

TABLE OF CONTENTS



Policies and Procedures:

[Section A. Code of Conduct](#)

[Section B. Background Check Policy](#)

[Section C. Safety Policy](#)

[Section D. Discrimination Policy](#)

[Section E. Harassment Policy](#)

[Section F. Board of Directors](#)

[Section G. Production Teams](#)

[Section H. Actors](#)

[Section I. Ticketing & Audience](#)

[Section J. Acknowledgement Form](#)

Document Appendix:

[S.T.A.G.E. Student Code of Conduct](#)

[Item Loan Agreement Form](#)

[Incident Report Form](#)

[Expense Disbursement Form](#)

[Membership Dues Collection Form](#)

[Event Funds Collection Form](#)

Yuma Community Theater

Section A. Code of Conduct

I. Purpose

The purpose of this Code of Conduct is to ensure that Yuma Community Theater (YCT) remains a safe, welcoming, respectful, and inclusive environment for all. It outlines the standards of behavior expected from everyone involved in any aspect of YCT.

II. Core Principles

All participants agree to uphold these shared values:

- **Respect:** Treat others with kindness, professionalism, and empathy.
 - **Integrity:** Be honest, accountable, and fair in all interactions.
 - **Collaboration:** Support one another and work as a team to fulfill the creative vision.
 - **Inclusivity:** Welcome and value all individuals, regardless of background, ability, or experience.
-

III. Expected Conduct

All members of the YCT community are expected to:

- Show up prepared, on time, and ready to participate fully in rehearsals, meetings, or performances.
 - Follow all safety, harassment, and discrimination policies.
 - Listen respectfully to directors, designers, and team leads—and contribute positively.
 - Maintain a drug-free environment during all official YCT activities.
 - Keep rehearsal and performance areas clean and organized.
 - Use appropriate language and avoid gossip, slander, or negativity.
 - Handle disagreements calmly, respectfully, and through the proper channels.
-

IV. Respect for Roles

Everyone in the organization plays a vital part in its success:

- **Board Members** will lead ethically, responsibly, and transparently.
 - **Directors and Designers** will foster creative and inclusive environments.
 - **Cast and Crew** will trust the process, support their team, and be open to feedback.
 - **Volunteers and Staff** will help build a safe, smooth-running production with professionalism.
-

V. Working with Youth Actors: Professional Boundaries

All adult cast, crew, and production team members are expected to maintain clear, professional boundaries when working with youth participants. This includes:

- **Using appropriate language and tone** at all times—no suggestive, crude, or inappropriate jokes or comments, even in jest.
- **Maintaining respectful physical boundaries**—do not touch, hug, or interact physically with a youth actor unless explicitly directed as part of staging or choreography, and always with consent.
- **Avoiding private one-on-one interactions**—conversations with minors should be in public or group settings whenever possible. Never isolate yourself with a youth actor.
- **Being mindful of social media interactions**—do not send private messages to youth actors or tag them in posts unless you're a parent/guardian or have prior parent/guardian approval.
- **Modeling professional behavior**—youth actors should see adults as mentors, not peers. All interactions should be respectful, encouraging, and appropriate for an educational environment.

Any behavior that makes a youth actor (or their parent/guardian) uncomfortable, including comments, attention, or conduct perceived as flirtatious, intrusive, or inappropriate, will be addressed immediately and may result in dismissal from the production.

VI. Confidentiality

Respect the privacy of others and the organization. Do not share private, personal, or behind-the-scenes information without permission—especially on social media.

VII. Social Media Usage

- **Be Respectful:** When posting about YCT, treat fellow participants, staff, and audience members with respect and professionalism.
- **Confidentiality:** Do not share spoilers, scripts, internal communications, or behind-the-scenes content without permission from the production team.
- **Permission to Post:** Always get consent before posting photos or videos of other cast, crew, or minors involved in a production.
- **Representation:** Personal social media should not imply official representation of YCT unless explicitly authorized.
- **Positive Promotion:** We encourage cast and crew to help promote our shows online in a positive and inclusive manner that aligns with our values.

Best Practices

- Think before you post—assume everything is public and permanent.
- Be respectful and constructive in your engagement.
- Use proper grammar and spelling; poor communication reflects poorly on the organization.
- Report any breaches of this policy or inappropriate content to the Board of Directors.

VIII. Use of YCT Property*

YCT equipment, costumes, props, and facilities must be treated with care. Items may not be borrowed or removed from the premises without express permission from the Board of Directors.

Any borrowed items must be documented and signed out by a designated board director. Must also be returned to said board director.

**See YCT Item Loan Agreement in Document Appendix*

IX. Addressing Violations

Violations of this Code of Conduct or any other Policy and Procedure may result in:

- A verbal warning or private conversation
- Written notice of concern
- Removal from a rehearsal, production, or position
- Suspension or permanent exclusion from YCT activities

All concerns should be reported to the Stage Manager, Production Manager, or a designated YCT Board Member. Confidentiality will be respected.

X. Agreement

By participating in any YCT production or role, you agree to uphold this Code of Conduct. It is the responsibility of each individual to contribute to a safe, respectful, and collaborative community.

XI. Amendments

These policies may be reviewed and amended by a majority vote of the Board at any regular or special meeting.

Yuma Community Theater

Section B. Background Check Policy

I. Purpose

This policy establishes guidelines for conducting background checks on employees, volunteers, contractors, and other individuals affiliated with Yuma Community Theater, to ensure a safe, trustworthy, and legally compliant environment.

II. Scope

This policy applies to:

- Board of Directors
 - All production teams of any show that has minors.
 - Any other individuals whose roles involve access to financial information or sensitive data.
-

III. Types of Background Checks

YCT is to use Safescreener for all background checks and are to utilize the Level 1 Volunteer Screening Package which includes:

- Multi-Jurisdiction Criminal Records Database Search
 - National Sex Offender Registry Search
 - Alias Name Search
 - SSN Trace for Name & Date of Birth Verification
-

IV. Consent

All individuals subject to background checks must complete the electronic consent through Safescreener's QuickApp process. If electronic consent is not possible, a written consent form may be requested by contacting the Secretary.

V. Confidentiality

All background check results will be treated as confidential. Only personnel with a legitimate need to know will have access to the results. If a background check raises concern, the Secretary shall notify the President.

VI. Review & Adjudication

Background check findings will be reviewed by the Secretary. Factors considered when evaluating results include:

- Nature and seriousness of any offenses
- Time elapsed since the offense

- Relevance to the role being applied for
- Evidence of rehabilitation

If a background check raises concern, the Secretary shall notify the President of any negative findings.

A background check finding will not automatically disqualify an individual from working with minors unless they have been convicted of a crime against children or are a registered sex offender. However, individuals convicted of theft or financial-related crimes are not eligible to serve on the Board of Directors, act as a Production Manager, or hold any position that involves handling organizational funds.

Background checks shall remain valid for a period of three (3) years from the date of completion, after which a new background screening shall be required for continued eligibility in applicable roles.

VII. Notification of Adverse Action

If the results of a background check raise concerns that may impact an individual's eligibility to serve as a volunteer or member of the Board of Directors, the individual will be notified in writing before any final decision is made. When applicable, they will receive a pre-adverse action notice, a copy of the background check report, and a summary of their rights under the Fair Credit Reporting Act (FCRA).

If an individual disagrees with a notice of adverse action, they have the right to appeal the decision to the Board of Directors during a regularly scheduled meeting. To initiate the appeal, the individual must notify the President in advance to be placed on the meeting agenda.

VII. Retention & Disposal

Background check records will be securely stored and retained in compliance with applicable laws. Records will be disposed of securely when no longer needed.

IX. Compliance

This policy is designed to comply with all federal, state, and local laws regarding background checks, including the FCRA, Equal Employment Opportunity Commission guidance, and applicable "ban the box" laws.

X. Amendments

These policies may be reviewed and amended by a majority vote of the Board at any regular or special meeting.

Yuma Community Theater

Section C. Safety Policy for Productions

I. Purpose

The safety of all cast, crew, volunteers, and audience members is a top priority for Yuma Community Theater (YCT). All participants are expected to act responsibly, follow safety guidelines, and report any hazards or concerns immediately.

II. Safety Protocols

- Authorized Use Only
Only those comfortable with power tools and ladders will be asked to use them.
 - Youth Volunteers
Must be supervised. No power tools unless approved by a Set Build Lead.
 - Dress Appropriately
Wear closed-toe shoes. Tie back long hair. No loose clothing or jewelry.
 - Tool Safety
 - Use tools only as intended.
 - Turn off and unplug tools when not in use.
 - Report broken or unsafe tools immediately.
 - Ladder & Height Safety
 - Always use a spotter when on ladders.
 - Don't stand on the top step.
 - Clean Work Area
Keep floors clear of tools, cords, and debris. Clean up after yourself.
 - Paint & Chemicals
Use in ventilated areas. Wear protection as needed. Seal containers after use.
 - Report Issues
Injuries, unsafe behavior, or hazards must be reported to the Set Build Lead and/or the Stage Manager.
-

III. Emergency Procedures

- Emergency exits must remain accessible and unobstructed at all times.
 - Fire extinguishers and first aid kits must be clearly marked and easily reachable.
 - In the event of an emergency (e.g., fire, injury, severe weather), follow the lead of the Stage Manager or designated supervisor.
-

IV. Youth Supervision

- Minors must be supervised by an approved adult at all times during rehearsals, performances, and technical work.
 - Youth participants are not permitted to use power tools or heavy equipment without supervision and prior written parental consent.
-

V. Responsibility

Every person involved in a production shares responsibility for maintaining a safe environment. Unsafe behavior will be addressed promptly and may result in removal from the production or the space.

VI. Amendments

These policies may be reviewed and amended by a majority vote of the Board at any regular or special meeting.

Yuma Community Theater

Section D. Discrimination Policy

I. Purpose

Yuma Community Theater (YCT) is committed to providing a welcoming and inclusive environment for all individuals. Discrimination of any kind is strictly prohibited and stands in direct opposition to the values of community, creativity, and respect that we uphold.

II. Definition of Discrimination

Discrimination is any unfair or unequal treatment based on actual or perceived characteristics, including but not limited to:

- Race
- Ethnicity
- Color
- National origin
- Age
- Religion or creed
- Disability (physical, mental, or learning)
- Gender identity or expression
- Sexual orientation
- Marital status
- Citizenship status
- Veteran status
- Socioeconomic status
- Genetic information

This policy covers all aspects of participation in YCT, including auditions, casting, employment, volunteer opportunities, leadership positions, and participation in productions.

III. Expectations

All participants—production team, cast, crew, volunteers, board members, and audience members—are expected to:

- Treat others with fairness, dignity, and respect.
 - Make decisions based on merit, talent, and dedication, free of bias or favoritism.
 - Speak up against discriminatory behavior when witnessed.
 - Promote accessibility and opportunity for all individuals to participate fully in YCT activities.
-

IV. Reporting and Enforcement

- Any individual who feels they have experienced or witnessed discrimination is encouraged to report the incident promptly to any YCT Board Director at yctaz.org/board.
 - Reports will be handled confidentially, with no tolerance for retaliation.
 - YCT leadership will investigate complaints promptly and, if appropriate, take corrective action, which may include removal from the production or further participation in the organization.
-

V. Commitment to Diversity, Equity, and Inclusion

YCT actively works to celebrate diversity both on and off the stage. We recognize that representation matters and strive to create opportunities that reflect the richness of our full community.

VI. Amendments

These policies may be reviewed and amended by a majority vote of the Board at any regular or special meeting.

AMENDED on August 17, 2025

Yuma Community Theater

Section E. Harassment Policy

I. Purpose

Yuma Community Theater (YCT) is committed to fostering a safe, inclusive, and respectful environment for all participants—onstage, backstage, and in all theater-related activities. Harassment of any kind will not be tolerated.

II. Definition of Harassment

Harassment includes any unwelcome conduct—verbal, physical, or visual—that creates an intimidating, hostile, or offensive environment. This includes but is not limited to:

- Offensive jokes, slurs, or gestures
 - Bullying or repeated mistreatment
 - Threats, intimidation, or abuse of power
 - Derogatory comments about race, gender, religion, disability, sexual orientation, or appearance
-

III. Sexual Harassment

Sexual harassment is a specific form of misconduct and includes:

- Unwanted sexual advances or requests for sexual favors
- Inappropriate or suggestive comments, jokes, or gestures
- Displaying sexually explicit materials
- Inappropriate touching or physical contact
- Using position or influence to seek romantic or sexual attention

Sexual harassment can occur between individuals of any gender and may involve actors, crew, volunteers, staff, or guests.

IV. Reporting and Response

- Anyone who experiences or witnesses harassment is strongly encouraged to report it immediately to the Director, Stage Manager, or a designated YCT Board Member.
- Reports can be made confidentially and without fear of retaliation.
- All reports will be taken seriously and investigated promptly.
- Depending on the nature of the violation, consequences may include removal from the production or permanent exclusion from future YCT activities.
- Law enforcement will be contacted following AZ law.

Emergency Services – Yuma County

- **Dial 911** for immediate police, fire, or medical emergencies.
- **Yuma County Sheriff's Office (YCSO)**

- **Main Line (24/7 Non-Emergency):** (928) 783-4427
 - **Foothills Substation:** (928) 342-1477
 - **Yuma Police Department (City of Yuma)**
 - **Non-Emergency:** (928) 373-4699
 - **Yuma Fire Department**
 - **Emergency Services:** (928) 373-4850
 - **Arizona Child Abuse Hotline:** 1-888-SOS-CHILD (1-888-767-2445)
-

V. Commitment

YCT upholds a zero-tolerance policy regarding harassment. All production team members, cast, and crew will be required to read and acknowledge this policy as part of their involvement.

VI. Amendments

These policies may be reviewed and amended by a majority vote of the Board at any regular or special meeting.

Yuma Community Theater

Section F. Board of Directors Policies

I. Purpose of the Board

The Yuma Community Theater Board of Directors exists to provide strategic leadership, financial oversight, and organizational support in alignment with YCT's mission: to enrich, engage, and represent the diverse Yuma community through accessible, inclusive theater experiences.

II. Composition and Structure

- The Board shall consist of no fewer than five and no more than nine voting members.
 - Executive Officers: President, Vice President, Secretary, Treasurer, and other roles as needed.
 - Board Director terms are three years, renewable per the bylaws.
 - Officer Terms are one year, renewable per the bylaws.
-

III. Duties and Responsibilities

A. General Duties of the Board

1. **Mission Stewardship**
 - Uphold and advocate for the mission, vision, and values of YCT.
 - Ensure programs and policies align with the organization's purpose and community needs.
2. **Governance**
 - Establish and uphold the organization's bylaws and policies.
 - Participate in strategic planning and long-term goal-setting.
 - Evaluate the performance of the board and its members annually.
3. **Financial Oversight**
 - Approve the annual budget and review financial reports.
 - Ensure financial resources are managed responsibly and transparently.
 - Support fundraising and development efforts.
4. **Leadership and Support**
 - Hire and support key staff or lead volunteers (e.g., Artistic Director, Production Manager, etc.) as appropriate.
 - Serve as ambassadors for YCT in the community.
 - Recruit and orient new board members and volunteers.
5. **Advocacy and Outreach**
 - Promote YCT events, programs, and initiatives within the community.
 - Foster partnerships with other organizations, schools, and civic groups.
 - Ensure programming is inclusive, diverse, and reflective of Yuma's population.

B. Individual Responsibilities of Board Members

Each board member is expected to:

1. **Attendance & Participation**

- Attend regular board meetings, special meetings, and committee meetings.
 - Prepare for meetings by reviewing agendas, minutes, and reports.
 - Must attend or work at least one performance of every production, unless there is notification of extenuating circumstances at the discretion of the President.
2. **Committee Service**
 - Serve actively on at least one committee or task force.
 - Take on leadership roles when appropriate.
 3. **Advocacy**
 - Promote the theater's productions and programs through personal and professional networks.
 - Represent YCT positively in all community interactions.
 - Assist with donor cultivation and sponsorship outreach.
 4. **Volunteerism**
 - Support productions and events as needed (e.g., ushering, helping backstage, attending performances).
 - Participate in community events on behalf of YCT.

C. Officers and Additional Roles

1. **President**
 - Presides over board meetings.
 - Oversees governance and board development.
 - Serves as the main spokesperson for the board.
 - Oversees committees and special projects.
 - Appoints committee members as deemed necessary.
2. **Vice President**
 - Assists the President and assumes duties in their absence.
 - Chair of Nomination Committee
 - Appointed as Show Liaison:
 - Coordinates production calendar for all productions for rehearsal space availability.
 - Is the lead for any concerns about production and actor policies and procedures.
 - Receives Policies and Procedures Acknowledgement forms from Stage Manager
3. **Secretary**
 - Maintains board records, including minutes and attendance.
 - Ensures compliance with organizational documentation policies.
 - Maintains all aspects of the membership including but not limited to membership, voting status, and background checks.
 - Maintains general calendar.
4. **Treasurer**
 - Acts as the primary bookkeeper for the organization and is responsible for all disbursement of monies.
 - Reviews and reports on financial status.
 - Works closely with financial staff/volunteers and/or accountant

IV. Conflict of Interest

Board members must:

- Disclose any personal or financial interest in matters affecting YCT.
- Refrain from voting on or influencing decisions where a conflict exists.

V. Conduct and Ethics

Board members are expected to:

- Follow all of the organization's policies and procedures, including the Code of Conduct.
- Treat all members, volunteers, and community partners with respect and professionalism.
- Maintain confidentiality on sensitive matters, especially regarding personnel, finances, or internal disputes.

VI. Decision-Making and Voting

- Decisions shall be made by majority vote, unless otherwise specified by bylaws.
- Quorum requirements shall be defined in the bylaws.
- Emergency votes may be conducted via email or virtual meeting with proper documentation.

VII. Board Development

- New board members will undergo an orientation to YCT's mission, structure, and policies led by the President at the first regular meeting with the new board.
- Continuing education is encouraged to build skills in nonprofit governance, arts administration, and equity practices.
- The Board shall annually assess its performance and address areas for improvement before every annual meeting.

VIII. Removal or Resignation

- Board members may resign at any time with written notice.
- Removal may occur with a vote of the majority of the Board for violations of policy, non-participation, or unethical conduct.

IX. Amendments

These policies may be reviewed and amended by a majority vote of the Board at any regular or special meeting.

Yuma Community Theater

Section G. Production Team Policies and Procedures

For Mainstage & Youth Productions

I. Purpose and Scope

The purpose of this document is to establish clear policies and procedures for production teams working with Yuma Community Theater (YCT) including but not limited to mainstage and S.T.A.G.E productions. These guidelines are designed to support successful, inclusive, and professional theatrical productions that reflect YCT's mission of fostering artistic excellence, community collaboration, and cultural representation. These policies apply to all individuals involved in staging a production under YCT, including volunteers, staff, and contract personnel.

II. Production Team Structure

Each production will have a designated team composed of the following key roles: (Individuals excluding the Production Manager of a Mainstage show may fulfill multiple roles as needed.)

- **Director*** – Leads the creative vision and coordinates all aspects of the production. Collaborates with designers to develop all elements for the show.
- **Assistant Director** – Supports the Director with rehearsals and administrative tasks.
- **Stage Manager*** – Organizes rehearsals, maintains prompt books, manages backstage during performances, leads production meetings, and creates rehearsal reports to disseminate to the team, and calls all cues for production during tech week and performances.
- **Production Manager*** – Oversees budget, coordinates show schedule and rehearsal space with other productions, contract compliance, and communication with YCT leadership. Coordinates with the Marketing Committee to arrange graphic design and all marketing/promotional materials to include print and/or social media posts. The production manager must be present at every YCT regular board meeting from the first pre-production meeting until the show is financially closed with the Treasurer. (This role replaces the Producer.)
- **Technical Director** – Manages all technical elements, including lighting, sound, and scenic build.
- **Set Designer / Builder(s)*** – Designs and constructs scenery, maintaining safety and artistic integrity.
- **Costume Designer / Coordinator** – Designs, sources, or creates costumes in alignment with the show's setting and vision.
- **Props Coordinator** – Builds, gathers, organizes, and maintains all stage properties.
- **Lighting Designer / Operator** – Designs and/or operates lighting cues for the production.
- **Sound Designer / Operator** – Manages sound effects, microphones, and music playback.
- **Music Director** – Responsible for musical components. (Required if the production is a musical)
- **Choreographer** – Responsible for dance components. Must pick a dance captain for each musical production.
- **House Manager / Front of House** – Oversees audience services including ushers, concessions, and lobby display.
- **Marketing and Promotions Lead** – Develops promotional strategies, press releases, and social media content. This role is led by the Marketing Committee.

*These roles are required for every production.

III. Production Design and Technical Procedures

Design Approval

- All scenic, costume, lighting, and sound designs must be submitted for review and approval by the Director.

Budgeting

- A detailed budget is developed and approved by the Board and then given to the Production Manager.
 - At any time during the production process, the Production Manager may present amendments to the budget to the Board.
 - An approved budget blueprint will be given to the Production Manager to track their expenditures and revenue. This document must be given to the YCT Treasurer at the close of the production.
- Purchases must be pre-approved by the Production Manager and Director and documented with receipts.
- All receipts and completed budget must be submitted to the YCT Treasurer no later than a week after the last performance.

Safety Protocols*

- Authorized Use Only
Only those comfortable with power tools and ladders will be asked to use them.
 - Youth Volunteers
Must be supervised. No power tools unless approved by a Set Build Lead.
- Dress Appropriately
Wear closed-toe shoes. Tie back long hair. No loose clothing or jewelry.
- Tool Safety
 - Use tools only as intended.
 - Turn off and unplug tools when not in use.
 - Report broken or unsafe tools immediately.
- Ladder & Height Safety
 - Always use a spotter when on ladders.
 - Don't stand on the top step.
- Clean Work Area
Keep floors clear of tools, cords, and debris. Clean up after yourself.
- Paint & Chemicals
Use in ventilated areas. Wear protection as needed. Seal containers after use.
- Report Issues
Injuries, unsafe behavior, or hazards must be reported to the Set Build Lead and/or the Stage Manager.

*Refer to full Safety Policies in the Safety Policies tab

Strike Policy

- All cast and crew are expected to participate in strike unless excused in advance.
 - In conjunction with the Stage Manager, the Technical Director/Set Build Lead etc will create and delegate a list of assigned tasks for cast and crew.
 - Cast & Crew that are not present for strike, you may be barred from the next production.
-

IV. Pre-Production Procedures

Show Selection

- All shows are selected by the YCT Board of Directors (Board) with input from the community.
- Criteria include artistic merit, community relevance, cast diversity opportunities, technical feasibility, and educational value.

Team Recruitment

- Production team members are recruited through open calls, recommendations, or board appointments. All production team members are to be approved and serve at the discretion of the Board.
- YCT encourages new leadership and mentorship by pairing experienced members with newcomers.
- Directors, Stage Managers, and Production Managers must have previously worked on a YCT production team as an assistant or mentee in that specific area (i.e. Assistant Director, etc.)

Production Meetings

- The production team must meet at least once before auditions for a pre-production meeting to present the director's artistic vision for the show and sign all contracts.
- Regular meetings must be held to ensure coordination among departments.
- Production reports should be documented and shared with all team members.
- All production team members must attend all production meetings, unless proper notice is given to the Stage Manager.

Timeline & Milestones

- A production calendar will be developed by the Production Manager, Director, and Stage Manager. The calendar will be maintained by the Stage Manager. The calendar must include the following:
 - Auditions and callbacks
 - Rehearsal dates
 - Production meetings
 - Design deadlines
 - Set builds
 - Tech and dress rehearsals
 - Opening and closing nights
 - Strike and Post-Mortem (post-production meeting)
-

V. Auditions & Casting

The Casting Team

- Includes Director, Assistant Director, Music Director & Choreographer (if applicable). Stage Managers may be present in the cast meetings at the discretion of the Director.
- No casting discussions should take place outside of the casting team. Discretion is key!

Open Call Policy

- YCT holds open auditions and encourages participation from all backgrounds and experience levels.
 - STAGE Programs have registration prior to auditions. Auditions will only be open to those who have registered for the program.

- Some shows may have age restrictions and/or require parental/guardian consent due to the material of the show and/or licensing requirements.

Casting Transparency

- Audition criteria and physical requirements will be clearly communicated to all prospective actors.
- The casting team should consider a diverse and inclusive cast, reflective of the community within the requirements of the licensing agency (i.e. MTI, Concord, etc.).
- While we encourage directors and production teams to actively invite individuals to audition, we want to make it explicitly clear that no roles may be pre-cast under any circumstances.

Conflict of Interest

- Anyone involved in casting must disclose conflicts of interest or prior relationships with auditionees.

Notifications

- All audition participants should receive timely notice of casting decisions.
- Feedback may be provided upon request to support future growth.

Membership Verification

- Once casting has been finalized the Stage Manager will provide a cast list to the Production Manager. It is the responsibility of the Production Manager to verify membership status with the Secretary. Any membership dues paid by cash and/or check must be turned into the Treasurer.

VI. Rehearsals and Communication

Rehearsal Etiquette

All cast, crew, and production team members are expected to contribute to a positive, focused, and respectful rehearsal environment. This includes actors, directors, choreographers, stage managers, designers, assistants, and volunteers.

- Punctuality
 - Arrive on time for your scheduled call time **READY** to work.
 - If you're running late or unable to attend, notify the Stage Manager as early as possible. The Stage Manager will then notify the Director.
 - Repeated tardiness or no-shows may impact your continued participation.
- Preparation
 - Review your script, cues, blocking notes, or task list before rehearsal.
 - Actors should have lines and blocking memorized by assigned deadlines.
 - Designers and crew should bring any materials, tools, or props they are responsible for.
 - Wear appropriate clothing for movement, building, painting, etc., depending on your role.
- Respectful Communication
 - Listen when others are speaking, whether it's the Director giving notes, a fellow actor in a scene, or a crew member asking for clarification.
 - Use calm, constructive language when offering suggestions or expressing concerns.
 - Do not interrupt, correct others in a condescending tone, or dominate conversations.
 - There should be **NO** gossiping about the production. If you have concerns or questions, please see your Director or Stage Manager.

- Focused Participation
 - If you are not actively working, stay attentive and ready to jump in when needed.
 - Support others with encouragement, not criticism.
- Cleanliness & Space Respect
 - Help keep rehearsal and backstage spaces tidy.
 - Put away props, scripts, costumes, and personal items when not in use.
 - Do not touch equipment, props, or costumes that are not assigned to you.
 - All trash must be discarded appropriately. The food trash can must be emptied into the dumpster at the end of every rehearsal at the YCT Building.
- Notes & Feedback Sessions
 - Notes are an essential part of rehearsal. Listen quietly and take notes.
 - Avoid arguing about direction; questions or concerns should be addressed after rehearsal or during scheduled one-on-one time.
 - Production team members giving feedback should do so respectfully and constructively.
 - Only the Director, Music Director, and Choreographer, Stage Manager should give notes about their discipline.
- Rehearsal is Not Performance
 - Rehearsals are a time for exploration, learning, and collaboration—not perfection.
 - Mistakes will happen. Stay supportive of one another and keep a positive attitude.
- Safety First
 - Always warm up before physical activity, whether you're an actor or part of the crew working with tools or movement.
 - Follow all safety guidelines for choreography, set movement, and stage combat.
 - Immediately report unsafe conditions or behavior to the Stage Manager or Director.

Attendance Policy

- Cast and crew must provide availability prior to casting.
- Absences should be communicated in advance and documented by the Stage Manager.
- Undisclosed conflicts may result in removal from the production.

Communication Chain

- Director and Stage Manager are primary contacts for artistic and logistical concerns.

Use of digital platforms (e.g., email, Google Drive, Remind) is encouraged for coordination.

Safe Space Policy

- YCT maintains a zero-tolerance policy for harassment, bullying, or discrimination within or outside of the production
 - Failure to comply will result in your immediate removal from the current production and you will be barred from auditioning for the next season.
- Concerns may be reported confidentially to YCT leadership.

Working with Youth Actors: Professional Boundaries*

Any behavior that makes a youth actor (or their parent/guardian) uncomfortable, including comments, attention, or conduct perceived as flirtatious, intrusive, or inappropriate, will be addressed immediately and may result in dismissal from the production. There must be two members of the production team at all times with youth actors. No adult shall be left alone with a child. This includes cast members and/or production team members.

**Refer to full policy in the Code of Conduct Policies tab*

Documentation

- Any incident reports need to be submitted to the Stage Manager and sent to the Board.
 - All members working with minors will be subject to a background check at the expense of the organization.
 - Cast & Crew must sign the Policies and Procedures Acknowledgement. The Stage Manager will keep copies for reference and send them to the Show Liaison (Vice-President).
 - STAGE documents such as Media Waivers, Pick-Up/Drop Off, and Student Code of Conduct are all kept by the Stage Manager during the program. Afterwards, they must be turned into the STAGE Coordinator.
 - The Stage Manager keeps track of all materials such as scripts and scores and documents condition and timely return of said materials.
-

VII. Tech Week

Load-In and Build Procedures

- The Technical Director or Set Designer must provide a detailed build plan with a timeline.
- The Set Designer and Stage Manager will create a list of items needed for Load-In including but not limited to power tools, touch-up paint, etc.
- Move-In must occur within agreed-upon spaces and timeframes in accordance to venue contract and/or Technical Director/Set Designer.
- Volunteers are welcome, but all build crews must check in with the Tech Director or designated leader.
- All participants must wear closed-toe shoes and follow PPE requirements (gloves, goggles, etc., if needed).

Tech Week Protocol

- All technical elements must be complete or testable by the first tech rehearsal.
 - Crew call times must be set in advance and followed.
 - The Stage Manager calls all cues; operators should not run cues independently unless directed.
 - Tech Week is considered “quiet backstage” time; focus, professionalism, and punctuality are required.
 - Communication via headsets, hand signals, or quiet cues is expected.
 - All productions must schedule a Q2Q rehearsal, 1st dress rehearsal, and an invited dress rehearsal.
 - Each cast and crew member will receive 2 tickets for the final dress rehearsal.
-

VIII. Performance Procedures

Call Times

- Actors and crew are expected to arrive at least 90 minutes before curtain.
- Stage Manager will confirm call times for each performance.
- Actors/Tech must sign in at arrival at the designated place given by the Stage Manager.
- Fight, Lift, and Intimacy Calls need to be scheduled before the house opens.

Backstage Conduct

- Quiet, respectful behavior is required backstage.
- No unauthorized visitors allowed.
- No phones or other electronic devices are allowed backstage unless approved by the Stage Manager.

Emergency Protocols

- House Manager and Stage Manager will review emergency exits and procedures before opening night.
- Stage Manager will hold a safety meeting for cast and crew at the time of move-in.

Front-of-House Coordination

- Ushers, box office staff, and concessions volunteers report to the House Manager depending on the venue.
- A pre-show briefing will be held each performance.
- The House Manager will appoint Lead Ushers that will monitor for interruptions from audience members such as unruly behavior and report it back to the House Manager.
- Lead Ushers will monitor the audience for disruptive phone use such as bright screens, video recording, photography, etc.

Performance Issues

- Stage Manager will notify the proper team member when issues arise during performance (i.e. notify the costume designer when costumes need repair.)
-

IX. Post-Production

Strike Responsibilities

- All team and cast members assist in dismantling, cleaning, and storing.
- Head of Departments are responsible for ensuring that all items are returned to their proper location.
- Production teams are responsible for finding transportation for production items (set, costumes, sound, etc) to and from the venue for Move-In and Strike.

Returns

- Borrowed or rented items must be returned in good condition and in a timely manner.
- Rented materials should be returned according to contractual obligations and in the condition specified by said contract. Shipping and handling should be included in the budget if the licensing company doesn't include this cost.
- If, upon the return of materials, YCT is charged for any missing or damaged items, the responsible cast or crew member will be required to reimburse YCT for the full cost. They will be considered a member in bad standing and will be prohibited from participating in any YCT activities until the financial obligation has been paid in full.
- If the contract does not require the return of materials, the cast and crew may retain their copies.

Final Budget Report

- Production Manager submits final expenses and receipts to YCT Treasurer.

Post-Mortem Meeting

- A wrap-up meeting gathers feedback and suggestions for future improvements.
 - This meeting is required to be attended by all production team members and must take place within a week of the production's closure.
 - Production manager will report feedback gathered at the next regular board meeting.
-

X. Production Media & Marketing

Marketing Plan

- The Production Team will work with the YCT marketing committee to create a promotion timeline. This must include at least one full runthrough with costumes the week before tech week.
- Plans include press releases, posters, social media, and promotional media.
- The YCT marketing committee should be allowed to attend your first dress rehearsal to gather media for social media and email campaigns.

Social Media Guidelines

- Official posts must be approved by the YCT marketing committee.
 - Cast/crew may share content on their own social media but should avoid spoilers, inappropriate material, or anything to bring down a member of the cast and/or crew.
-

XI. Code of Conduct

- Refer to full Code of Conduct Policies in the Code of Conduct Policies tab
-

XII. Documentation & Archival

- All productions will be given access to a show folder created in the YCT share drive. Contracts, budget, receipts and check request forms, promotional materials, and show program must be included in the folder.
- Each production should include a final report with:
 - Summary of successes
 - Challenges encountered
 - Recommendations
 - Final Budget

XIII. Amendments

These policies may be reviewed and amended by a majority vote of the Board at any regular or special meeting.

By adhering to these policies and procedures, production teams contribute to the professional and inclusive environment that defines YCT. We thank all volunteers and creatives for their commitment and collaboration.

Yuma Community Theater

Section H. Actor Policies and Procedures

For Mainstage & Youth Productions

I. Purpose and Scope

The purpose of this document is to establish clear policies and procedures for actors working with Yuma Community Theater (YCT) including but not limited to mainstage and S.T.A.G.E productions. These guidelines are designed to support successful, inclusive, and professional theatrical productions that reflect YCT's mission of fostering artistic excellence, community collaboration, and cultural representation. These policies apply to all individuals involved in staging a production under YCT, including volunteers, staff, and contract personnel.

II. General Expectations

1. Respectful Conduct

Actors are expected to treat all members of the production team, cast, crew, designers, volunteers, and audience members, with dignity and respect. Disrespectful, disruptive, or discriminatory behavior, including verbal, physical, or online infractions such as harassment, bullying, or gossip, will not be tolerated and may result in dismissal from the production.

2. Punctuality & Reliability

Timeliness is critical to the success of any rehearsal or performance. All cast members must arrive promptly, sign in (if required), and be ready to work at the scheduled call time. Repeated tardiness or absences may lead to recasting or dismissal.

3. Professionalism

Actors should approach their role with responsibility and professionalism, this includes learning lines, responding to direction, being focused and present, and treating the process seriously while still having fun.

4. Team Mentality

Each production is a team effort. Your role, no matter how big or small, is essential to the show's success. Please support your fellow cast and crew, celebrate each other's successes, and lend a helping hand when needed.

III. Rehearsals

1. Scheduling

Rehearsals are typically held in the evenings on weekdays and/or weekends, depending on the production schedule. A detailed calendar will be distributed after casting by the production team. Actors must provide all known scheduling conflicts prior to or at auditions. Final conflict notification is determined by each production team.

2. Attendance Policy

- **Excused Absences:** These include illness, family emergencies, or pre-approved conflicts. Please notify the Stage Manager as early as possible. If the stage manager is unavailable, then notify the Director.

- **Unexcused Absences:** Missing rehearsal without prior notice or valid reason. Two or more may result in removal from the show. Dismissal from a production for unexcused absences will be at the discretion of the Director and Production Manager. If the production has a Music Director and/or Choreographer, they shall also be included in the decision. The Production Manager will notify the Vice-President of the Board of Directors of the dismissal with proper documentation within 48 hours.

3. Preparedness

Actors must:

- Bring scripts, pencils, and rehearsal materials to every rehearsal.
- Arrive in appropriate attire for movement, dance, or physical work.
- Work on memorization and character development outside of rehearsal time.
- Be “off-book” (lines memorized) by the date assigned.

4. Rehearsal Etiquette

- No disruptive behavior (i.e. side conversations, excessive use of phones, etc.) that would hinder your or another actor’s performance.
 - Remain quiet and focused when not actively in a scene.
 - Follow all directions from the production team.
-

IV. Performances

1. Call Times & Sign-In

Actors must arrive by their designated call time, usually 60–90 minutes before curtain. This allows time for costume, makeup, warm-ups, and notes. Missing a performance or arriving late may affect future involvement in productions.

2. Backstage Behavior

- Maintain quiet and respectful behavior backstage.
- No unauthorized visitors in dressing rooms or backstage areas.
- Only water is permitted in designated backstage areas, no food or sugary drinks near costumes or props.
- No cell phone or other electronic device shall be on an actor’s person while on stage unless it is being used as a prop. If the cell phone or other electronic device is to be used as a prop, it should be put into airplane mode.
- Cellphone and electronic device usage must not be a hindrance to your or another’s focus/performance.

3. Costumes, Hair & Makeup

- Costumes are the property of YCT unless otherwise arranged. Treat all items with care (i.e. no eating in costume).
- Actors are responsible for laundering personal items (e.g., undergarments, makeup tools).
- Costumes should not leave the venue without permission from the stage manager or costume designer.
- It is the policy of YCT to advise cast members that sharing makeup, hair products, or other cosmetic tools with others is strongly discouraged. YCT shall not be liable for any injury, illness, allergic reaction, or other damages arising from the use or sharing of such items.

4. Tech Week

Tech rehearsals are mandatory. They are longer, more intensive rehearsals focused on integrating lights, sound, set, and costumes. Attendance and full cooperation are essential.

5. Social Media Guidelines

- Promote the show positively and responsibly.
 - Avoid posting spoilers, inappropriate content, or drama related to the production.
 - Cast members shall refrain from posting, distributing, or otherwise disseminating any production materials, including but not limited to scripts, librettos, music scores, or recordings of live performances, without prior consent from the Production Manager.
 - Do not share costumes or set photos without prior approval from the Director or Production Manager.
 - Cast members shall not photograph, record, or post images or videos of fellow cast members in any medium without their prior consent.
-

V. Health & Safety

1. Physical Safety

- Warm up before physical work, dance, singing, or stage combat.
- Do not run, climb, or use stage equipment without supervision.
- Report any injuries or unsafe conditions immediately to Stage Manager.

2. Illness Protocol

- If you're sick, notify the Stage Manager as soon as possible.
- Follow CDC and local health guidelines (e.g., COVID-19 policies, handwashing, masks if required).
- You may be asked to stay home if exhibiting contagious symptoms.

3. Emergency Contacts

Actors must submit up-to-date emergency contact information prior to the start of rehearsals.

VI. Communication

1. Primary Channels

- YCT may email, text, or messaging apps (e.g., GroupMe, Remind) to communicate. Check regularly and reply promptly.
- Cast members may be added to a group chat for reminders and quick updates.
- Please try to avoid use personal social media to communicate with the production team.

2. Reporting Concerns

- Use the appropriate chain of communication: Stage Manager → Director → Production Manager → Board Director
- For serious concerns (e.g., harassment, discrimination), report confidentially to a Board Director.

3. Feedback Culture

We encourage a positive, open environment where feedback is welcomed. There should be no unsolicited feedback towards other actors or members of the production team. If you need additional support, clarification, or accommodations, please ask!

VII. Inclusion & Representation

1. Diverse Casting

YCT celebrates the diversity of the Yuma community. We are committed to nontraditional and inclusive casting that reflects a wide range of cultural, linguistic, and life experiences.

2. Cultural Sensitivity

If a show includes elements of specific cultures or identities, actors are expected to approach these with respect and a willingness to learn. Consultation or support will be provided, if needed.

3. Safe Space Policy

We aim to create a safe, supportive space where all individuals, regardless of background, feel valued. We do not tolerate racism, sexism, homophobia, transphobia, ableism, or other forms of discrimination.

VIII. Youth Actors (Under 18 Years Old)

1. Supervision & Safety

- Youth actors will be released in accordance to the Acknowledgement and Signature Section.
- A parent/guardian must remain onsite if requested by the production team, especially for younger participants.
- Approved volunteers and staff will supervise rehearsals and performances.

2. Parent Involvement

- Parents are strongly encouraged to volunteer (e.g., set constructions, costumes, ushering, concessions).
- Communication will be provided through emails.

3. Behavior Expectations

- Youth actors are expected to follow all standard rehearsal rules with age-appropriate support.
- Disruptive or disrespectful behavior will be addressed with the actor and parent.
- Participation in strike (cleanup) and team-building activities is part of the theatrical process.

4. Academic & Activity Balance

- We understand youth have school and extracurricular activities. Communication about conflicts is essential.
 - Youth should not overextend themselves; we encourage a healthy balance between theater and other responsibilities.
-

IX. Strike & Volunteering

1. Strike (Set Breakdown)

- All cast members, including youth (age-appropriate tasks), are required to assist after the final performance.
- Tasks include set disassembly, costume returns, cleanup, and organization.

2. Additional Support

- Actors and families are encouraged to help with ushering, promotion, fundraising, and community events.
-

X. Consequences for Policy Violations

Depending on the nature and severity of a violation, consequences may include:

- Verbal or written warning
 - Temporary suspension from rehearsal
 - Removal from specific scenes or the production
 - Loss of future casting eligibility
 - Report to the YCT Board of Directors for review
-

XI. Acknowledgment

All participants (or their parents/guardians, for minors) must sign the **Acknowledgement and Signature Section** of this document confirming they have read, understand, and agree to these policies and procedures.

XII. Amendments

These policies may be reviewed and amended by a majority vote of the Board of Directors at any regular or special meeting.

Yuma Community Theater

Section I. Ticketing & Audience Policies

I. Purpose

The purpose of the **Ticketing and Audience Policies** is to ensure a fair, organized, and enjoyable experience for all attendees, participants, and staff involved in our events

II. Ticketing Policies

- **All Sales Final:** Tickets are non-refundable unless a performance is canceled by YCT.
 - **Exchanges:** Ticket exchanges may be allowed up to 24 hours before the show, subject to availability.
 - **Late Arrivals:** Latecomers will be seated at the discretion of the house manager and may be held until a suitable break in the performance.
-

III. Audience Policies

- **Doors Open:** Theater doors open 30 minutes before showtime. Please arrive early to find your seat.
- **Children:** All guests, regardless of age, must have a ticket.
- **Accessibility:** Accessible seating is available. Unsold accessible seating will be released to the general public 10 minutes before the scheduled start time of the performance.
- **Electronics:** Please silence all phones and electronic devices. Recording or photography is not permitted during the performance. Please note that violators may be asked to leave the venue without a refund.
- **Respectful Behavior:** Audience members are expected to be respectful to performers, staff, and fellow patrons. Disruptive behavior may result in removal without refund.

IV. Amendments

These policies may be reviewed and amended by a majority vote of the Board at any regular or special meeting.

Section J. Acknowledgement and Signature

Acknowledgment Statement

I acknowledge that I have received, read, and understand the Policies and Procedures of Yuma Community Theater. I agree to follow the guidelines set forth and understand that failure to do so may result in disciplinary action, including possible dismissal from the production.

Name of Member: _____ Signature: _____

Date: _____

For Members Under 18 Years Old Only

Name of Parent/Guardian: _____ Signature: _____

Date: _____

Parent/Student Pick-up/Release Form For Members Under 18 Years Old Only

For the safety of students, we ask parents to pick up their children on time as indicated on the schedule. Please make sure that those who are picking up their children have ID for easy identification. Please choose the option that best fits your needs.

Student Name(s)

- I verify that my child can drive themselves to and from the program without a parent/guardian present.
- I verify that my child can be released without a parent/guardian checking out with the stage manager.
- I verify that I or one of the following designated persons below will pick up my child and check out with the stage manager:

Person #1

Person #2

Person #3

Yuma Community Theater
Summer Theater Arts for Growth & Education (S.T.AG.E.)
Summer [YEAR]: [PRODUCTION NAME]

Welcome students and parents to the [YEAR] S.T.AG.E. Program! We are so excited to have each and every one of you with us this year. Safety, Respect and FUN are of the utmost importance to the camp and staff, so we ask that all parents, guardians and students read and agree to these code of conduct policies below.

Student & Parent Code of Conduct

1. **Attendance** – This is a short rehearsal period with very few rehearsals. We ask that students be present for every class and rehearsal. Some exceptions are made for illnesses or emergencies, however, students are responsible for obtaining missed blocking, choreography, or music with the stage manager. Tech week is **MANDATORY**. Any student who will miss a tech rehearsal cannot be in the production. **Tech week is [DATE RANGE]. Performances are [DATE RANGE].**
2. **Tardiness/Late Pick-Up**- Students must be on time for every class, rehearsal, and call time for performances. Multiple incidents will begin the dismissal process. Parents **MUST** pick up their child at the designated time. Staff are VOLUNTEERS and cannot go home until everyone is picked up from camp. Please do not make them wait. A \$1 per minute fee will be incurred for every minute late to arrival or dismissal past 10 minutes after the start/dismissal time. Fees for tardiness may be waived with proper notification to the stage manager. Failure to pay the fee will result in the dismissal of the child from the program.
3. **Dress Code**- Students are asked to wear comfortable, loose clothing that will allow for unrestricted movement. All clothing must be free of profanity, advertisements for alcohol or illegal substances and generally in good taste. No midriffs please. All students must wear closed toe and heel shoes – sandals and /or flip-flops are **NOT** allowed. Shorts must be worn under skirts. Proper undergarments must be worn.
4. **Be respectful**- Students are to be respectful to everyone involved including their teachers and peers. When teachers are teaching, we ask students to pay attention and be present. The same goes for rehearsals. We ask that phones, headphones or other listening devices, and any other electronic device be **put away** unless a student is on break or there is an emergency situation. **Repeated offenses may result in dismissal of the program.**
5. **Behavior**-All students are expected to have appropriate behavior at all times. Horseplay and running around are not permitted. Any physically violent behavior, bullying or verbally abusive language is grounds for immediate dismissal. Students are also expected to participate in classes and rehearsals.
6. **Check-In/Check-Out**- Students are required to check-in for every class and rehearsal with the stage manager. **Parents will need to check out students with the stage manager at the end of the class and rehearsal to release their child.** Any student that does NOT have the release waiver must be picked up by their designated parent/guardian assigned.
7. **Tech Week & Performances**- **Tech week is Tech week is [DATE RANGE]. Performances are [DATE RANGE]** This will take place downtown at Historic Yuma Theater. For performances, students will be dropped off at 5:30pm for call time and will be picked up at 10:30pm after the show. Sunday call time will be at 12:30pm. All students must sign out with the stage manager before leaving the theater.
8. **Move-In**- **[DATE]** is our move-in day into the Historic Yuma Theater. We ask parents & crew to help with this process. We will load all materials into the U-Haul Truck and deliver it to the theater so we can build the set on the stage. Without parent volunteers, this will not be possible.

9. **Strike**-Parents and students are **expected** to help with strike after the matinee performance on **[DATE]**. This process is to tear down the set, clean the costume rooms, and pack everything up that was used during the show. Strike should begin approximately 5pm. **Strike should end by 9pm.**
10. **Parent YCT Membership:** Any parent that helps with set builds, move-in, strike, and/or backstage must become due paying members of YCT. Online membership form can be found [here](#).
11. **Set Build/Strike Apparel-** Parents are **REQUIRED** to attend at least 1 set build. Students are required to attend at least 2 set builds. Participation in set builds and/or strike requires wearing closed-toe shoes with heels; sandals and crocs are prohibited. If a STAGE staff member or a board director requests that you change to appropriate footwear, you must leave immediately until you have proper footwear. After the first warning, YCT will not be held legally responsible for any injuries sustained and any complications stemming from said injuries
12. **Meals & Snacks-** Please bring snacks & water. **On Saturdays**, students will receive a 30 minute lunch break. Please send students with a packed COLD lunch. No lunch drop off is available. No GUM is allowed during classes, rehearsals, or performances. There is no food provided!
13. **Items from Home-** Students should avoid bringing extra things from home. YCT is not responsible for lost or stolen items. However, there are some things that we suggest campers bring: a sweatshirt and a water bottle with a tight closing lid.
14. **Siblings/Guests-**In order to provide a safe environment for your child, siblings that are not registered and guests may not accompany students to class under any circumstance.
15. **Dismissals-** YCT reserves the right to dismiss a student due to behavior issues. Refunds will not be given for student dismissals. Students will not be dismissed without consultation with the youth theater instructor, the production team, the student and the parent/guardian of the student involved.
 - a. Verbal Warning
 - b. Parent & Production Team Meeting
 - c. Dismissal
16. **Zero Tolerance Bullying-** At S.T.A.G.E, we maintain a strict zero tolerance policy for bullying of any kind. Respect, kindness, and inclusion are core to our community, and any behavior that undermines these values will not be tolerated. Students found engaging in bullying may face immediate dismissal from the program and will be deemed ineligible to participate in the next S.T.A.G.E. production. Please note that in such cases, no refunds will be issued.
17. **Paperwork-** All required paperwork must be completed prior to the commencement of classes or rehearsals. Electronic submission is permitted, however, typed signatures will not be considered valid. You can submit paperwork electronically to [S.T.A.G.E COORDINATOR EMAIL] or submit the first day of the program.

Parent/Student Pick-up/Release Form

For the safety of students, we ask parents to pick up their children on time as indicated on the schedule. Please make sure that those who are picking up their children have ID for easy identification. Please choose the option that best fits your needs.

Student Name(s)

- I verify that my child can drive themselves to and from the program without a parent/guardian present.
- I verify that my child can be released without a parent/guardian checking out with the stage manager.
- I verify that I or one of the following designated persons below will pick up my child and check out with the stage manager:

Person #1

Person #2

Person #3

Acknowledgement

By signing this form, **you and your child(ren)** agree that the information listed in the **Parent/Student Pick-up/Release Form** is correct and understand that the camp staff will only release students in the way indicated above. You also acknowledge the **Student & Parent Code of Conduct** and **agree to abide** by the policies and procedures outlined by the program. If the staff have any questions, they will contact you.

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

MEDIA RELEASE WAIVER

Yuma Community Theater and staff reserve the right to use photos and videos taken in camps, classes, and performances for promotional use (via print or the web) and archival purposes. We regret that the taking of photographs, videotaping, and the use of recording devices is not permitted during performances. Videos of final performances will be available for purchase. Videotaping or the taking of photographs may take place during designated rehearsals and is left to the discretion of the camp director. Please be advised that your student may be in these photos and videos.

Student Name(s)

I, _____, agree to the waiver and understand that my child(ren) may be photographed or recorded for promotional purposes of the production.

Parent/Guardian Signature

Date



Yuma Community Theater Loan Agreement Form

SECTION A: BORROWER INFORMATION

Name:		Organization:	
Phone Number:		Email:	
Date(s) Requested:		Expected Return Date:	

SECTION B: ITEMS BORROWED (please use additional pages as needed)

Quantity	Item Description	Loan Condition	Date Returned	Return Condition

SECTION C: TERMS AND CONDITIONS

The borrower agrees to take full responsibility for the care and safe return of the items listed above. Any loss or damage to the item(s) while in possession of the borrower must be reported immediately. The borrower may be held financially liable for any damage or loss. Items must be returned on or before the expected return date unless an extension is approved in writing. Yuma Community Theater reserves the right to take appropriate action in the event of non-compliance.

SECTION E: APPROVAL & SIGNATURES

Borrower's Signature:		Date:	
Lender's Name		Date:	
Lender's Signature:			

SECTION F: RETURN CONFIRMATION

Signature:			
Received By (Name):		Date Returned:	



YUMA COMMUNITY THEATER INCIDENT REPORT

This form is to be completed as soon as possible after any incident involving injury, misconduct, damage, or safety concerns. Please submit this form to the stage manager and/or a YCT board member. Contact information can be found at yctaz.org/board

SECTION 1: BASIC INFORMATION				
Date of Incident		Time of Incident		
Location (be specific)				
SECTION 2: PERSON(S) INVOLVED				
Names	Role	Phone	Age (if under 18)	Parent/Guardian
SECTION 3: DESCRIPTION OF INCIDENT				
SECTION 4: INJURIES AND/DAMAGE				
Was anyone injured?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, describe injuries				
Was first aid administered?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes by whom				
Was emergency medical assistance called:	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Was property damaged:	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, describe the damage:				

SECTION 5: WITNESSES

Name	Contact Number

SECTION 6: ACTION TAKEN

Reported to (Name & Title)			
Immediate actions taken by staff/volunteers:			
Was the incident resolved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
In no, explain			

SECTION 7: REPORTER INFORMATION

Name of Person Completing This Report		Role/Position	
Signature:		Date:	

SECTION 8: FOR ADMINISTRATIVE USE ONLY

Follow-up actions required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, describe:			
Reviewed by:		Date:	
Executive Board Notified (if applicable):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Additional Notes:			



Yuma Community Theater Expense Disbursement Form

Production Manager Instructions: All sections of this form must be completed in full, and original, itemized receipts/quotes for all expenses must be attached. **Disbursement/Payment will not be issued for any expenses without accompanying receipts/quotes.** The completed form must be submitted to the Treasurer at treasurer@yctaz.org no later than one week following the final performance. A copy should be retained for your records. For any questions or clarifications, contact the Treasurer at treasurer@yctaz.org.

Disbursement Type:	<input type="checkbox"/> Check	<input type="checkbox"/> Credit Card Payment
---------------------------	--------------------------------	----------------------------------------------

Requestor Name:		Request Date:	
Payment Payable To:			
Mailing Address:			
City, State, Zip			
Production Title:			

DATE	VENDOR	DESCRIPTION	BUDGET ACCOUNT	AMOUNT
TOTAL				

_____ **Requestor Signature**

APPROVAL			
<i>Only needs to be filled out if the requestor is someone other than the Production Manager:</i>			
Production Manager:		Signature:	

ACCOUNTING PURPOSES ONLY			
<input type="checkbox"/> Check Issued		<input type="checkbox"/> Paid by Credit Card	
Treasurer's Name:		Treasurer's Signature:	



Yuma Community Theater Event Funds Collection Form

Instructions: Use this form when collecting physical funds from an event or performance. Initial the verification section to confirm the cash/check amounts recorded in Ludus. Place all collected funds in an envelope, clearly label it with the event name and date, and securely attach it to this form. At the end of the performance, submit this form **and** the attached envelope to the House Manager/Treasurer in person, or email the completed form to **treasurer@yctaz.org**.

Production/Event Name:		Date:	
-------------------------------	--	--------------	--

TICKET			
CASH TOTAL	CHECK TOTAL	TOTAL AMOUNT	VERIFICATION

CONCESSIONS/MERCHANDISE			
CASH TOTAL	CHECK TOTAL	TOTAL AMOUNT	VERIFICATION

DONATIONS			
CASH TOTAL	CHECK TOTAL	TOTAL AMOUNT	VERIFICATION

TOTAL	
-------	--

SURRENDER OF FUNDS			
<i>By signing below, receipt of funds from the submitter is acknowledged, and the total amount has been verified as accurate</i>			
Submitter Signature:		Treasurer's Signature:	
Submitter Name:		Treasurer's Name:	

ACCOUNTING PURPOSES ONLY			
Deposit Date:			
Treasurer's Name:		Treasurer's Signature:	