

## Table of Contents and Numbering Convention

This document describes the numbering convention used to maintain consistency in how new policies are numbered and organized.

Similar policies are grouped together in such a way that the most general policy of that category are numbered 1.0, 2.0, 3.0 etc. Subsequent policies within a section are 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.

<b>Ends (Mission, Vision, Goals).....</b>	<b>1.0</b>
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Rentals	
Building Rentals .....	4.16
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Costume, Prop & Set Piece Rentals .....	4.16.2
Building Rentals Manager .....	4.16.3
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<b>Planning and Development.....</b>	<b>5.0</b>
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Festivals .....	5.2
Mentorships .....	5.3
<b>Production Job Descriptions.....</b>	<b>6.0</b>
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Suggested Agenda for First Production Meeting .....	6.1.1
Administrative Producer .....	6.1.2
Technical Producer .....	6.1.3
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Stage Crew .....	6.4
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Lighting Design .....	6.11
Lighting Technician .....	6.12
Lighting Operation Rules.....	6.12.1
Sound Design .....	6.13
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Front of House Coordinator .....	6.20.1
Bar.....	6.21
<b>Production Procedures .....</b>	<b>7.0</b>
Expenses and Reimbursement.....	7.1
Starting the Show (Procedures).....	7.2