

APPROVED

POSSUM POINT PLAYERS
EXECUTIVE COMMITTEE MINUTES

January 19, 2021

- I. **CALL TO ORDER** – Zoom meeting. Chairperson Micheal Murnin called the meeting to order at 4:36 PM Members present were: Michael Murnin, Andrew Hertzberg, Louise Hartzell, Jim Hartzell, Anthony M Policastro, Kenney Workman, Cheryl Graves, Rosanne Pack, Dawn Conaway and Gwyneth Sharp. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. Approval of December 22, 2020 minutes -

1. Corrections - there were two corrections to the draft minutes:
 - a. Dawn Conaway's name was added to the list of attendees
 - b. The year 2021 was added to the date of the minutes
2. After properly moving (Jim Hartzell) and seconding (Kenney Workman) the minutes were approved with the two corrections. **CLOSED**

III. REPORTS

A Treasurer

1. Final report for Sweet Sounds of the Season was presented (Atch 1) **CLOSED**
2. Final report for Godspell was presented (Atch 2) **CLOSED**
3. Financial report (Atch 3) was presented. Highlighted items included
 - a. Mortgage total is now below \$20,000
 - b. Overall current balance is about \$19,000
 - c. Roof repair has been paid

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d. HVAC repair of \$1500 has not yet been paid

e. Profit was a little higher this year because of decreased royalties

f. Royalties for both Elf and The Producers have already been paid.

g. Membership fees are still coming in

INFO

B. Executive Administrator

1. The annual brochures went out. There was an insert included. Some of the brochures accidentally included an old insert suggesting that there would be a dinner theater. That has been corrected. **CLOSED**

2. Season tickets had been rolled over for some subscribers. The process being used is a Theater Bucks account. Individuals will have balances added to their account. As they purchase tickets for performances this year, the account balance will be lowered by the ticket prices. Once the balance reaches zero, then ticket purchases outside of that system can be done. **INFO**

3. There have been a number of sponsors for the 2021 season. Dawn will be contacting them individually to see which performances they are interested in and what seats they desire for those performances. **INFO**

C. Artistic Committee

1. Rosanne Pack reported that the Artistic Committee did not have a meeting in January due to the Annual Meeting. **INFO**

2. The Committee had approved the new Building Use Form **INFO**

3. The Committee approved a formal Secretary position **INFO**

4. The Committee approved the Radio Theater Building Use Form (See Item IV B below) **INFO**

D. Fund Raising Committee

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1. Cheryl Graves reported that there will soon be a formal committee meeting. Members in addition to Cheryl include Kenney Workman, Rosanne Pack, Donna deKuyper, Audrey Killen and Cat Baker. **INFO**

2. The fund raiser All the Fixins is scheduled for June 26th.

a. It is planned as an outdoor event.

b. The plan is to have food as well the show. Original plan was to eat outdoors and then see the show inside. However, it may make sense with COVID precautions to do the show outside as well. An individual who was going to do the barbecuing of the food has recently moved to Pennsylvania. Therefore a new plan is needed. Consideration has been given to doing things like a few food trucks. Jim Hartzell suggested the Nick Flomp might be contacted as a possible individual to do the barbecue.

c. Tents are a large expense but if they are not rented then weather becomes a bigger issue.

d. Consideration will be given to make the start time a little earlier since it will be outdoors

OPEN

E. Building and Grounds

1. Jim Hartzell indicated that there was a written report of activities (Atch 4)
INFO

2. Discussion took place about displaying plaques of prior shows. Jim suggested that he would come up with a plan to do it and see how that suggestion would work. **OPEN**

IV. OLD BUSINESS

A. 2021 Season.

1. Cobb is expected to be an outdoor production **OPEN**

2. Vanya and Sonia and Masha and Spike is also expected to be an outdoor production **OPEN**

3. As discussed above All the Fixins will be an outdoor production **OPEN**

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4. Hay Fever is currently scheduled for the June time frame. A question was raised as to whether it should also be an outdoor production. Unlike the other productions it is more reliant on set construction. Therefore, it would be difficult to do outdoors. Since rehearsal is not due to begin for a few months, the decision was made to wait on any decision as to venue and revisit this discussion as we got closer to the date. **OPEN**

5. Location of the outdoor stage was discussed. With Godspell the stage was placed at one end of the parking lot. That made it difficult for people at the other end of the lot to see the performers. A question arose as to whether there might be a more central location for future outdoor performances. This will be further researched. **OPEN**

B. Radio Theater has put in a Building Use Request Form for a February performance (Atch 5). As noted above (Item III C 4) Artistic Committee has already approved the request. The request is for a single performance for an audience of 50 people on Feb 21st. If there is enough demand, a second performance will be scheduled for Feb 22nd. After properly moving (Jim Hartzell) and seconding (Kenney Workman) the motion to affirm the request was approved . **CLOSED**

C. Communication -

1. There was a discussion about some communication issues that had occurred with the nominating committee process. Part of the issue was that the committee got started later than planned. The Bylaws outline the process as follows:

Section 4.08 ANNUAL ELECTION TIMELINE

- a. By the September meeting of the Executive Committee, the President shall appoint a Nominating Committee of at least three members with at least one each from the Executive and Artistic Committees, designating one of them as chair.
- b. The Nominating Committee shall seek nominees for all Trustees whose election is called for the following January and for all other vacancies on the Board of Trustees.
- c. The Nominating Committee Chair shall submit a report on the Committee's progress at the October and/or November meetings and present a proposed slate of candidates at the December meetings of the Executive Committee and the Artistic Committee.
- d. The Nominating Committee Chair shall propose the slate of candidates at the appropriate time at the next annual meeting.

Discussion indicated that we will look at following the proposed timeline in the upcoming year.

CLOSED

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2. Jim Hartzell suggested that we might want to look at providing some formal training in communication. **INFO**

V. NEW BUSINESS

A. 50th Anniversary Season - The first Possum Point Players performance was in November 1973. A lengthy discussion took place on the best way to commemorate the upcoming 50th anniversary. Strictly speaking the anniversary year would be November 2022 through November 2023. The problem with that is that the season is by year. So there is no real November 2022 to November 2023 season. Possible avenues were explored. Ultimately a motion was made (Andrew Hertzberg) and seconded (Kenney Workman) that the 2022 season celebrate the 50th year of Possum Point Players and then a 50th anniversary celebration be held in November 2023. That would extend the celebration. It would also allow for approaching the 2022 season with more of a sense of normalcy since the COVID crisis should be diminished by then. The motion was carried with two Nay votes (Anthony Policastro and Jim Hartzell).

CLOSED

B. Diamond Dance conducted The Nutcracker in December on the Possum stage. They have requested the use of the theater again for March 24th 28th to do a production of Cinderella. The number of shows will be based upon the number of attendees allowed at that point in time. There was a discussion of performing an after action report for The Nutcracker performances. That would allow us to see if there were any areas that could be improved upon for the next performance. After properly moving (Jim Hartzell) and (seconding) the performance was approved. **CLOSED**

C. Secretary job description - A proposed change was provided to the Secretary job description (Atch 6). It first addresses minutes distribution and minutes corrections. In addition, now there is a formal Secretary on the Artistic Committee as well. It essentially indicates that the Artistic Committee secretary and Executive Committee secretary should cover for each other in case one of them cannot make a meeting. After properly moving (Jim Hartzell) and seconding (Rosanne Pack) the proposal was approved **CLOSED**

D. Bar supervisor job description is needed as per discussion at the Board retreat. Jim Hartzell provided a proposed description (Atch 7) for the member ship to review. It will be further discussed at the next meeting. **OPEN**

E. Broadway Springs Back musical review building request - A Building Use Request Form (Atch 8) had been submitted for a musical revue covering the weekend of March 13th and 20th. This had not yet been reviewed by Artistic Committee whose meeting is on Feb 4th. It will need their approval first. Given the short time frame between then and the performance, the Executive Committee will conduct an e-mail vote on this after Artistic Committee approval so the project can move forward. After properly moving (Jim Hartzell) and seconding (Louise

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Hartzell) the proposal to forward the Building Use Request Form to the Artistic Committee was approved. **OPEN**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

- A.** Broadway Springs Back Building Use Form
- B.** Diamond Dance Cinderella production
- C.** 50th Anniversary celebration plan

VII. ANNOUNCEMENTS - None this month

VIII. NEXT MEETING DATE - February 16th at 4:30 PM **INFO**

IX. Announcements and Adjournment -There being no further business a motion was made (Jim Hartzell) and seconded (Louise Hartzell) to close the meeting at 6:21 PM

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Attachment 1

3:35 PM
01/19/21

Possum Point Players
SWEET SOUNDS OF THE SEASON
DECEMBER 2020

	Sounds of the Seas...		
	(2020 SEASON)	Total 2020 SEASON	TOTAL
Ordinary Income/Expe...			
Income			
Ticket Sales	3,520.00	3,520.00	3,520.00
Total Income	3,520.00	3,520.00	3,520.00
Gross Profit	3,520.00	3,520.00	3,520.00
Expense			
Music	786.00	786.00	786.00
Total Expense	786.00	786.00	786.00
Net Ordinary Income	2,734.00	2,734.00	2,734.00
Net Income	2,734.00	2,734.00	2,734.00

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Attachment 2

2:49 PM
01/19/21

Possum Point Players GODSPELL SEPTEMBER 2020

	GODSPELL (2020 SEASON)	Total 2020 SEAS...	TOTAL
Ordinary Income/Expense			
Income			
Ticket Sales	10,677.40	10,677.40	10,677.40
Total Income	<u>10,677.40</u>	<u>10,677.40</u>	<u>10,677.40</u>
Gross Profit	10,677.40	10,677.40	10,677.40
Expense			
Contract Services			
Outside Contract Services	300.00	300.00	300.00
Total Contract Services	300.00	300.00	300.00
Music	2,200.00	2,200.00	2,200.00
Operations			
Postage, Mailing Service	277.31	277.31	277.31
Printing and Copying	34.06	34.06	34.06
Total Operations	311.37	311.37	311.37
Other Types of Expenses			
Advertising Expenses	282.63	282.63	282.63
Total Other Types of Expen...	282.63	282.63	282.63
Props	68.97	68.97	68.97
Royalties-Scripts-Scores	4,277.73	4,277.73	4,277.73
Set	414.23	414.23	414.23
Total Expense	<u>7,854.93</u>	<u>7,854.93</u>	<u>7,854.93</u>
Net Ordinary Income	<u>2,822.47</u>	<u>2,822.47</u>	<u>2,822.47</u>
Net Income	<u><u>2,822.47</u></u>	<u><u>2,822.47</u></u>	<u><u>2,822.47</u></u>

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Attachment 3

2:55 PM
01/19/21
Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 - 19, 2021

	Jan 1 - 19, 21	Jan 1 - 19, 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Advertising & Sponsors	1,000.00	0.00	1,000.00	100.0%
CONVENIENCE FEES	0.00	133.20	-133.20	-100.0%
Direct Public Support				
Individ, Business Contributions	375.00	0.00	375.00	100.0%
Total Direct Public Support	375.00	0.00	375.00	100.0%
Government Grants				
State Grants	3,517.18	0.00	3,517.18	100.0%
Total Government Grants	3,517.18	0.00	3,517.18	100.0%
Program Income				
Membership Dues	7,110.00	4,077.50	3,032.50	74.4%
Total Program Income	7,110.00	4,077.50	3,032.50	74.4%
Ticket Sales	159.50	9,239.00	-9,079.50	-98.3%
Total Income	12,161.68	13,449.70	-1,288.02	-9.6%
Gross Profit	12,161.68	13,449.70	-1,288.02	-9.6%
Expense				
Bank Fees	77.53	145.60	-68.07	-46.8%
Business Expenses				
Business Registration Fees	135.00	0.00	135.00	100.0%
Total Business Expenses	135.00	0.00	135.00	100.0%
Contract Services				
Outside Contract Services	367.48	2,136.23	-1,768.75	-82.8%
Total Contract Services	367.48	2,136.23	-1,768.75	-82.8%
Facilities and Equipment				
Equip Rental and Maintenance	0.00	208.00	-208.00	-100.0%
Janitorial Services	124.97	267.39	-142.42	-53.3%
Mortgage Interest	146.69	238.87	-92.18	-38.6%
Rent, Parking, Utilities	644.11	0.00	644.11	100.0%
Total Facilities and Equipment	915.77	714.26	201.51	28.2%
Music	0.00	105.62	-105.62	-100.0%
Operations				
Postage, Mailing Service	226.83	55.00	171.83	312.4%
Supplies	0.00	35.74	-35.74	-100.0%
Telephone, Telecommunications	257.01	0.00	257.01	100.0%
Total Operations	483.84	90.74	393.10	433.2%
Other Types of Expenses				
Advertising Expenses	0.00	540.99	-540.99	-100.0%
Insurance - Liability, D and O	1,591.00	0.00	1,591.00	100.0%
Total Other Types of Expenses	1,591.00	540.99	1,050.01	194.1%
Payroll Expenses	290.27	301.66	-11.39	-3.8%
Props	26.99	0.00	26.99	100.0%
Royalties-Scripts-Scores	0.00	3,740.00	-3,740.00	-100.0%
Set	0.00	295.27	-295.27	-100.0%
Utilities	687.39	894.21	-206.82	-23.1%

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2:55 PM
01/19/21
Cash Basis

Possum Point Players
Profit & Loss Prev Year Comparison
January 1 - 19, 2021

	Jan 1 - 19, 21	Jan 1 - 19, 20	\$ Change	% Change
Wages	3,518.33	3,656.33	-138.00	-3.8%
Total Expense	8,093.60	12,620.91	-4,527.31	-35.9%
Net Ordinary Income	4,068.08	828.79	3,239.29	390.9%
Net Income	4,068.08	828.79	3,239.29	390.9%

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01/19/21
Cash Basis

Possum Point Players Balance Sheet Prev Year Comparison As of January 19, 2021

	Jan 19, 21	Jan 19, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
County Bank-Checking	19,504.24	49,826.91	-30,322.67	-60.9%
County Bank-MONEY MARKET	77,423.24	61,551.02	15,872.22	25.8%
Petty Cash	50.00	50.00	0.00	0.0%
Total Checking/Savings	96,977.48	111,427.93	-14,450.45	-13.0%
Accounts Receivable				
Accounts Receivable	129.00	129.00	0.00	0.0%
Total Accounts Receivable	129.00	129.00	0.00	0.0%
Other Current Assets				
DELAWARE COMMUNITY FOUNDATI...	-824.18	-824.18	0.00	0.0%
Undeposited Funds	8,133.50	596.00	7,537.50	1,264.7%
Total Other Current Assets	7,309.32	-228.18	7,537.50	3,303.3%
Total Current Assets	104,415.80	111,328.75	-6,912.95	-6.2%
Fixed Assets				
Accumulated Depreciation	-493,875.00	-493,875.00	0.00	0.0%
Building	925,855.55	925,855.55	0.00	0.0%
Equipment	138,616.51	135,367.76	3,248.75	2.4%
Furniture & Fixtures	4,056.75	4,056.75	0.00	0.0%
Furniture and Equipment	5,626.28	3,089.90	2,536.38	82.1%
Land	20,000.00	20,000.00	0.00	0.0%
Total Fixed Assets	600,280.09	594,494.96	5,785.13	1.0%
TOTAL ASSETS	704,695.89	705,823.71	-1,127.82	-0.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	-1,237.37	2,610.38	-3,847.75	-147.4%
Total Accounts Payable	-1,237.37	2,610.38	-3,847.75	-147.4%
Other Current Liabilities				
Overdraft Loan	-156.75	-156.75	0.00	0.0%
Payroll Liabilities	1,284.82	510.33	774.49	151.8%
Total Other Current Liabilities	1,128.07	353.58	774.49	219.0%
Total Current Liabilities	-109.30	2,963.96	-3,073.26	-103.7%
Long Term Liabilities				
Mortgage	29,656.07	46,799.83	-17,143.76	-36.6%
Total Long Term Liabilities	29,656.07	46,799.83	-17,143.76	-36.6%
Total Liabilities	29,546.77	49,763.79	-20,217.02	-40.6%
Equity				

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2:54 PM
01/19/21
Cash Basis

Possum Point Players
Balance Sheet Prev Year Comparison
As of January 19, 2021

	Jan 19, 21	Jan 19, 20	\$ Change	% Change
Retained Earnings	671,081.04	655,231.13	15,849.91	2.4%
Net Income	4,068.08	828.79	3,239.29	390.9%
Total Equity	675,149.12	656,059.92	19,089.20	2.9%
TOTAL LIABILITIES & EQUITY	<u>704,695.89</u>	<u>705,823.71</u>	<u>-1,127.82</u>	<u>-0.2%</u>

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Attachment 4

B & G TASKS – 1/16/21

1. Repair floor in costume storage room: **GETTING QUOTE**
2. Install light/fan in cast bathroom
3. Install new pipe to south wall of costume construction
4. Apply tile to sides of bar cabinets
5. Install ballast in shop light **GETTING ELECTRICIAN**
6. Fix men's cast bathroom door
7. Wash HVAC filters **ALL REPLACED**
8. Replace/repair outside wall sconces
9. Rehang plaques

ACTIVITIES

1. Completed roof replacement
2. Cleaned out closet at top of stairs near dressing room
3. Contacted Sherman (HVAC) following smoke (later discovered as a small fire in a motor of the HVAC unit in the "orchestra" area
4. Hosted Sherman for inspection of HVAC units following smoke ordeal.
Concluded it was the HVAC unit mentioned above.
5. Opted to dismantle construction around air handler in "orchestra" area for motor replacement instead of paying Sherman to do it.
6. Dismantled "orchestra" area construction.
7. Hosted Sherman for inspection of air handler. Discovered motor was burned up and a motor in the HVAC unit in shop also needed replacement.
8. Hosted Sherman for replacement of two motors and thermostat in the makeup room
9. installed LED bulbs and timer for outside lights on window posters, west wall of building.

THANK YOU to: B & G crew Rob Baker and Henley Graves as well as set con crew people Fred Dean, Fred Grant, and Chuck Rafferty.

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Attachment 5

POSSUM POINT PLAYERS
PERFORMANCE APPROVAL AND USAGE AGREEMENT

(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.) PAGE 1 OF 2

AFFILIATE OR

SPECIAL EVENTS COORDINATOR NAME: **Possum Point Players Radio Theater**

NAME AND DATE(S) OF EVENT: **__Radio Theater Feb 21 (Primary) and Feb 20 (Secondary)__**

LOCATION OF EVENT: **Possum Hall_Main Stage**

PRIMARY CONTACT: **Bernie Noeller** PHONE:**302-827-4543** E-MAIL: **bnoeller@yahoo.com**

ALT. CONTACT: _____N/A_____ PHONE: _____N/A_____ E-MAIL:____N/A

—

USAGE - LIST DATE(S), TIME AND ACTIVITY [Rehearsal, Performance, Construction, Strike etc.

SPACES REQUESTED (Please enter dates and times of usage for all areas that you are requesting)

Green Room_____N/A_____ Lobby_____N/A_____ Kitchen_____N/A_____

Shop_N/A_ **Theater Feb 21, (Feb 20), Feb 17, 18 (Rhearsal)** Light/Sound/EFX Booth__Feb 17, 18, (20), 21

PERSONNEL REQUESTED (Please check all that you are requesting.)

Makeup_____ Costumes__**X**___ Props_____ Lights__**X**___ Sound/EFX__**X**___ Set construction_____

Affiliates of the Possum Point Players will be responsible for handling all House duties for all approved performances of their groups. That includes providing hosts, ticket sellers and ushers. They shall be responsible for building opening, security, cleanup and closing.)

Programs and tickets will be restricted to in-house publication of both items. Brown Paper Tickets may be used for Affiliate productions if requested.

Programs may be no larger than two standard 8 ½” X 11” pages and Affiliates are responsible for their creation, duplication and distribution. Programs must be approved by the Executive Administrator prior to their duplication.

APPROVED

OTHER - FOR SPECIAL EVENTS COORDINATORS: (Equipment, resources, assistance not listed above e.g. Refreshments, tickets, programs, hosts, etc.)

CONDITIONS: (Artistic Committee chairpersons whose areas were used by the group, will be the final arbiter regarding cleanliness and order.)

1. The Group will leave all areas used as clean and orderly as they found them upon arrival.

2. The Group will not make any permanent alterations, wall holes or attachments to existing structures.

6/16/17-JCH – Adopted 6/8/17 AC - 6/13/17-EC

POSSUM POINT PLAYERS

PERFORMANCE APPROVAL AND USAGE AGREEMENT

(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.)

PAGE 2 OF 2

3. At no time will fire exit doors be blocked with equipment or materials. The Group will not use or store hazardous materials or permit the use of an open flame. The Group will not overload electric circuits or use non-standard electrical equipment.

4. The Group will not use glitter or confetti unless listed in the "Other" section of the agreement.

5. The Group is responsible for damages to the facility during the Group's use and for all fines from blocking exit doors.

6. If the Group is not using a PPP sound/EFX or lighting tech, the Group will obtain clearance from the Artistic Committee chair responsible for that area, prior to the use of the equipment. If a Group requires more than a general wash with left-right-center control and/or spot lights, detailed lighting requirements will also be attached under "Other Special Instructions." The Group will not "re-patch" sound or lighting equipment without prior approval of that particular chair.

Agreement to the foregoing is indicated by the signatures below:

APPROVED

Executive Administrator _____ Date:

Fund Raising Chair _____ Date:

Sound EFX _____ Date: _____

Lighting _____ Date _____

Props _____ Date _____

Costumes _____ Date _____

Set _____ Date _____

Makeup _____ Date _____

REQUESTING GROUP NAME: __Possum Point Players Radio Theater__

REQUESTING GROUP CONTACT: _Bernie Noeller_ Date: _____

ARTISTIC COMMITTEE CHAIR: _____ Date:

EXECUTIVE COMMITTEE CHAIR: _____ Date:

AC APPROVAL DATE:

EC APPROVAL DATE:

6/16/17-JCH – Adopted 6/8/17 AC - 6/13/17-EC

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Attachment 6

III. SECRETARY

- A. Shall keep the minutes of all Board of Trustees and Membership as well as Executive Committee meetings since he/she serve as the Secretary of the Executive Committee.
- B. Shall have custody of the seal of the corporation and affix the same to documents when authorized to do so.
- C. Shall give, or cause to be given, notice of all meetings of the Members, of the Board of Trustees and of the Executive Committee.
- D. Shall ensure that recorded and approved minutes of meetings of the Membership, Board of Trustees or Executive Committee shall be distributed **to the Membership, Trustees or Executive Committee respectively**. In lieu of distribution of Membership meeting minutes, the Secretary may ensure that notice has been given to all members that such minutes are available for inspection at the offices of the Corporation.

according to the Policies and Procedures Manual under the section titled:
**PROCEDURE FOR OFFICIAL DOCUMENT FLOW AND STORAGE INCLUDING
BUDGETS AND BUILDING USE AND RENTAL FORMS**

AND ADD:

- E. Shall keep minutes, as acting Secretary, for Artistic Committee meetings when the Artistic Committee Secretary cannot attend.

APPROVED

Attachment 7

B.

POSSUM POINT PLAYERS BAR SUPERVISOR

1. Works under the direction of and in cooperation with, the Executive Administrator.
2. Responsible for keeping sufficient inventory of all liquid refreshment for upcoming events at PPP which call for refreshments.
3. Insures that sufficient and appropriate bar staff is assigned, and is given opening and closing times and responsibilities; and is responsible for any necessary personnel additions or replacements to insure smooth and efficient bar operation.
4. Responsible, when needed, for assistance to PJ's advisors in operating the snack bar.
5. Responsible for insuring that the PPP bar is set up, operated and cleaned up for each event.
6. Responsible for timely notification to the PPP Executive Administrator of ordering needs, and assisting to the extent possible.

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Attachment 8

POSSUM POINT PLAYERS

PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT- PAGE 1 OF 3

Building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.)
(Approved ~~insert date~~ Proposed changes 12/01/20-AC, 09/15/20-EC)

DATE OR

LEVENTS COORDINATOR NAME Steven Dow

AND DATE(S) OF EVENT Broadway Springs Back March 13, 20 (7:30pm) H, 21 (2:00pm)

ON OF EVENT: POSSUM HALL ☒ OTHER (LIST) _____

LY CONTACT STEVEN DOW PHONE 302-233-8469 E-MAIL stevedow320@gmail.com

NTACT Stacey Hartman PHONE 610-334-6225 E-MAIL StaceyHartman@York.org

- Please enter dates and times of areas needed AND personnel that you are requesting

AS (Date(s) and time(s))

_____ Green Room March 13, 14, 20, 21 Lobby March 13, 14, 20, 21
March 13, 14, 20, 21 Theater March 13, 14, 20, 21 Lights/sound/EFX March 7-14, 20, 21

PERSONNEL (Dates and times)

truction Feb 27th, March 6th Lights / Sound / EFX March 7-14, 20, 21

_____ Costumes _____ Props _____

Refreshments March 13, 14, 20, 21

OTHER

at any Lighting / Sound / EFX equipment and resource needs not listed above: _____

APPROVED

PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT-PAGE 2 OF 3

CONDITIONS:

1. The Group will leave all areas used as clean and orderly as they found them upon arrival.
2. The Group will not make alterations or attachments or holes in the existing structures.
3. At no time will all fire exit doors be blocked with equipment or materials.
4. The Group will not use or store hazardous materials or permit the use of an open flame WITHOUT PRIOR EXPLANATION TO, AND APPROVAL FROM THE PPP EXECUTIVE ADMINISTRATOR IN CONSULTATION WITH THE APPROPRIATE TRUSTEES.
5. The Group is responsible for damages to the facility during the Group's use.
6. If the Group is not using PPP personnel for areas they are using, the Group will obtain clearance from the Artistic Committee chair responsible for that area, prior to the use of the equipment. If a Group requires more than a general stage lighting wash, with stage left, right, and center control and/or spot lights, detailed lighting requirements will be attached under OTHER SPECIAL INSTRUCTIONS. The Group will not "re-patch" sound or lighting equipment without prior approval of that particular chair person. No equipment shall be moved without prior approval of the Sound/Light/EFX Artistic chair. This includes lights, microphones, speakers, consoles, wires or any other operating equipment.

Agreement to the foregoing is indicated by the signatures below:

Executive Administrator _____ Date: _____

Fundraising Chair _____ Date: _____

REQUESTING GROUP NAME: Broadway Springs Back

REQUESTING GROUP CONTACT: 302-233-8469 Date: 6-15-2021

ARTISTIC COMMITTEE CHAIR: _____ Date: _____

EXECUTIVE COMMITTEE CHAIR: _____ Date: _____

AC APPROVAL DATE: _____

EC APPROVAL DATE: _____

APPROVED

ACT I

The Opening – Songs for a New World

Will I? - Rent

Some Things are Meant to Be – Little Women the Musical

Before it's Over - Dogfight

Everything Changes – Waitress

*****Not while I'm around – Sweeney Todd*****

Make them Hear You - Ragtime

Impossible – Cinderella

Pure Imagination – Willy Wonka

*****Stronger - Finding Neverland*****

Prayer - Come from Away

No One is Alone - Into the Woods

Something to Believe in - Newsies

Happiness - You're a Good Man Charlie Brown

ACT II

Always look on the bright side of life - Spamalot

*****Who I'd be - Shrek the Musical*****

*****Be the Hero - Big Fish*****

Go the Distance - Hercules

Put on a Happy Face – Bye Bye Birdie

When you Believe – The Prince of Egypt

You'll Never Walk Alone - Carousel

APPROVED

Everywhere that you are - James & the Giant Peach

You Walk with Me – The Full Monty

Light - Next to Normal

You will Be Found - Dear Evan Hansen

Hear my Song – Songs for a New World

Over the Rainbow - The Wizard of Oz - Curtain Call Number