	·	Producer will submit to treasurer for payment
Please indicate which DEP	_	
☐ Set Construction		☐ Backstage/Rehearsals
☐ Set Décor☐ Properties	□ Publicity □ Programme	□ Opening Nigh □ Hair/Makeup
□ Costumes	☐ Foyer Displa	·
☐ Lighting	□ Poster	□ Programme
Name:		Date:
Items Purchased:		1
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:	Pro	ducer's Signature:
Cheque#:		te Issued:
shuswap theatre	Production	Expense Form
theatre	Title of Product	ion
Instructions:		
1. Fill out form 2. Attac	ch receipt 3. Leave	completed form in bottom slot – for producer's
approval (do not put i l	n Treasurer's box) 4.	Producer will submit to treasurer for payment
Please indicate which DEP	ARTMENT to charge	:
☐ Set Construction	□ Sound	□ Backstage/Rehearsals
□ Set Décor	Publicity	□ Opening Nigh
☐ Properties	□ Programme	□ Hair/Makeup
□ Costumes	□ Foyer Displa	y 🗖 Photography
☐ Lighting	□ Poster	□ Programme
Name:		Date:
Items Purchased:		
Amount charged: \$		Or Amount Paid: \$
Please mail cheque to:		
OR □ Please email me at		OR

Producer's Signature:

Date Issued:

Your Signature:

Cheque#: