

2nd Star Productions

1106 Skyway Drive, Annapolis, MD 21409

(301) 832-4819 (410) 757-5700

2ndStarBowie@gmail.com



Operations Manual

Version: August 2020

About the Document:

This manual documents rules, guidelines, and standard operating procedures related to 2nd Star Productions. Operating policies support and expand the bylaws. They detail and define the Board of Directors of the Company and their operation. 2nd Star's Board of Directors continues to work to expand and refine the operating policies, and encourage the ideas of members and supporters regarding how to improve the policies and the Company. Nathan Bowen (President) is tasked with oversight of the policies, and you can submit your ideas to him at 2ndStarBowie@gmail.com.

Table of Contents

Company Organization	4
Mission Statement	4
Diversity, Equity, and Inclusion (DEI) Statement	4
History	4
By-Laws	6
Company Structure	11
2nd Star Personnel Descriptions	12
President (Executive Officer)	12
Vice President (Executive Officer)	13
Secretary (Executive Officer)	13
Treasurer (Executive Officer)	13
Artistic Director	14
Audience Relations Director	14
Development Director	14
Marketing Director	15
Facilities Director	15
Staff	15
<i>Executive Producer</i>	16
<i>Producer</i>	16
<i>Director</i>	18
<i>Assistant Director</i>	19
<i>Stage Manager</i>	19
<i>Music Director</i>	20
<i>Choreographer</i>	21
<i>Properties Designer</i>	22
<i>Set Designer</i>	23

<i>Technicians and Crew</i>	23
2nd Star Policies	24
Audition Policy	24
Casting Policy	24
Rehearsal Policy	25
Supervising Children in Shows	26
Prohibited and Controlled Substances	26
<i>Drugs.</i>	26
<i>Alcohol</i>	26
<i>Firearms</i>	26
<i>Tobacco/Smoking</i>	27
Accident/Incident Policy	27
Complimentary (Comp) Tickets	27
Company Credit Cards	28

Company Organization

A. Mission Statement

The Purpose of 2nd Star Productions is to produce high quality amateur theatre and musical theatre for the patrons of the surrounding areas. It is conceived as an educational organization, giving opportunity for study through presentations of plays and musicals. It seeks to train actors, technicians, and other essential personnel in the theatre arts, enhancing aesthetic and technical awareness and skills in their chosen area under the guidance of those in the company who are highly trained in their craft.

B. Diversity, Equity, and Inclusion (DEI) Statement

At 2nd Star we believe that everyone deserves equal access to a full, vibrant creative life. 2nd Star seeks to be a welcoming space for all: our patrons, our volunteers, and the community. We are committed to diversity, equity, and inclusion at all levels. Our goal is to build a theatre community rooted in respect and opportunities for all and 2nd Star has a zero tolerance policy for any form of discrimination. We are a safe space for individuals of all races, national or ethnic origins, religions, ages, gender identities, sexual orientations, and abilities. The Purpose of 2nd Star Productions is to produce high quality amateur theatre and musical theatre for the patrons of the surrounding areas. It is conceived as an educational organization, giving opportunity for study through presentations of plays and musicals. It seeks to train actors, technicians, and other essential personnel in the theatre arts, enhancing aesthetic and technical awareness and skills in their chosen area under the guidance of those in the company who are highly trained in their craft.

C. History

2nd Star Productions was founded in January 1996 by Jane Wingard, John Guyton, Gordon Gustin, Martin Hayes, and Joanne Wilson - a theatrically experienced group who decided to "make their own rules for the sandbox". In addition to producing high quality shows, they wanted to create an atmosphere where people can grow, have fun, and feel that their contributions were highly valued.

Our Past Shows

Season 1996 "Lend Me A Tenor", "Into The Woods"

Season 1996-1997 "Nunsense", "Camelot", "Can-Can", "The Foreigner"

Season 1997-1998 "A Little Night Music", "Oklahoma", "Sweeney Todd", "Carousel"

Season 1998-1999 "The Fantasticks", "Nunsense", "Noises Off", "A Funny Thing Happened On The Way To The Forum"

Season 1999-2000 "I Do! I Do!", "Fiddler On The Roof", "You Can't Take It With You", "Man Of La Mancha"

Season 2000-2001 "Rumors", "Brigadoon", "Lend Me A Tenor", "1776"

Season 2001-2002 "Six Sensational Seasons", "The Sound Of Music", "Moon Over Buffalo", "Guys And Dolls"

Season 2002-2003 "London Suite", "The Music Man", "The Curious Savage", "Me and My Girl"

Season 2003-2004 "Annie", "Once Upon a Mattress", "The Odd Couple", "Mame"

Season 2004-2005 "Anything Goes", "Room Service", "Damn Yankees"

Season 2005-2006 "Oliver!", "Nuncrackers", "The Man Who Came To Dinner", "How To Succeed In Business Without Really Trying"

Season 2006-2007 "The King and I", "Scrooge, the Stingiest Man in Town", "Run For Your Wife", "Into the Woods"

Season 2007-2008 "The Miracle Worker", "The Pirates of Penzance", "Leading Ladies", "My Fair Lady"

Season 2008-2009 "In the Beginning" one acts, "A Funny Thing Happened on the Way to the Forum", "No Sex Please, We're British", "Man of La Mancha"

Season 2009-2010 "The Dinner Party", "Brigadoon", "On Golden Pond", "The Secret Garden"

Season 2010-2011 "Jake's Women", "Something's Afoot", "Be My Baby", "Cinderella"

Season 2011-2012 "The Foreigner", "Pippin", "The Lion in Winter", "Fiddler on the Roof",

Season 2012-2013 "Bloody Murder", "Oklahoma", "It Runs in the Family", "Camelot"

Season 2013-2014 "Little Shop of Horrors", "Funny Money", "A Soldier's Play", "Hello, Dolly!"

Season 2014-2015 "Children of Eden", "Twelve Angry Men", "I Hate Hamlet", "65 Years of Broadway", "Kiss Me, Kate"

Season 2015-2016 "The Music Man", "The Philadelphia Story", "Guys and Dolls"

Season 2016-2017 "H.M.S. Pinafore", "Peter and the Starcatcher", "Mary Poppins"

Season 2017-2018 "Annie Get Your Gun", "Musical Comedy Murders of 1940", "Ragtime"

Season 2018-2019 "Singin' in the Rain", "Chess", "Gypsy"

Season 2019-2020 "Amélie, the Musical", "A Christmas Carol, the Musical", "You're a Good Man, Charlie Brown", "Matilda" (canceled due to COVID)

D. By-Laws

Table of Contents

Article I	Name, purpose and operation
Article II	Principal Office and Resident Agent
Article III	Membership and Annual Meeting
Article IV	Board of Directors
Article V	Committees
Article VI	Indemnification
Article VII	Contracts, Bank Accounts, and Fiscal Year
Article VIII	Action without Meeting
Article IX	Amendments
Amendments	

Article I Name, Purpose and Operation

The name of the corporation shall be 2nd Star Productions, Inc. The purposes of the corporation known as 2nd Star Productions, Inc. (the “Company”) are as set forth in the Articles of Incorporation. The Company shall be operated as a non-profit organization. The Company will not engage (other than as an insubstantial part) in activities which in themselves are not in furtherance of its tax-exempt purposes.

Article II Principal Office and Resident Agent

The company shall have and continuously maintain within the State of Maryland a registered office and a resident agent. The resident agent of the Company is Jane B. Wingard, 1113 Crestview Drive, Annapolis, Maryland 21409, and the principal office of the Company is 1106 Skyway Drive, Annapolis, Maryland, 21409. The registered office may be (but need not be) identical with the principal office in the State of Maryland.

Article III Membership and Meetings

- A. Any individual can choose to attend and speak at a membership meeting.
- B. In order to have full voting privileges, members of the Company must be 18 years of age or older.
- C. In order to be a member of the Company, an individual must have attended a majority of the membership meetings in the past year (i.e. at least four). This requirement may be waived by the Board of Directors on a case-by-case basis due to medical conditions, etc.
- D. The membership shall elect the Board of Directors of the Company. Each member shall have one vote. There shall be no proxy voting unless explicitly requested to and approved by the Board of Directors in advance of a meeting.
- E. Membership may be revoked by a 2/3 majority of the entire voting membership present.

- F. A member may resign by submitting a written resignation to the President.
- G. The Company does not discriminate on the basis of sex, race, religion, age, national origin, handicap, or sexual preference.
- H. Unless scheduling situations arise that cause timing to be moved, seven membership meetings will be held, including a March meeting. The March meeting each year will be the annual planning meeting where elections are held. Written notice of the meetings will be delivered by U. S. mail, personally, via social media, or by electronic mail two weeks prior to the meeting date of each meeting. Members present at the March meeting shall constitute a quorum for all purposes requiring action by the members of the Company under these By-Laws.
- I. All membership meetings will be conducted in accordance with Robert's Rules of Order, Revised.

Article IV Board of Directors

The affairs of the Company shall be managed by the Board of Directors (i.e. Board) of the Company. All powers not explicitly granted to appointed chairpersons of committees and/or the general membership are retained by the Board. The Board of Directors is empowered to pass any resolution and make any decision necessary for regular conduct business of the Company.

The Executive Officers of the Company, who must be members of the Company, are the President, Vice-President, Secretary, and Treasurer. The President, Vice-President, and Secretary are elected by the members of the Company. On even numbered years, the Treasurer is nominated by the President and approved by majority vote of the Board of Directors and, upon approval, is vested with full voting privileges.

The Board of Directors consists of the Executive Officers of the Company and five additional members of the Company. With the exception of the Treasurer and the Founding Member position, the Executive Officers and other Board of Directors are elected for two-year terms at the March meetings held each year by the membership who are entitled to vote, with the year that they are elected stipulated in the descriptions below. The Board of Directors is composed of:

1. The President, who shall be responsible to conduct meetings, fulfill duties stated in ARTICLE V of these by-laws, and generally oversee the operation of the Company with the assistance of the Board. This includes serving as the Executive Producer for all Company productions. The President is elected in odd numbered years.
2. The Vice President, who assists the President of the Company and completes duties as designated by the President, serves as President when the role is empty or the President is unavailable. In addition, the Vice President is in charge of the Company's educational projects and other special endeavors as they arise. The Vice President is elected in even numbered years.
3. The Secretary, who shall be responsible for correspondence of the Company and recording and preserving the minutes of meetings and membership list of the Company. The Secretary shall also serve as Historian for the Company, maintaining records and media through time. The Secretary is elected in odd numbered years.

4. The Treasurer, who shall be responsible for the financial transactions of the Company as designated in ARTICLE VII of these by-laws, including the annual filing of taxes.
5. The Artistic Director, who ensures that the aesthetic direction of the Company follows the path established by the Board and oversees the annual show and director selection processes. The Artistic Director is elected in even numbered years.
6. The Audience Relations Director, who oversees the box office for each Company production, including reservations, lobby volunteer coordination, and all other facets of the lobby for each show. The Audience Relations Director is elected in odd numbered years.
7. The Development Director, who oversees all fundraising and grant application activities of the Company. The Development Director is elected in odd numbered years.
8. The Marketing Director, who manages all marketing and publicity for the Company. The Marketing Director is elected in even numbered years.
9. The Facilities Director, who oversees the Company's storage facility, including its organization and maintenance, as well as assisting with the running of set load-in and strike for each production. The Facilities Director is elected in even numbered years.
10. The Founding Member, who is one of the original three founders of the company (Jane Wingard, John Guyton, and Gordon Gustin). The Founding Member is a Board position due to many years of vital service to the Company, and provides guidance and assistance to the Board.

Board positions up for election each year shall be elected by members of the Company at the March meeting. To run for a Board position, an individual must be a member of the Company. This restriction may be waived by the Board.

Voting shall be by secret ballot. New Board members shall take office immediately, with the exception of the Treasurer. To allow the outgoing Treasurer sufficient time to properly train the newly appointed Treasurer, and to set up necessary account accesses and establish necessary credentials for the new Treasurer with various financial institutions with which the Company does business, the newly elected Treasurer will take office 30 days following his/her appointment.

Article V Committees

The Board of Directors of the Company shall have the right to establish, appoint, and dissolve standing committees as they see fit and necessary. The President shall be responsible for all guidelines and functions of any committee established. The President is also a member "ex officio" of all committees.

The appointed chairperson of each committee is responsible for the procedure of that committee and shall report directly to the President. Chairperson appointments are renewed biannually within one month of the general elections of the Board of Directors.

Special meetings of the Board and appointed Committees' Chairpersons may be called at any time for any purpose by the Board and/or the Committee Chairpersons as they may deem advisable.

Article VI Indemnification

The Company may indemnify Board members, committee chairpersons, employees, and agents of the Company to the fullest extent required and permitted by the general laws of the State of Maryland.

Article VII Contracts, Bank Accounts and Fiscal Year

Any activity that would include an organization and/or individual outside the Company must be governed by a contract. The Board shall have sole authority to negotiate contracts.

The Company shall have sole right to award compensation to any participant in any production of the Company provided that such compensation does not jeopardize the non-profit status of the Company.

The President and Treasurer of the Company shall each individually have the authority to deposit any and all funds received by the Company into such financial accounts as are approved for that purpose by the Board of Directors of the Company, and shall each individually have the authority to write checks against those accounts, to make withdrawals, to transfer funds, and to conduct such other transactions as may from time to time be appropriate and necessary in conducting the business of the Company. The Treasurer shall keep accurate records of all such financial transactions made. To facilitate accurate recordkeeping, the President shall inform the Treasurer as soon as possible of the date(s), amount(s), transaction type(s), payee(s), and purpose(s) of any financial transaction(s) made by the President.

From time to time, as may be necessitated by personnel changes in the positions of President and Treasurer, or by the establishment of new accounts into which funds of the Company will be deposited, the signatures of the President and the Treasurer will be certified to the various financial institutions that hold accounts into which funds of the Company are deposited, in accordance with the procedures established by such financial institutions.

The fiscal year of the Company shall be from July 1 to June 30.

Article VIII Action without Meeting

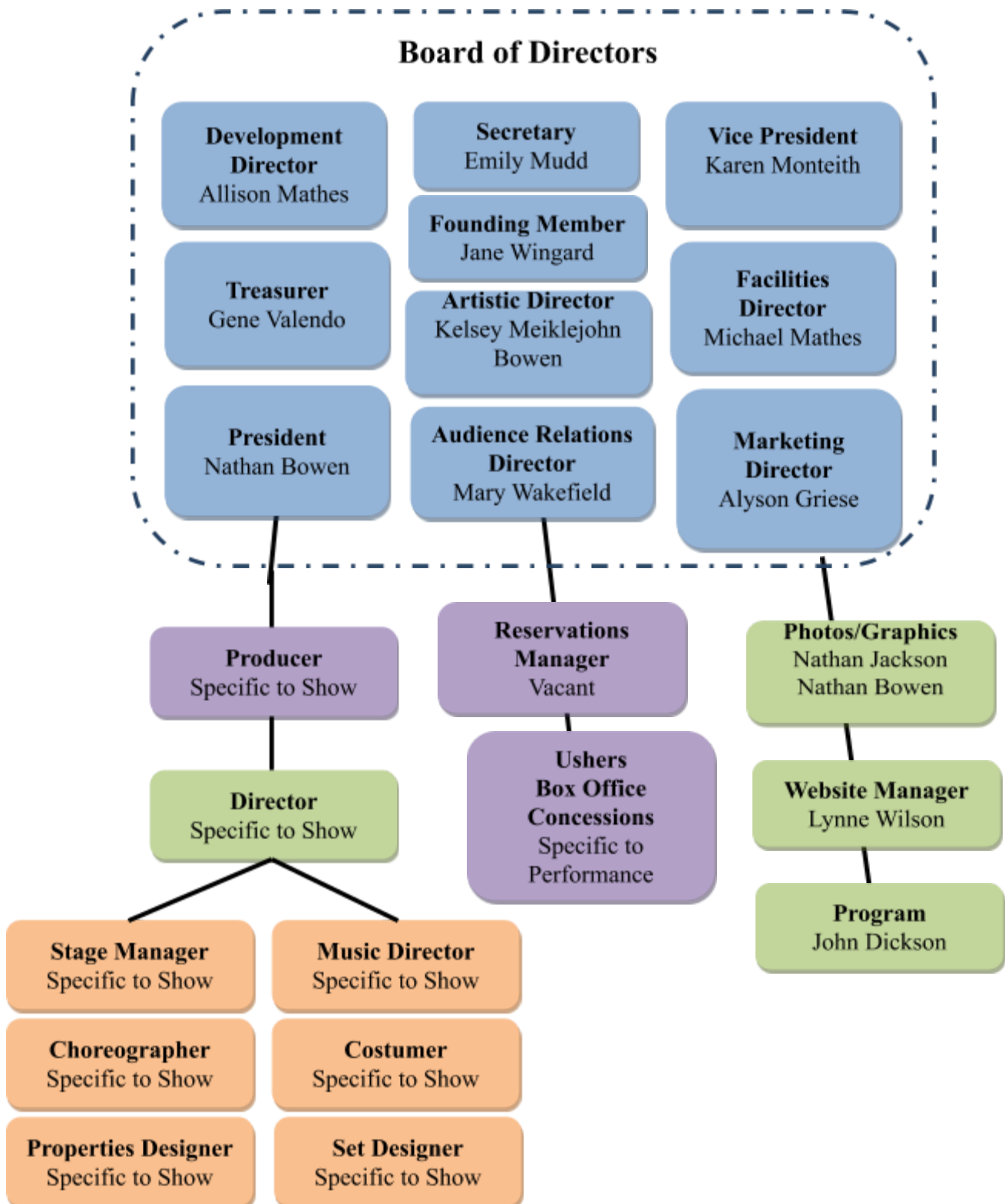
Any action which may be properly taken by the Board of Directors and Committees assembled in a meeting may also be taken without a meeting, if consent in writing or via electronic communication, setting forth the action so taken is signed by all of the Board and Committee members entitled to vote with respect to the actions. Such consent shall have the same force and effect as a vote of the Board and Committees assembled and shall be filed with the minutes.

Article IX Amendments

These By-Laws may be amended by a majority vote of the Board provided all Board members have been presented with the proposed amendment(s) and change(s) in writing with written notice of meeting date at least ten days prior to the meeting date.

E. Company Structure

***For production-specific roles, 2nd Star keeps lists of dedicated volunteers who have contributed in these roles in the past and may choose to do so again in the future.*



2nd Star Personnel Descriptions

As stated in the Bylaws of 2nd Star Productions, the affairs of the Company are managed by the Board of Directors. All powers not explicitly granted to appointed chairpersons of committees and/or the general membership are retained by the Board. The Board members are empowered to pass any resolution and make any decision necessary for the regular conducting of business of the Company. This section highlights the responsibilities of each Board member, as well as those of 2nd Star personnel appointed by the Board. Note that all listed duties may be delegated to other Company volunteers as the Board sees fit.

No director, music director, designer, actor, or other production staff member is paid a salary, stipend, or other remuneration, with the exception of musicians accompanying performances and special situations approved by the Board. The Producer must request and gain Board approval prior to negotiating payment with a special consultant. There are no other exceptions to this policy.

Once a volunteer has accepted a Board position, it is expected that they serve the full two-year term except under extreme circumstances. Note that the following responsibilities are stated with an emphasis on *oversight* in many instances, as specific Board members are not expected to actively perform all activities that fall under them. Rather, they are tasked with ensuring those duties and responsibilities are implemented. If personal matters call for it, a short leave of absence from a position is an acceptable alternative from full resignation mid-term, but members should provide the President with as much notice as possible in these situations so that they can ensure coverage of responsibilities.

A. President (Executive Officer)

The President (elected in odd-numbered years) has the following duties and responsibilities:

1. Lead and act as the voice of the organization.
2. Enforce observance of the Bylaws.
3. Oversee development of the agenda for all meetings of the membership of 2nd Star.
4. Preside at all meetings of the membership of 2nd Star.
5. Offersee official 2nd Star communication.
6. Serve as an ex-officio member of all committees & appoint the chairpersons of all committees.
7. Give final approval for the season brochure, the program for each show, and any other 2nd Star document for dissemination to the public.
8. Serves as Executive Producer for all Company productions (rights coordination, performance and rehearsal venue coordination, etc), producing when no other volunteer is available, and generally overseeing producer activities.
9. Represent 2nd Star in the community to solicit new volunteers, including coordinating with the Marketing Director to promote volunteer opportunities in the local media.
10. Ensure that there is a job description for each position in the Company that requires volunteers and ensure that this information is published and available for potential volunteers.
11. Provide notice of each membership meeting at least two weeks days before the meeting.
12. Other coordination and oversight necessary to sustain the company.

B. Vice President (Executive Officer)

The Vice President (elected in even-numbered years) has the following duties and responsibilities:

1. Preside at all meetings and perform all duties of the President in the absence of the President.
2. Assist the President in the management of administrative duties.
3. Oversee of the Company's educational projects and other special endeavors as they arise.
4. Serve as volunteer coordinator for the organization.
5. Maintain a contact list of volunteers and provide a copy to the Officers as needed/requested.
6. Follow up with volunteers to see that they are matched with suitable volunteer opportunities.

C. Secretary (Executive Officer)

The Secretary (elected in odd-numbered years) has the following duties and responsibilities:

1. Record the minutes of all membership meetings.
2. Distribute copies of membership meeting minutes to Board members and attendees no later than two weeks after any meeting.
3. Maintain all files, as requested by the Board.
4. Maintain and keep current the Board contact list.
5. Maintain a current database for individuals interested in 2nd Star activities.
6. Oversee all 2nd star mailings in conjunction with various board members including postcard advertising for each show, donation appeals, season brochure, etc.
7. In conjunction with the Development Director, prepare and mail tax letters to all donors.

D. Treasurer (Executive Officer)

The Treasurer (nominated by the President and approved by majority vote of the Board of Directors in even-numbered years) has the following duties and responsibilities:

1. Receive all funds and make all disbursements under the direction of the Board and as authorized in the ByLaws.
2. Keep all financial records and prepare and submit an annual report to the Board every March, show reports following each production, and other reports throughout the year as requested by the Board.
3. Prepare an annual statement for presentation at the March Board meeting summarizing all financial transactions in the previous fiscal year.
4. Ensure proper filing of all annual income tax and personal property tax returns and other forms necessary to maintain the non-profit status of 2nd Star.
5. Maintain and monitor the 2nd Star credit cards including ensuring on-time payments of all balances, checking for unauthorized purchases, and tracking spending limits.
6. Distribute as necessary to board, production staff, or file directly with companies tax exempt letters for purchases related to the company.

E. Artistic Director

The Artistic Director (elected in even-numbered years) has the following duties and responsibilities:

1. Oversee the aesthetic direction of the Company, including monitoring of the Company's productions to ensure quality, providing feedback and leadership to production staff as needed.
2. Serve as Director of a production if none can be found.
3. Oversee the season selection process each year.
4. Oversee the director selection process each year.

F. Audience Relations Director

The Audience Relations Director (elected in odd-numbered years) manages all front-of-house operations at the theatre, and has the following duties and responsibilities:

1. Oversee the ticket reservation process for Company productions, phone and online.
2. Manage and create all ticketing operations through Arts-People including purchases, season subscriptions, subscription upgrades, and exchanges.
3. Recruit and train box office staff, ushers, house managers, concessions staff, and assure that each performance is staffed.
4. Arrange for concessions to be available at each performance and keep financial records on concessions, as required by the Treasurer.
5. Maintain a secure ticket sales operation, and ensure that all cash and checks received through ticket sales transactions are delivered to the Treasurer for deposit.
6. Maintain accurate records of all ticket transactions and of attendance at all 2nd Star performances.
7. Coordinate group sales and benefit functions involving all 2nd Star performances.
8. Oversee lobby setup for productions.
9. Oversee Box Office issues.
10. Coordinate with Playhouse staff to accommodate handicapped patrons.
11. Arrange for the printing of all show tickets.

G. Development Director

The Development Director (elected in odd-numbered years) manages fundraising and grants for the Company, and has the following duties and responsibilities:

1. Solicit contributions from individuals, businesses and foundations.
2. Identify grant opportunities and, if approved by the Board, develop and submit grant applications.
3. Submit all required grant reports.
4. Solicit sponsors for 2nd Star programs and productions (advertisements in programs, etc.).
5. Organize fundraisers.
6. Manage and track donation requests from other organizations, coordinating with the Audience Relations director when tickets are the donated item.

H. Marketing Director

The Marketing Director (elected in even-numbered years) manages all activities that increase awareness of 2nd Star Productions in the community, and has the following duties and responsibilities:

1. Develop plans to increase the awareness of 2nd Star Productions in the community.
2. Maintain a current list of media contacts for publicity and promotion of 2nd Star and its productions.
3. Prepare and distribute press releases and other promotion to the appropriate media.
4. Oversee placement of advertisements for 2nd Star in print and online media.
5. Oversee the photography needed for publicity and performance photos of each production.
6. Run the Company's social media accounts.
7. Invite reviewers from media to 2nd Star's performances.
8. Oversee the development of all Company marketing materials, including show-specific posters and postcards, season brochures, graphics, etc.
9. Maintain and enhance the Company's website.
10. Oversees production program development.

I. Facilities Director

The Facilities Director (elected in even-numbered years) oversees the Company's storage facility, and has the following duties and responsibilities:

1. Organize and inventories items stored in the 2nd Star "Shop" in Edgewater, MD.
2. Oversee maintenance of the "Shop."
3. Assist the set designer and stage manager with running set load-in and strike for each production.
4. Coordinates all items loaned to other companies on behalf of 2nd star with the board's approval.
5. Ensures the shop is clear for the upcoming production's needs including sufficient space available for building and painting.
6. Coordinates with production teams access to the shop and storage space as well as ensuring they are made aware of available stock for use in shows.

J. Staff

The following chart lists the standard members of the production staff for a 2nd Star production. In addition, it shows by whom each staff member is appointed and to whom each staff member reports. In subsequent sections of this manual, responsibilities, procedures, and general information are provided to assist each staff member in understanding their area of responsibility. Note: the Board of Directors may terminate any production position (including the production team) if they find sufficient reason.

****All positions with a "*" must sign a form stating that they have read this manual--in particular this section regarding roles and responsibilities of the production team--and understand the contents.****

Position	Selected/Appointed By	Reports To
Executive Producer	Is the President of the Company	Board
Producer	Board	Board
Director*	Board	Producer, Board
Assistant Director*	Director	Director
Stage Manager*	Director, Producer, Board	Director
Music Director*	Director, Producer, Board	Director
Choreographer*	Director, Producer, Board	Director
Properties Designer*	Director, Producer, Board	Director
Costume Designer*	Director, Producer, Board	Director
Set Designer*	Director, Producer, Board	Director
Technicians and Crew	Director, Producer, Board	Director during rehearsals, Stage Manager during performances
Actors	Director, Music Director, Choreographer	Director during rehearsals, Stage Manager during performances

1. Executive Producer

The President of the Company is the de facto Executive Producer for all 2nd Star shows. The Executive Producer oversees the Producer's activities, and steps in to assist if the Producer is unavailable. Specific duties and responsibilities include:

- *Rehearsal Space and the Playhouse.* The Executive Producer is the main liaison with both the Playhouse and All Saints Lutheran to ensure consistent contact and messaging with those important resources. This includes all scheduling, with the exception noted under the Producer section below.
- *Show Materials.* The Executive Producer coordinates to ensure that show materials (librettos, piano vocal scores, etc.) arrive in time for the production. The advance copy should be available at least one month prior to auditions (at the latest) and the full materials list should arrive by the first rehearsal. This timeline may vary slightly from rights company to rights company related to their policies.

2. Producer

The Producer is responsible for managing the overall production by executing administrative aspects and coordinating technical aspects of a production. The Producer represents the Company as part of the production team to ensure we are presenting the best possible production and upholding 2nd Star's high standards while simultaneously fulfilling 2nd Star's mission to the community. As needed and on a continual basis, the Producer provides routine information on production progress to the Board. In some circumstances, the Producer may present information/requests to the Board as a whole at a Board meeting. As a representative of the Company, the Producer should ensure the Director and Production team are following all of 2nd Star's policies as outlined in the manual or communicated by the President acting as Executive Producer. The Producer is in charge of seeking Board approval on behalf of the production team for anything outside of or not listed in the policies.

Specific duties and responsibilities of the Producer are as follows:

- *Budget.* The Producer, in coordination with the Director and Board, is responsible for ensuring that a production's budgeted funds are spent as allocated by the Officers. After the Board has

approved the production budget, the Producer informs each designer of the amount allocated from the production budget for his or her area of responsibility. The Producer is in charge of checking to make sure each member of the production team is living within that budget, and of collecting receipts and providing to the Treasurer. If a production requires funding beyond its approved budget, the Producer must petition for an increase and receive approval from the Board prior to the expenditure of any additional funds.

- o NOTE. Each member of the production team is also responsible for staying within their approved budget. If they exceed that budget without prior Board approval conveyed through the Producer, the Company will not reimburse the excess.
- *Production Staff Coordination.* As needed, the Producer assists the Director in the selection of the Stage Manager, design team, and any special staff. The Producer coordinates with the Stage Manager regarding Technicians and backstage crew.
- *Rehearsal Space and the Playhouse.* The Executive Producer (i.e. President) is the main liaison with both the Playhouse and All Saints Lutheran to ensure consistent contact and messaging with those important resources. However, if All Saints is not available, the Producer is in charge of finding alternative space with the help of the production team and the Board. Also, if day-to-day issues with the Playhouse arise, during technical rehearsals leading up to a show opening in particular, the Producer is the primary coordinator (not the Director).
- *Rehearsal Attendance.* In order to be aware of any issues that arise and to monitor timelines to keep the show on track, the Producer needs to attend at least the read through to give introductory announcements regarding the Company and hand out actor's information sheets, then attend rehearsals biweekly to ensure they are on track until tech at which the Producer should strive to attend every rehearsal. If the producer is unable to attend the full rehearsal they are responsible for finding Board coverage to serve as proxy producer when they are out"
- *Marketing Coordination.* The Producer coordinates with the Director and Marketing Director to schedule photo shoots, develop production information for posters and programs, and provide input toward all marketing material related to the production. Pre-planned photo shoot dates are needed for poster material shots, publicity shots, and headshots.
- *Program.* The Producers is in charge of collecting material for the program, reviewing it for correctness, and providing it to the program developers in accordance with the timeline deadlines (currently Nathan Bowen and John Wakefield).
- *General Timelines and Deadlines.* A production timeline for 2nd Star shows is attached. It is the Producer's job to make sure that all of these deadlines are met, reminding those who are tasked with the various areas when they need to get done.
- *Production Team Meetings.* As part of keeping a production on track, the Producer is in charge of scheduling production team meetings—unless the Director or Stage Manager of a given show takes charge (we welcome that).
- *Children Supervision.* Ensures children supervision coverage per 2nd Star policies

What the Producer is not. The Producer has no say in the casting of a show or in the artistic decisions made within a show. They are the purview of the production team and Artistic Director. The Producer is in charge of only the administrative aspects of a show.

3. *Director - Must sign form stating that they have read this manual--in particular this section regarding roles and responsibilities of the production team--and understand the contents.*

The Director bears overall responsibility for the show and for the activities of the Music Director and the Choreographer, as well as all other staff (both paid and unpaid) and actors. The Director is responsible for scheduling and directing such rehearsals as are necessary for the preparation of all elements of the production. The Director shall report to the Producer throughout the production process. Specific duties include:

- The Director collaborates with the Producer to maintain the production budget, rehearsal schedules, and production staff work schedules. The Director also collaborates with the Producer to delineate duties for staff, cast, and crew that are not explicitly stated in this manual.
- The Director collaborates with the Producer to develop production information for posters and programs and provides input toward all marketing material related to the production. Note – this is *input* only, as the Marketing Director and Board of the Company have final say in all marketing.
- The Director coordinates rehearsals and production meetings with the Producer, and copies the President (in charge of venue scheduling as Executive Producer) on all such correspondence.
- The Director will set a relatively final rehearsal schedule prior to the first rehearsal (if not possible, within first week of rehearsal), avoiding TBDs to the greatest extent possible, coordinating with the Producer and the rest of the production staff. The schedule will include the date of (a) publicity pictures, (b) headshots, and (c) dress rehearsal pictures confirmed with the photographer and costumer (Producer coordinates these and informs the Director). For June shows, the rehearsal schedule should also include the Bowie Parade.
- All notifications of production meetings, rehearsals, as well as any correspondence that are broadcast to the cast or staff by the Director or other cast/staff member should be copied to the Producer and Stage Manager for informational purposes.
- Once a show has opened, leadership of the production passes to the Stage Manager. Directors should not give notes to actors unless approved and given by the Stage Manager, and this should be avoided. After opening night (for a green room speech), production staff outside of the Conductor, Costumer, and Stage Manager are not permitted backstage.
- Communicate vision and needs for the show to all production staff in a timely manner.
- With the producer and production staff, set and ensure adherence to all deadlines for requested materials (set pieces, props, costumes, etc.).
- Adhere to all 2nd Star guidelines regarding use of space, scheduling of rehearsals, and other policies either outlined in the manual or communicated by the President acting as Executive Producer on behalf of the Board of Directors.

Due to the high level of responsibility a Director shoulders for the success of a production at 2nd Star, Directors should not either direct or be a cast member of another production whose run comes within two months of the opening of their show with 2nd Star. Specific exceptions may be granted by the Board of 2nd Star, but must be requested prior to the Director being chosen to direct 2nd Star's show.

Directors are provided a copy of this Manual at the Director's Orientation meeting and afforded the opportunity to discuss the information with Executive Director and/or Board. Questions related to the content of this Manual throughout the production process should be addressed to the Producer.

NOTE. Each member of the production team is also responsible for staying within their approved budget. If they exceed that budget without prior Board approval conveyed through the Producer, the Company will not reimburse the excess.

4. *Assistant Director - Must sign form stating that they have read this manual--in particular this section regarding roles and responsibilities of the production team--and understand the contents.*

The Assistant Director's job is to assist the director as needed, with duties to be determined by the director (they might vary largely between directors and their production style).

5. *Stage Manager - Must sign form stating that they have read this manual--in particular this section regarding roles and responsibilities of the production team--and understand the contents.*

The Stage Manager maintains the quality, artistic integrity and smooth operation of the production throughout the run of the show as established by the Director during the show development. The Stage Manager is responsible for ensuring that the show remains as it was directed. Once the show opens, the Stage Manager acts as a liaison between the Director and cast regarding any further instructions or suggestions that the Director may wish to present to the cast. Directors may give notes during the run only via the Stage Manager.

Stage managers are required to keep and utilize a working cell phone on them at all rehearsals and performances as they are the main contact between actors and the organization.

The Stage Manager works closely with the technical staff regarding problems with technical cues. The Stage Manager calls the show from backstage. The Stage Manager is responsible for limiting backstage access to only those cast and crew members needed for the operation of the production. To ensure the protection of costumes, props and the theatre itself – and to ensure the comfort of the actors and crew – the Stage Manager will strictly enforce food and smoking regulations as they pertain to backstage, dressing rooms, and other areas of the premises.

Prior to Tech Week:

- Attend sufficient rehearsals so as to become familiar with the show, scene changes, props, cast, etc. This includes all blocking rehearsals, but not necessarily all music and choreography rehearsals. Attend ALL rehearsals during the three-week period prior to opening of the production.
- For rehearsals where they are in attendance, ensures sufficient breaks for the cast and crew--this should be at least five minutes per hour (i.e. three five minute breaks or one fifteen minute break for a three hour rehearsal).
- Assist with costumes, props, photographs, etc., if needed.
- Take blocking notes as dictated by the Director. (These notes should be kept in a script dedicated solely for this purpose.)
- Choreograph set change operations to be performed cast and crew, unless otherwise advised by the Director
- Keep track of props, set pieces, and costumes as they are made available.
- Keep in constant contact with the Producer, especially if any problems arise.
- Send or ensure the sending of rehearsal reports to all production staff.
- Call late actors and maintain conflict lists.

During Tech Week:

- Assume responsibility for smooth operation of show.
- Organize props, set pieces, etc. Be sure prop area is neat and organized.
- Assist with move into the dressing rooms and organization of costumes, etc.
- Organize any quick costume changes that must be done.
- Write all set changes, pre-sets for each act, quick costumes changes, etc. in stage manager's copy of the script.
- Assist the Director as needed.
- Coordinate with the Playhouse technical staff as needed.
- Assist cast as needed.
- Educate cast on theatre rules, parking, etc.
- Create theatre sign-in sheet for all cast members.
- Ensure stage space is cleared and ready for actors prior to all rehearsals and performances.
- Call and communicate with late actors.
- Calls the technical cues for the show from backstage.

NOTE. Each member of the production team is also responsible for staying within their approved budget. If they exceed that budget without prior Board approval conveyed through the Producer, the Company will not reimburse the excess.

6. *Music Director - Must sign form stating that they have read this manual--in particular this section regarding roles and responsibilities of the production team--and understand the contents.*

The Music Director is responsible for all aspects of the production associated with music, and as assigned by the Director. The Music Director is responsible for scheduling and directing such rehearsals as are necessary for the preparation of those elements of the production falling under his/her direction. This shall include, at a minimum, the following:

- Rehearsals adequate to teach all chorus and ensemble music;
- Rehearsals adequate for the polishing of all chorus and ensemble music, including attendance at run-throughs;
- Rehearsals of soloists as needed;
- Attendance at all tech week rehearsals;
- Attendance at any additional rehearsals designated by the Director.
- Assisting the Director with casting, in particular advising the Director on actor's vocal abilities.
- In coordination with Director, selecting callback material from score.
- Scheduling accompanists for auditions, callbacks, and rehearsals as needed, assisted by the Producer if necessary.
- Coordinating the selection of the orchestra of a production, ensuring that they have sufficient rehearsal (preferably at least two prior to working with actors), ensuring sufficient orchestra coverage of all performances, and either conducting the orchestra during the run or selecting a conductor.
 - NOTE. Musicians in the orchestra do receive a small stipend for their work of \$20 per performance (not rehearsals). This only includes individuals who play an instrument in the pit. If the conductor is also playing piano or some other instrument, they receive a stipend, but if they do not play then they receive no stipend. The number of musicians that can be in an orchestra is capped by the budget of the production, conveyed by the Producer.

Note - After opening night (for a green room speech), production staff outside of the Costumer, Conductor and Stage Manager are not permitted backstage.

The Director bears the overall artistic responsibility for the production, including the coordination of the activities of the Music Director. The Music Director shall report to and take artistic direction from the Director.

NOTE. Each member of the production team is also responsible for staying within their approved budget. If they exceed that budget without prior Board approval conveyed through the Producer, the Company will not reimburse the excess.

7. *Choreographer - Must sign form stating that they have read this manual--in particular this section regarding roles and responsibilities of the production team--and understand the contents.*

The Choreographer is responsible for all aspects of the production associated with dance and group movement, and as assigned by the Director. The Choreographer is responsible for scheduling and directing such rehearsals as are necessary for the preparation of those elements of the production falling under his/her direction. This shall include, at a minimum, the following:

- Rehearsals adequate to teach all dances;
- Rehearsals adequate for the polishing of all choreographed musical numbers;
- Attendance at all tech week rehearsals;
- Attendance at any additional rehearsals designated by the Director.
- Assisting the Director with casting, in particular advising the Director on actor's dance/movement abilities.
- In coordination with Director, creating all audition and callback combinations.
- Creating original choreography for the production based on actor abilities and needs of the show.
- Providing or coordinating with the Music Director, Director, or Producer to ensure music is available for rehearsals.

The Director bears the overall artistic responsibility for the production, including the coordination of the activities of the Choreographer. The Choreographer, while responsible to the Board, shall report to and take artistic direction from the Director.

Note - After opening night (for a green room speech), production staff outside of the Costumer, Conductor and Stage Manager are not permitted backstage.

NOTE. Each member of the production team is also responsible for staying within their approved budget. If they exceed that budget without prior Board approval conveyed through the Producer, the Company will not reimburse the excess.

8. *Costume Designer ("Costumer") - Must sign form stating that they have read this manual--in particular this section regarding roles and responsibilities of the production team--and understand the contents.*

The Costumer assumes the responsibility of costuming all performers in the show. The Costumer will also work closely with the Producer and production Director and keep them updated on the status of the costumes for the production, and has the following duties and responsibilities:

- Meet with the Director to determine and gather a clear understanding of his or her overall vision for the show.
- Coordinate with the Director and schedule a time to measure the cast.

- Coordinate with the Producer and Marketing Director to ensure costumes for the publicity pictures are available for the photoshoot. The date of the photoshoot should be established soon after the show is cast.
- Rent, borrow or sew all of the costumes needed to express the vision of the show.
 - Note: Performers are responsible for providing their own shoes, tights, socks, undergarments, and makeup as specified by the Costumer for the show, unless they are of a particularly expensive/specialized nature.
- The Costumer will at all times be mindful of the budget and keep all receipts. All receipts and a reimbursement form must be submitted to the Producer and Treasurer for approval.
 - Note: the Costumer is not expected to use their personal funds to purchase costume items.
- The Costumer is responsible for either organizing hair/makeup/wigs for the cast or, if they are unable to do so, informing the Producer prior to the production and assisting as necessary. This includes discussing any specialized or Period makeup/wigs with the Director and making the cast aware of what is appropriate for the production.
- All costumes must be ready by the Sunday of the week leading into performances and finalized by the penultimate rehearsal. .
- Discuss with the cast what is expected of them in taking care of their costumes. For instance, no eating while in costume and no drinking except for water. Additionally, their costumes must be organized and hung up in the dressing room after each show in preparation for the next performance.
- Be present at the theatre during tech week for alterations, adjustments, etc.
- Oversee the dry cleaning and laundering of costumes after the second weekend of a musical, and first weekend for a play. Cast members are in charge of their washables during the run.
- Oversee the dry cleaning, laundering, organizing, and storing of costumes back in the 2nd Star Shop (or returning them to where they were borrowed from) following the closing of a show.
- Be present at the theatre on closing night to collect all costumes for dry cleaning and laundering.

NOTE. Each member of the production team is also responsible for staying within their approved budget. If they exceed that budget without prior Board approval conveyed through the Producer, the Company will not reimburse the excess.

9. *Properties Designer - Must sign form stating that they have read this manual--in particular this section regarding roles and responsibilities of the production team--and understand the contents.*

The Properties Designer is responsible for obtaining and returning all props necessary for the show.

- Meet with the Director to determine and gather a clear understanding of his or her overall vision for the show.
- All props must be ready by the Sunday of the week leading into performances and finalized by the penultimate rehearsal.
- Every effort should be made to use props belonging to 2nd Star or to obtain them from other sources without expending funds. The use of borrowed or donated props must be properly acknowledged in the program for the show; give the resource name to the Producer.
- If a prop is donated or purchased from the show budget, it becomes the property of 2nd Star. For purchased props, all receipts must be signed by the purchaser and the show name indicated. The receipts must be submitted to the Producer or Treasurer no later than one week after the show closes.
- All weapons must be appropriately stored and cleaned by the Stage Manager.

NOTE. Each member of the production team is also responsible for staying within their approved budget. If they exceed that budget without prior Board approval conveyed through the Producer, the Company will not reimburse the excess.

10. Set Designer - Must sign form stating that they have read this manual--in particular this section regarding roles and responsibilities of the production team--and understand the contents.

The set designer is responsible for the design, construction, and painting of sets used for the production or each show.

- Sets must be designed and constructed to minimize the possibility of blocking the view of audience members.
- The set designer should meet with the Director, Producer, and Artistic Director prior to auditions to ensure their visions are compatible. A design must be submitted to the Producer, Artistic Director, and production Director for approval one week prior to the beginning of rehearsals. If any changes are required, the Designer will be notified.
- Set pieces and construction should be limited to the main stage and the ramp areas. Access to the fire doors at the main entrance may not be blocked or limited under any circumstances.
- Set pieces may not be placed in aisles or ramps, even temporarily, before, during or after the show. No modifications to the exit signs, fire pulls, or fire extinguishers may be made.
- All sets must be ready for load-in. While small fixes and touch up can be done at the Playhouse, the sets must be finalized by the penultimate rehearsal.

NOTE. Each member of the production team is also responsible for staying within their approved budget. If they exceed that budget without prior Board approval conveyed through the Producer, the Company will not reimburse the excess.

11. Technicians and Crew

The Technicians and Crew are responsible for helping run the lighting, sound, and backstage needs of the show during production. Backstage Crew assist the Stage Manager with issues that may arise during a production, and also assist in set changes, getting props ready, helping an actor get into or out of costume, or various other tasks needing prompt and precise attention during a production.

2nd Star Policies

The Board of 2nd Star Productions, with the President serving as Executive Producer, has the ultimate authority over all production aspects.

A. Audition Policy

- Auditioners are expected to come to auditions dressed appropriately and professionally. They should have proper footwear for dancing or movement and music that is legible and marked correctly for the accompanist.
- All auditions will be advertised in online media and on the 2nd Star website and will be open to anyone who wishes to participate. There may, however, be age limit restrictions for certain shows. It is 2nd Star policy to cast “age appropriate” roles. All potential cast members must audition. If, after auditions, one or more parts have not been filled, further publicly announced auditions will be held. No roles are pre-cast.
- The following people may sit at the casting table during auditions: the Director, Choreographer, Music Director, Assistant Director, Stage Manager, Producer, and company Board. The Director has the final say on casting. However, 2nd Star as the Executive Producer reserves the right to have input concerning casting decisions.
- The Director, Music Director, and Choreographer for a production may not audition for, or be cast in that production - except under special circumstances and with approval by the Board.
- Every person who auditions will be thanked by phone or by email. This task will be handled by a member of the production staff or a company Board member.
- During auditions, all those present will abide by the policies of the host location. This includes a prohibition against smoking anywhere on the Whitemarsh Recreation Park grounds.
- All of the policies above apply to callbacks as well as initial auditions.
- If an actor has a valid conflict with the scheduled audition date(s), the Director may conduct an initial audition at the beginning of callbacks. This should be done only in exceptional circumstances.
- Auditions are public or private at the discretion of the Director. Only those notified by the director, stage manager, Board, or other production staff may come to callbacks.
- No one will be allowed to observe auditions or callbacks without prior permission.
- The use of understudies is generally discouraged and any use of understudies must be approved by the Board of Directors. In the event that an understudy is deemed necessary for a production, the understudy must be offered at least three performances in the understudied role during the run. The understudy must have an appropriate number of rehearsals according to his/her specific needs, and the understudy must perform the understudied role during at least one of the Tech Week dress rehearsals. The dates of guaranteed understudy performances must be decided by the Director prior to the first rehearsal. Any actor who is offered a role that will be understudied, and who will therefore lose performances to that understudy, must be informed—prior to accepting the role—of the number of performances guaranteed to the understudy.

B. Casting Policy

- 2nd Star believes theatre should celebrate and reflect the diversity within our community and practices color-conscious, expansive casting.

- All roles are open to any performer (race, ethnicity, gender identity) unless stipulated otherwise by rights or if the plot of a show is contingent upon specific casting. These specifics will be listed in any casting breakdowns in audition notices. Shows will be cast in a way that considers race and ethnicity in an intentional manner. Directors and production teams are expected to have an understanding and be mindful of the implications that such casting has on the story being told.
- For our 5-week run shows, 2nd Star specifically chooses grander scale shows, and expects production teams to cast at least 30 individuals unless granted an exception by the Board of Directors.
- Due to spacing constraints a production team shall not cast more than 40 individuals in a show without consent from the Board of Directors.
- No one outside the production team will be allowed to observe auditions or callbacks without prior permission from the Board of Directors.

C. Rehearsal Policy

- Any procedure concerning rehearsals may be waived by the Board of Directors upon consultation, unless otherwise specified.
- Rehearsals may not be scheduled coincident with General Membership Meetings. There are no exceptions to this policy.
- Most 2nd Star shows are rehearsed at All Saints Lutheran Church in Bowie, MD, which graciously opens to their doors to the Company for free. Rehearsals until load-in to the Bowie Playhouse are as follows: 7-10 pm Tuesdays and Thursdays, 11-3 pm Saturdays. If a Director desires additional rehearsals, it is the production team's responsibility for locating free rehearsal space.
- No more than four rehearsals are to be scheduled per week, with no individual performer being called for more than three rehearsals a week. This policy does not apply during the two weeks prior to opening night when the technical aspects are integrated into the production.
- Performers may not be asked to rehearse for more than four hours per day, except during Tech Week (the week beginning on the Saturday prior to opening night).
- Production staff must ensure sufficient breaks for the cast and crew during rehearsals. This should be at least five minutes per hour (i.e. three five minute breaks or one fifteen minute break for a three hour rehearsal).
- Production staff must arrive to rehearsals at least 5 minutes prior to the start time (10 minutes or more preferred) to ensure that the space is prepared and rehearsal can start on time.
- When scheduling rehearsals, the production team is expected to make every effort to maximize the time of the cast/team. As 2nd Star is largely a "destination" theatre (i.e. many actors are commuting 30 minutes or more to rehearsals), calling actors for very short periods of time is to be avoided.
- Rehearsals may not continue later than 11:00 pm, with the exception of notes sessions during the final Tech Week. Cast members who are minors will not be required to remain at rehearsals past 10:00pm on school nights or past 11:00 pm on non-school nights. When possible, minors will be released as soon as their portion of the rehearsal is complete.
- At the Playhouse, rehearsals cannot start before 7 pm. 2nd Star has access to the space at 6:30 pm, but that time should be used for actor and stage preparation rather than active rehearsal time.
- It is recommended, if at all possible, that notes be communicated via e-mail during Tech Week in an effort to be respectful of the performers' and staff's time and health.

- All rehearsals are open unless the Director has received permission from the Board of Directors to have a closed rehearsal. No rehearsals are ever closed to Board members.
- Actors and production staff must ensure that rehearsal spaces are cleaned after rehearsals are done for the day, out of respect for the organizations allowing use of the spaces.
- 2nd Star Productions has a set tech rehearsal schedule that production teams must utilize when a production enters the Playhouse, to be provided by the Producer at the first production team meeting. Exceptions may be requested through the Producer to the Board, but must be asked for at least 1 month before tech is set to begin.

D. Supervising Children in Shows

Child actors must be attended by a production staff member or 2nd Star company representative at all times. While it is the responsibility of parents to ensure their children are transported to and from rehearsal, when child actors are at rehearsal or in performances 2nd Star will strive to ensure that responsible 2nd Star representatives watch over their safety.

During the performance run of a show, children 8 years and under must have someone assigned to supervise them at all times, either a cast member, other volunteer, or their parent (coordination overseen by the producer). If there are 4 or more under the age of 12, it is the Producer's job to coordinate a family member that is not in the cast to assist with children at each performance. 2nd Star permits up to two parents backstage for each performance.

Children that are not in a cast are not permitted backstage without specific consent of the stage manager, and such situations should be avoided in any way possible. The Company cannot afford the liability of unattended children backstage.

E. Prohibited and Controlled Substances

1. Drugs.

Illegal drugs are prohibited within 2nd Star facilities and at all 2nd Star functions. Anyone involved in any capacity with a 2nd Star production or function found to be using, selling, or in possession of illegal drugs, whether on or off of 2nd Star property, will be replaced and/or asked to leave the function.

2. Alcohol

Alcoholic beverages are prohibited within 2nd Star facilities and at all 2nd Star functions, except as sanctioned by the Board of Directors for social events. In addition, production staff and cast are expected to arrive for rehearsals and performances unimpaired. A cast or staff member arriving for rehearsal or performance impaired or inebriated will be replaced.

3. Firearms

Firearms and all other weapons are prohibited within 2nd Star facilities and at all 2nd Star functions, except as sanctioned by the Board of Directors for use in a production.

4. *Tobacco/Smoking*

Smoking of tobacco products is prohibited within 2nd Star facilities. Smoking is also prohibited within 15 feet of entrance doors to 2nd Star facilities. Actors and staff are permitted to smoke away from the front doors of 2nd Star facilities. Cigarette butts must be disposed of properly. Actors who smoke may not smoke in costume, or must wear a protective non-costume item over their costumes. At performance venues or rehearsal spaces that are used, but not owned by 2nd Star, the host organization's smoking restrictions must be followed.

F. Accident/Incident Policy

2nd Star Productions maintains insurance in case of any incidents. Should an incident/accident occur, the highest ranking production team member (preferably Executive Producer, Producer, Director, or Stage Manager) will fill out a 2nd Star Incident Report, including finding several witnesses, and provide it to the Executive Producer either in hard copy or scanned in and emailed.

G. Complimentary (Comp) Tickets

Two Complimentary Tickets will be given to the following:

1. Actors
2. Pit Orchestra Members
3. Production Staff

One Complimentary Ticket will be given to the following:

1. Director
2. Choreographer
3. Music Director
4. Board Members
5. Usher Volunteers
6. Set Building/Painting and Load-In Volunteers
7. Concession Volunteers
8. Box Office Volunteers
9. Bowie Playhouse Staff

Complimentary Tickets can be used:

1. As the general standing rule, Complimentary (comp) Tickets are provided for volunteers in all capacity, to be utilized during the first weekend of the show's run
2. For members of the production staff (Director, Choreographer, Music Director), outside of the first weekend standard comp tickets, a single, non-transferrable comp ticket can be utilized at any point throughout the show run in order to maintain the quality of the production, if the performance is not otherwise sold out and has tickets available
3. For front of house volunteers (box office, concessions, usher), a single, non-transferrable comp ticket can be utilized for the show in which the volunteer is participating in his/her role.

H. Company Credit Cards

The Board may authorize issuance of 2nd Star company credit cards to certain Company Officers, Board Members, and production personnel whose duties and responsibilities involve substantial and frequent expenditures. The Board shall determine the credit limit for each card issued. Subsequent changes in credit limits must be approved by the Board.

The President and the Treasurer shall be the controlling signatories on all accounts under which company credit cards are issued. As such, each shall have the authority to add new cardholders, cancel existing cards, and authorize changes in credit limits, when such actions are deemed necessary for the benefit of the Company and approved by the Board. In the event that the Board elects to change the company's credit card accounts to a different card-issuing institution, the President and the Treasurer shall act together to open the new accounts and close the existing accounts.

The Treasurer shall receive the monthly statements for all company credit cards, and shall make payment in full for each card on or before the due date.

Company credit cards may be used only for purchases and expenditures consistent with and required by the cardholder's duties as defined in this manual, or by such production-related duties (e.g., set builder, set painter, concessions supplier) as the cardholder may from time to time perform.

Company credit cards may not be used for personal expenses, including, but not limited to:

- Food
- Gasoline
- Medical or protective devices (e.g., elbow or shoulder braces, knee pads)

The President or the Treasurer may, from time to time and at their discretion, authorize the use of a company credit card to purchase food and non-alcoholic beverages for participants in set load-ins or strikes.

Company credit cards may not, under any circumstances, be used to purchase alcoholic beverages.