ETB Information Packet

Producers and directors: remember to share the applicable information in this packet with your designers, master carpenter, stage manager, ops, etc. as necessary. ETB does not provide this information directly to them – that’s your responsibility.

Budget Information

For each show, you will be allotted a maximum of $140 to be used for honoraria. This can be a big variable. Sometimes (say you are doing Shakespeare) you may not need to purchase rights. But even if you are doing a recent show, you can often get a reduced rate from Sam French or Dramatists. The trick is to tell them when you are ordering your rights. Most of the time you will also have to send in a letter explaining why you need a reduction. Plead poverty, and note that we don’t charge admission to our 96-seat theater. The $140 CANNOT be transferred for use to other budget categories. However, the cheaper you can get your rights, the more shows ETB can produce, so we expect that in the interest of student theater you will try to get your rights as cheaply as possible.

The amount you will be allotted for the rest of your budget is variable. Basically, the way it works is that the producer proposes a budget to the Treasurer for what you think you are going to need to put up your production. The figures below are guidelines that have been used in the past, to give you an idea of what other people have done.

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set/Props/Costumes:</td>
<td>$65</td>
</tr>
<tr>
<td>Printing:</td>
<td>$20</td>
</tr>
<tr>
<td>Scripts:</td>
<td>$60</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$145</strong></td>
</tr>
</tbody>
</table>

It is not unheard of to ask the cast to pay for their own scripts. The Committee for Studies in the Arts may provide additional funding. Also keep in mind other student groups, administrative offices, and academic departments that might be interested in your show – LGBT, the Jewish Students at Carleton, the Dean of Students’ Office, the Office for Multicultural Affairs, etc. If you do get money from other sources, have them make the check out to ETB; it makes our lives a lot easier.

BUYING STUFF: If possible, buy stuff at places that have Carleton accounts (Ask the Treasurer). The ETB account number for these places and Central Services is 9276 – and don’t try to add extra stuff on when you use it, because we will catch you. When you charge things, be sure to write the account number, “ETB”, and your name/name of the show on the charge slip. If you pay for things out of pocket, keep a receipt, and you will be reimbursed. But remember, no receipt, no money (Business Office policy). Keep the Treasurer apprised of what you are spending and if your original budget figures change as often as possible or necessary. When all purchases for your show have been completed, provide the ETB Treasurer with a package of all the receipts for all transactions, both paid by persons associated with the show and charged directly to ETB. Make sure it is clear which are the ones that need to be reimbursed, and write the name of the person who needs to be reimbursed and their student ID number on each receipt. An even better way to buy something where you can’t charge it is to go to the Business Office and get petty cash for the amount it will cost. This simplifies things on our end immensely.
because we don’t have to cut you a check later. But in all cases, be sure to save receipts from the business office and the store.

If you suspect you might go over your budget, please talk to the ETB Treasurer and special arrangements may be able to be made. **Keep the treasurer updated as to how much you are spending!**

So after your show is over, and you have finished soaking in the praise of the entire campus, you still have one more thing to do. **Fill out your Final Budget Report Form** (found at the end of this packet) and return it to the ETB Treasurer with all of your receipts attached. **This is important. If you don’t, we will hunt you down and beat you savagely.**

Well, thank you, you say, but how do I pay for my rights? You bring the receipt you get from Sam French or Dramatists et al. to the ETB Treasurer. We agree that it is less than $140, the Treasurer goes to the Business Office and pays it. Or you pay for it, you bring the Treasurer the receipt, and s/he goes and cuts you a check for up to $140. Failure to do this may result in ugliness.

But lastly, have fun. That’s what all of this is supposed to be about. If you have any questions, contact any of the ETB officers.
Publicity/Box Office Information

The following information is important to share with your publicist and house manager!

Publicity

CSA has imposed a limit of 50 posters per production. We believe that you need no more than 32 posters to cover all the dorms, dining halls, the CMC and Great Space. However, you may want to make extras for the cast and crew to have as souvenirs of the production. Also, posters may be put up in town, and at St. Olaf. Contact the Players Outreach Coordinators for more information on facilitating this.

Approximate printing/xeroxing costs are as follows (prices may vary depending on paper stock):

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>8_11 audition posters (xeroxed)</td>
<td>$5</td>
</tr>
<tr>
<td>50</td>
<td>11_17 performance posters (xeroxed)</td>
<td>$3</td>
</tr>
<tr>
<td>50</td>
<td>11_17 performance posters (printed)</td>
<td>$6</td>
</tr>
<tr>
<td>200</td>
<td>8_11 2-sided programs (xeroxed)</td>
<td>$6</td>
</tr>
<tr>
<td>200</td>
<td>8_11 2-sided programs (printed)</td>
<td>$15</td>
</tr>
</tbody>
</table>

Other publicity opportunities you can buy include:

- All campus mailing. Depending on how large the “ad” it’ll cost you $9 (8 per sheet) or $11 (6 per sheet). Central Services will print them up and cut them for you.
- The back of the NNB. Full page ads ($10) and half page ads ($4) are available. Call x4154 to reserve a space and send a “camera ready” copy of your ad to Campus Activities 48 hours before publication.

Other free publicity opportunities:

- Tell Campus Activities about your show so it can be included on their calendar of events! Preferably as soon in the term as possible!
- NNB ads. Submit your ad in writing to Campus Activities no later than 12 PM two days before you would like the ad to run.
- Carleton News Bureau (x4148). They must be notified at least 2 weeks before the production opens.
- Chalking around campus. DO NOT chalk any buildings, especially Sayles’ columns or stairs. But other sidewalks around campus should be fine – check with Campus Activities for other specific restrictions or guidelines if you want to chalk. But Sayles is the big one.

VERY IMPORTANT: DON’T FORGET that Central Services needs 48 hours to complete any two-sided printing job and 24 hours to complete any one-sided printing job. No exceptions. If you are counting on having your programs printed and ready by late afternoon on Thursday, YOU MUST SUBMIT YOUR FINISHED PROGRAM DESIGN TO CENTRAL SERVICES BY TUESDAY. Printed programs are much nicer than xeroxed ones, but you must plan ahead.

- Remember to recycle and reuse your programs! If you ask people, before or after the show, to leave their programs in a designed box if they do not wish to keep them, 200 should be enough for a three night run.
- Please include a list of upcoming shows on your program. You can contact any of the officers to find out what these shows will be.
• If you are receiving ETB funding, all of your posters and programs must credit ETB. This credit should read “An Experimental Theater Board Production” or “The Experimental Theater Board Presents:”
• Pay attention to the notes about crediting the playwright in the front of your script when designing posters, programs, etc. Typically, the name of the playwright must be in type at least 50% of the size of the title of the play and no other billing can be more prominent than the playwright’s. ETB is just as subject to these rules as any other theatrical organization.
• Hang your posters at eye level in locations where they will be noticed. Do not tape them to glass; they will be removed by custodians. Don’t forget to have up to four stamped for posting in Sayles. Following is a list of 32 good spots for a complete poster campaign.
• Questions? Feel free to contact the ETB Publicity Head.

32 Suggested Places to Hang Posters

SAYLES (don’t forget to get Campus Activities to stamp these):
• 2 on the cylindrical bulletin boards
• 1 on the board by the snack bar
• 1 on the Performing Arts board on the side of the post office (you may need duct tape for this one).

BURTON/DAVIS:
• 1 by the Sevy-side checker
• 1 at the base of Burton’s southern stairwell
• 1 by the main lounge
• 1 near the door for the Burton checker
• 1 on the fall facing the door leading to Musser

CMC:
• 1 on the column at the base of the stairs by the main entrance
• 1 on the big bulletin board
• 1 on the one-way exit door leading to the outdoor chalkboard

NOURSE/ARENA:
• 1 on the Arena Theater callboard
• 1 on the callboard outside the basement door to Nourse Little Theater
• 1 in the poster case by the outside door to Nourse Little Theater (give it to the Production Head, who has a key)
• 2 in the stairways in Nourse

MYERS:
• 1 on the inside of the side door leading to Watson
• 2 in the stairways

WATSON:
• 2 in the elevators
• 2 in the stairwells

EVANS:
• 1 inside the door leading out to Goodhue
• 1 by the south door

GOODHUE:
• 3 on the propped-open doors at the first floor of the stairwells

LDC:
• 1 near the door
You may want to consider other academic buildings as well.

**Box Office**

The phone number for the ETB box office voice mail is x4439. It is definitely a good idea to put this number on your posters and NNJ ads so people will know where to call for reservations. During the Sunday before your show opens, some responsible individual (i.e. the house manager or director) should change the box office’s outgoing voice mail message. Instructions for operating the voice mail system follow this section. On your new message, you should announce the name and the dates of your show and invite the caller to make reservations by leaving his/her name (said and spelled), the number of seats he/she would like to reserve, and the night he or she would like to attend. Make sure the person responsible for the box office checks these messages often and prepares a reservation list. Avoid overbooking. If you at any point amass more than 100 reservations for a certain night, you should immediately change the outgoing message, informing future callers that you can no longer take reservations for that particular performance. Invite the caller to either reserve seats for another night or put their name on the waiting list for the sold-out performance.

Don’t forget to unplug the phone during performances!

You can’t start taking reservations until your show is in the space.

Have at least one house manager or usher present at every performance to take names from the reservation list, hand out programs, etc.

Nourse seats 96 people. As flattering as it may be to break records for how many people cram in for a show, it is just as ego-soothing to add an extra performance (usually a Saturday matinee) for a popular show and it makes those who worry about fire codes much happier. If you’d like to do this keep in mind that there will be the additional cost of rights for that performance and plan accordingly.
Nourse Little Theater Voicemail Instructions

Note: this can be done from any campus phone

To Set the Message:
Dial 3737
Enter * followed by 4439
Type the password: LNOURSET
{in here you may be barraged with a “Bulletin” hit # to continue and 7 when you’ve heard all the bulletins}
To change a message the button sequence is:
4 – Personal Options

3 – Greetings

1 – Change Greetings

2 – Personal Greeting
{Record here}
Hit # when you are done.
Hit 1 to check it.
Hit # to confirm it.
Press * and then * to exit

To Check Messages:
Dial 3737
Enter * followed by 4439
Type the password: LNOURSET
Press 11 to hear unsaved messages:
   Hit 7 to erase
   Hit 9 to save (please save messages for the production head or other board members)

Press * and then * to exit
Costume Shop Guidelines for your Costume Designer(s)

Carleton College’s Costume Shop is located on the lower level of Arena Theater in room LL56. (507) 646-4472.

If you would like to use this resource, please note the following:
- Costumes must be checked out by a costume shop worker during rental hours.
- Rental hours vary by term. Please see the costume shop door for rental hours.
- You must call the costume shop to schedule an appointment for rentals and returns.
- Two checks (made out to Carleton College) are required.
  - Deposit check: a personal check for number of costumes borrowed. (Amounts below)
  - Drycleaning check: if costumes require drycleaning you will be charged a cleaning fee of $5.00 per costume or $3.50/lb.
- The person renting the costumes (the ETB costume designer), must be the person who writes the check and returns the costumes.
- Costumes MUST be returned in the same condition as when they left the shop.
- Because other organizations besides ETB rely on us as a resource, costumes CANNOT be checked out for longer than four weeks.

<table>
<thead>
<tr>
<th>Number of Costume Items</th>
<th>Deposit Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>$75.00</td>
</tr>
<tr>
<td>6-10</td>
<td>$150.00</td>
</tr>
<tr>
<td>11-15</td>
<td>$225.00</td>
</tr>
<tr>
<td>16-20</td>
<td>$300.00</td>
</tr>
<tr>
<td>20+</td>
<td>$15.00 per item</td>
</tr>
</tbody>
</table>

You are welcome to work on costumes for your show in the costume shop as long as a costume shop worker is present and it is during the weekday hours of the shop. Costume work for Players’ shows takes precedence and if shop workers need the space or the machines for the current Players’ production, they have first rights to use them. If there are free machines and space, ETB costume designers can work there during shop hours.

Costume Shop Supervisor: Mary Ann Kelling, mkelling@carleton.edu, (x7536)

Other costume resources:
Ragstock
420 Division Street, Nfld.
Burnsville Mall

Savers
8049 Morgan Circle
Bloomington

Warehouse:
830 N. 7th St., Mpls.
Mall of America

The Guthrie/Children’s Theater Rental
855 East Hennepin Ave., Mpls
(612) 375-8722
Must call to make appt. (ask for Deb)

Created by Zoe Andrada March 2003
GUIDELINES FOR COSTUME RENTALS
(to be read and signed at time of rental)

The Carleton Players costume shop is a resource, not a service. In this spirit and to keep the costumes available to the Carleton community at large, we ask you to comply with the following procedures and rules in the renting and return of our costumes.

By signing your initials next to each of the following regulations, you agree that you have read, understand and will comply with each procedure.

Renting Costumes

Initials
- I will use costumes for a class or campus event, NOT for personal use. [ ]
- I have checked out costumes with a costume shop worker during rental hours. [ ]
- I will inspect all costumes for damages or permanent stains before checking them out. [ ]
- I understand that the costume shop reserves the right to deny the rental of any costume that it deems too fragile or irreplaceable. [ ]

Deposit and Cleaning Fees (Two checks: Deposit and Drycleaning)
- I have made out a personal check (made out to Carleton College) for the deposit amount at the time of rental. [ ]
- I will be charged a cleaning fee if the costumes that I am checking out require drycleaning. I understand that these fees are $5.00 per costume or $3.50/lb. [ ]
- I have made a separate check for drycleaning fees. [ ]

Returning Costumes
- I will return all costumes by my stated return date. (__/__/ __) [ ]
- I will return all costumes with a costume shop worker during rental hours. [ ]
- I MUST return all costumes in the same condition as when they left the costume shop. [ ]
- I will return all costumes no later than four weeks after the time of rental. [ ]

Regulations for damages and lost costumes
- If costumes are damaged, the replacement fee will be deducted from my deposit. [ ]
- If a costume is lost, the replacement cost will be deducted from my deposit. [ ]
- I understand that replacement costs range from $25.00 to $200.00 per costume. [ ]
- I have seen the list posted by the costume storage door for more detailed costs. [ ]
- I will pay the difference if the replacement cost is in excess of my deposit. [ ]

I agree that I have read, understand, and will comply with the above procedures.

X ______________________________
(signature of renter at time of rental)
Nourse Little Theater
User Contract

1. Occupancy

Normal ETB productions have the space from 10 am on the Sunday two weeks prior to the performances to 10 am on the Sunday following the performances. Exceptions to this rule can be made. Should the users desire other arrangements (i.e. entering the space early, leaving equipment in the space later than 10 am Sunday, etc.) they must work it out with the ETB Production Head. Other users desiring the space for special events (one-day shows, workshops, auditions, and the like) should arrange it through the Production Head.

1a. The doors, windows, and cabinets must be locked every time you leave the theater. (Don’t forget the backstage door or the light booth window!) If for some reason you are unable to lock the exterior door, contact Security. Most of all, DON’T lose or lend out the keys. They are $40 apiece and the ETB board will charge you if you lose them.

1b. Nourse is a residential area. When using the theater, you need to respect the rights of the people who live on Ground Nourse. This means posting a schedule of your set construction/rehearsals each week for the floor residents, not using power tools or creating loud noises after 11 pm on weekdays or 1 am on weekends, containing rehearsals to the theater itself, and keeping persons involved with our show out of the Ground Nourse bathrooms for dressing, etc. Additionally, the interior theater door should not be used for admittance during shows except in cases of bad weather. The audience should enter the theater through the outside door.

1c. Nourse Little Theater is first and foremost an academic space. We enjoy the freedom we have because the college can use the theater for classes. You must communicate with the professors teaching classes in the theater. It is essential that they know what you’ll be doing in the space and that you accommodate their needs as much as possible. If you are in the theater for two weeks your set and props should be moved for classes to provide as much of the stage space as possible during the first week. There may be flexibility during your show week; you’ll need to work out special arrangements with the Production Head and the professors in the space. It is highly recommended to meet with the professors using the space, and mutually draw up an agreement for what will be left onstage during what time periods.

This relationship works both ways. Be sure to mark any dangerous or valuable set pieces “do not touch” so that classes will leave them alone. It is recommended that you lock up any valuable or edible props to avoid tempting students. You should also contact the Chelsea Elves if there are any warnings about set or props that they should know of. If something happens to the theater space while you are not there, let the Production Head know immediately or you will be held responsible.

1d. Despite what people may say at the start of sold-out shows, Nourse is bound by fire codes as much as anyone else. As such, no matter what is going with your production, all backstage passageways should be kept clear and doors should not be blocked with set pieces or props.
2. Key Exchanges
The producer, director, and Production Head will work out a mutually agreeable time (usually on Sunday) to check out keys and go over the contract. Once the key exchange has been made, the keys are the responsibility of the current user. The ETB board is responsible for determining what action will be taken should the keys become lost. The cost of re-keying the locks will be borne by the user ($40 for a key, $100 for a lock).

Also at this time, a $50 deposit check, made out to the Experimental Theater Board, must be tendered by the producer. Under no circumstances will keys be turned over to a producer without receipt of this check. The deposit check will be returned after the Treasurer has approved the final budget and all financial matters have been taken care of after the show closes.

Keys will be returned to the Production Head after strike is complete on Saturday night.

A note about the electronic lock: directors and producers can unlock it with the inside pad, but you cannot change from unlocked to locked or locked to unlocked after midnight. What this means: if you notice that it’s 11:55 and the door’s unlocked, go lock it. If you forget to do this, you’ll need to call Security to have them come lock up. Also, whenever you’re leaving the space, check that the electronic lock is locked along with the usual checks of backstage door, windows, etc.

3. The Space
Very simply, after a production, there should be no sign that it was in Nourse other than the customary wall painting backstage. Any exceptions to this must be approved by the Production Head. If the walls and floor of the stage had been painted, they must be repainted black. ETB will provide paint for this purpose. The backstage area needs to be cleared of any and all props, costumes, and set pieces. Failure to comply will, again, result in sanctions.

The number of productions in Nourse has increased dramatically in the last few years and many groups have left their names painted on the wall backstage. This is FINE unless we start getting selfish. With 10-15 potential shows each year, running out of usable space is a foreseeable reality and we want many generations of theater people to have access to the tradition. Your section of the wall should only be as large as is necessary to accommodate your names. For example, a 3’ x 2.5’ rectangle for a two person cast is selfish. (Think of Aunt Dan and Lemon by the back room as a model.) You must OK your spot with the Production Head before beginning to paint. Also, we suggest that black permanent markers be used instead of paint for writing the actual names.

4. Lights
The cardinal rule is NO LIVE PATCHING! This means, when plugging lights into the ceiling circuits, the light board must be OFF. If someone is caught live patching, that someone and the light designer are gone from the show. Any further sanctions will be decided by the ETB board.

ETB has its own supply of gels in the filing cabinet near the tools. We are working to increase our supply of Roscolux gels so that the old Roscolene ones can be retired, but this does not mean stealing gels from Arena. Gels may be checked out from Arena and returned after your show, but better, speak with the Production Head about acquiring the colors you need so that we may increase our stock.

Please do not modify lighting cables or instruments without consulting the Production Head.

After your show, lighting instruments should be struck to the light rack and cable, gels, gel frames, and the like should be returned to their proper places. The only exception is if arrangements have been made with the next light designer and/or director to leave lights up.
5. Sound
The speakers are now grid-mounted (yay!) – and they can be moved if desired. They must be safety cabled to the grid.

Sound levels should be set via the mixing board. Do not touch the gain levels set on the main amp (the lowest component in the rack).

If Nourse Little Theater is used as the location for the strike party, keep in mind that the Hall Director lives directly above the theater and set sound levels accordingly.

6. Operators
Light and sound ops must be trained or have been trained by the Production Head at some point. This training should take place BEFORE these people plan to begin work. In other words, contact the Production Head to schedule training before you enter the space. If there is an experienced and willing member of the cast or crew, it is perfectly acceptable for him/her to do the training; just check with the Production Head for approval. One warning: users are responsible for “self-taught” errors.

7. Tools
ETB possesses a variety of hand tools, as well as several drills and a circular saw. Users are responsible for anything lost or damaged. Please take care of our equipment. Users should coordinate borrowing of Arena equipment with Walter. Hand tools may be checked out on a daily basis. Arena’s power tools (namely saws) cannot be taken to Nourse – they must be used in Arena under supervision. The Production Head can facilitate this, but the responsibility lies, of course, with the users.

8. Paint and Paintbrushes
The cheapest paint can currently be found at Walmart in Faribault, and Young’s Paint in Dundas also gives the college a very good price. Remember to CLEAN YOUR PAINTBRUSHES AND ROLLERS. Please clean out the sink as well.

Do not, under any circumstances, use spray paint on the walls of the theater or on the flats. If you must spray paint props, please do it outside or another well-ventilated area. DO NOT get paint on the blacks or the non-black walls of the theater. We will charge you for the cost of repainting walls or replacing blacks.

9. Flats, platforms, and other set pieces
Do the entire theater community a favor and build your set pieces well. Consult the Production Head about how to construct flats or platforms so they can be saved for stock. Build with screws, not nails. Please be careful with the flats so they aren’t damaged. Also, do not take apart or structurally modify any existing set pieces without consulting the Production Head.

10. Props and Costumes
Costumes and large and small props may be checked out from Arena Theater. Speak with Walter Wojciechowski and the current Players Costume Head or Props Head for more information on this process.

11. Strike Parties
It is not recommend that strike parties be held in Nourse Little Theater. If a strike party is to be held in the theater, the same rules as Arena strike parties apply. The rules should be read aloud before the party begins. Strike must be registered and no hard liquor may be served.
Strike Procedures:

Basically, clean everything up:

- All props and costumes must be struck and returned to where they came from. If you can’t return them on Saturday night after the show, please remove them to a secure location (i.e. your room!).

- Stack all Nourse furniture neatly in the off-downstage-left area. Take Arena furniture back to Arena.

- Remove notes, cue sheets, CD’s, tapes, clothing, and other extraneous items from the control booth.

- Lights must be struck, unless you have made arrangements with the light designer of the next show. If the strike party is held in the theater, party lights must be struck after the party.

- Pick up programs, garbage, etc., from the house.

- Sweep the backstage area, put all tools and hardware away into the tool chest and hardware buckets.

- Neatly coil lighting cable and hang it in the closet, hang up gel frames, and file gels in the appropriate folders in the filing cabinet.

- Sweep the tool/lighting area.

- The wood room should be tidy.

- Make sure everything is out of the dressing room area and sweep if necessary.

- Sweep and mop the stage.

- The stage must be repainted black unless you have explicit permission from the next show’s producer not to repaint. It must be repainted black if yours is the last show of the term. **ETB will provide black paint for this purpose.** However, if you need black paint for painting elements of your set, that paint needs to be bought like any other paint.

**When you leave the theater, there must be nothing that suggests your play took place.**

Any questions should be referred to the Production Head.
This contract is meant to sound nasty to insure accountability. By signing this form, the user acknowledges having read the contract and agrees to abide by it. Failure to abide will result in sanctions as imposed by the ETB officers. Refusing to pay for rights and or suspension from Nourse Little Theater are penalties the board will not hesitate to use if necessary. Users must sign this form in order to be allowed access to Nourse Little Theater.

**Your copy (please sign both)**

Name of Production: ____________________________________________________________

I agree to abide by the rules laid forth in the Nourse Little Theater User Contract

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Producer</th>
<th>Director</th>
<th>Production Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
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**Production Head copy (please sign both)**

Name of Production: ____________________________________________________________

I agree to abide by the rules laid forth in the Nourse Little Theater User Contract

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</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ETB Final Budget Report

Please fill out all of the spaces on this form. This is your final report to ETB regarding the costs of your show, including any costs that you might need to be reimbursed for. This form, along with all receipts for your show, should be returned to the ETB Treasurer within ten days of the close of your production. Failure to do so could cause you to become liable for the cost of your show. Also, remember to send a copy of your program to the Secretary.

**Budget:**

<table>
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<tr>
<th></th>
<th>Budgeted Amount</th>
<th>Amount Spent</th>
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<tbody>
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<tr>
<td>Scripts</td>
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<td>Set Construction, Costumes, Props</td>
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<tr>
<td>Printing</td>
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<tr>
<td>Other</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td></td>
</tr>
</tbody>
</table>
Contact Sheet

ETB Officers

Chair: Jennifer Harrington (harringj, x5866)
Secretary: Rachel Teagle (teagler, x5065)
Treasurer: Drew Brisbin (brisbind, x4996)
Production Head: Jill Hinderliter (hinderlj) *off campus Fall 2005
Rachel Carroll (carrollr, x4909)
Brandon Root (rootb, x5111)
Virginia Pharr (pharrv)
Publicity: Martin Miller (millemar, x5078)

Players Officers

President: Naysan Mojgani (mojganin, x4612)
Secretary: Rachel Teagle (teagler, x5065)
Production Head: Gwen Kirby (kirbyg) *off campus Fall 2005
Communications Head/Outreach Coordinator – Jennifer Harrington (harringj, x5866)
Activities Coordinators: Lucy Horns (hornsl, x4763)
Marcey Abramovitz (abramovm) *off campus Fall 2004
Costume Head/Make-Up Head: Lucy Horns (hornsl, x4763)
Light Head: Jon LeFlore (leflorej, x5033)
Properties Head: Tricia England (englandt, x4782)
Sound Head: Carol Drysdale (drysdalec, x5184)

Staff
Technical Director of Arena and Nourse Theaters: Walter Wojciechowski (x4473)