

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

June 15, 2021

- I. **CALL TO ORDER** – Chairperson Micheal Murnin called the meeting to order at 4:41 PM. Members present were: Michael Murnin, Andrew Hertzberg, Anthony M Policastro, Kenney Workman, Cheryl Graves, Rosanne Pack, Dawn Conaway, Louise Hartzell, Nina Galerstein and Gwyneth Sharp. Absent was Jim Hartzell with Louise Hartzell holding his proxy. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. Approval of May 18, 2021 minutes - After properly moving (Kenney Workman) and seconding (Nina Galerstein) the minutes were approved. **CLOSED**

III. REPORTS

A Treasurer

1. Financial report (Attachment 1) was presented. Kenney Workman made a motion seconded by Nina Galerstein to accept the Treasurer's report. Motion was carried. **CLOSED**

2. The building mortgage is now under \$25,000. **INFO**

3. Vanya, Sonia, Masha and Spike (Attachment 2) netted \$4498.42 profit. **INFO**

4. While outside ticket performances had fewer ticket sales, expenses were lower so there were significant profits. Board members pointed out that there were also significant donations made by Possum members that would not have occurred with indoor productions. Therefore, that might have contributed to the higher profit margin. A question arose as to whether there was a way to capture those in kind donations for the current fiscal year in case a foundation had a matching grant program. **OPEN**

B. Executive Administrator

1. Vanya, Sonia, Masha and Spike sold 350 tickets. **INFO**

2. Silent Sky has sold 380 tickets. **INFO**

3. Summer camp update. The drama camp has three enrollees. The theater academy has fifteen enrollees. **INFO**

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4. The performance dates for the Possum Juniors production are listed for August 5th, 6th and 7th. That is different than the original Building Use Form which was for a week earlier. The week after the proposed dates is the weekend for the Distinguished Young Women Ceremony on August 14th. An On the Edge production is being proposed for the following weekend on August 20th and 21st. The question arose as to whether the new dates or the those submitted on the original Building Use form should be used. The process has proceeded already with the new dates so there would be issues changing the date at this time. For that reason Andrew Hertzberg made a motion that was seconded by Gwyneth Sharp that the new dates be approved. The motion was carried with one Nay vote. However, there was a concern about where the process broke down. This will be examined further after discussion with the Possum Juniors Advisor and discussed at the next meeting. **OPEN**

C. Artistic Committee

1. The Reading Committee presented plans for 2022. Those plans called for the January show directed by Les Ferguson to be Twelve Angry Jurors, the Spring musical directed by Jim Hartzell to be A Gentleman's Guide to Love and Murder and the June production directed by Meg Kelly to be Hay Fever. There would also be a June fundraiser kicking off the 50th Anniversary Year. After properly moving (Rosanne Pack) and seconding (Gwyneth Sharp) the proposed productions, dates and directors were approved. **CLOSED**

2. The fall production of the Producers may be changed. The original pair of directors has lost the production team that they had put together for the show. Therefore they have decided to not direct that particular production. It is not clear whether The Producers will be the fall show or if it will be replaced by Calendar Girls which has already been approved. The Christmas show would be the first show celebrating the five decades of Possum entertainment as part of the 50th Anniversary Celebration. **INFO**

3. A building use form (Attachment 3) was reviewed for the Distinguished Young Women Ceremony on August 14th. After properly moving (Nina Galerstein) and seconding (Kenney Workman) the form was approved. **CLOSED**

4. A building use form (Attachment 4) was reviewed for All the Fixins'. After properly moving (Kenney Workman) and seconding (Nina Galerstein) the form was approved. **CLOSED**

5. Ron Pakula will be replacing Jill Lewandowski as the On the Edge representative at Artistic Committee. **INFO**

6. The Artistic Committee approved the building use form (Attachment 5) and budget for the On the Edge production of Heroes of the Fourth Turning. Based upon the budget presented ticket sales would need to be under 60 total to reach a breakeven point for the production. Previous On the Edge productions have had director named by them when the play was presented. That was the case here as well with Logan Lynch being presented as the director.

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The play was reviewed by the Executive Committee members. There were some concerns raised about the play content itself. For that reason the recommendation is that all promotional materials for Heroes of the Fourth Turning need to contain the following statement: “**Audience advisory: This play contains controversial religious and political themes as well as profanity**” In addition Michael Murnin will contact Fred Dean (the contact person on the building use form) to reinforce the following items: the budget needs to be adhered to, the location of the outdoor stage is to remain where it currently is and building curfew time is at 11 PM. After properly moving (Nina Galerstein) and seconding (Rosanne Pack) a motion was made that the building use form be approved with the requirement for the audience advisory in promotional materials. The motion was approved with 6 Aye votes and 4 Nay votes. **OPEN**

D. Fund Raising Committee

1. Cheryl Graves reported on A Country and Blues Broadway Jamboree (All the Fixins’) :

a. So far there have been 101 ticket sold. Food is being planned for 150. Cutoff date for ticket sales is going to be Wednesday June 23rd. **INFO**

b. Chicken has been donated **INFO**

c. Advertising is ongoing **INFO**

d. Multiple individuals have volunteered to help with the festivities. **INFO**

E. Building and Grounds -

1. There has been another leak in the office that will need to be addressed. **INFO**

2. Money has been banked to help pay for the building addition. Proceeds from the fundraiser will be added to that. We will need to keep the Longwood Foundation informed of the building plans. **INFO**

IV. OLD BUSINESS - None this month

V. NEW BUSINESS

A. Dreamers United Performance Request (Attachment 6) - Dreamers United plans to do an off site performance at the Juneteenth Festival. They will be doing scenes from Othello and some songs from the Motown review. They have already obtained the necessary props and costumes. After properly motioning (Kenney Workman) and seconding (Nina Galerstein) the performance request was approved **CLOSED**

B. Andrew Hertzberg indicated that other arts venues in the community make general announcements about surrounding area performances. There might be an opportunity for us to

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have a cooperative effort of some sort in this kind of endeavor. This will be explored further
OPEN

C. Nina Galerstein indicated that a Georgetown police officer was conducting training for organizations on active shooter situations. This would be something that we could do for the Trustees and offer to members as well. Nina to research further. **OPEN**

D. Co-directors - For Silent Sky a co-director was listed in the program. We formally approve directors of shows. It would be logical that we should also approve co-directors as well. This will need further discussion. **OPEN**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

A. Reading Committee proposed performances for the 2022 season was approved

B. Heroes of the Fourth Turning was approved with an audience advisory for any promotional material and oversight by On the Edge that the budget projections are met.

VII. ANNOUNCEMENTS - None this month

VIII. NEXT MEETING DATE - July 20th at 4:30 PM at Possum Hall **INFO**

IX. ADJOURNMENT -There being no further business a motion was made (Andrew Hertzberg) and seconded (Louise Hartzell) to close the meeting at 6:07

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Attachment 1

3:39 PM		Possum Point Players		
06/15/21		Balance Sheet Prev Year Comparison		
Cash Basis		As of June 15, 2021		
	Jun 15, 21	Jun 15, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
County Bank-Checking	34,009.61	36,461.48	-2,451.87	-6.7%
County Bank-MONEY MARKET	77,439.26	97,171.77	-19,732.51	-20.3%
Petty Cash	50.00	50.00	0.00	0.0%
Total Checking/Savings	111,498.87	133,683.25	-22,184.38	-16.6%
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	8,133.50	0.00	0.0%
Total Other Current Assets	7,309.32	7,309.32	0.00	0.0%
Total Current Assets	118,937.19	141,121.57	-22,184.38	-15.7%
Fixed Assets				
Accumulated Depreciation				
Building	-493,875.00	-493,875.00	0.00	0.0%
Equipment	925,855.55	925,855.55	0.00	0.0%
Furniture & Fixtures	138,616.51	138,616.51	0.00	0.0%
Furniture and Equipment	4,056.75	4,056.75	0.00	0.0%
Land	5,626.28	3,089.90	2,536.38	82.1%
	20,000.00	20,000.00	0.00	0.0%
Total Fixed Assets	600,280.09	597,743.71	2,536.38	0.4%
TOTAL ASSETS	719,217.28	738,865.28	-19,648.00	-2.7%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	-1,237.37	-1,083.37	-154.00	-14.2%
Total Accounts Payable	-1,237.37	-1,083.37	-154.00	-14.2%
Other Current Liabilities				
Overdraft Loan	-156.75	-156.75	0.00	0.0%
Payroll Liabilities	677.31	670.57	6.74	1.0%
Total Other Current Liabilities	520.56	513.82	6.74	1.3%
Total Current Liabilities	-716.81	-569.55	-147.26	-25.9%
Long Term Liabilities				
Mortgage	24,778.68	36,295.93	-11,517.25	-31.7%
Total Long Term Liabilities	24,778.68	36,295.93	-11,517.25	-31.7%
Total Liabilities	24,061.87	35,726.38	-11,664.51	-32.7%

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Possum Point Players				
Balance Sheet Prev Year Comparison				
As of June 15, 2021				
	Jun 15, 21	Jun 15, 20	\$ Change	% Change
Equity				
Retained Earnings	671,115.35	655,231.13	15,884.22	2.4%
Net Income	24,040.06	47,907.77	-23,867.71	-49.8%
Total Equity	695,155.41	703,138.90	-7,983.49	-1.1%
TOTAL LIABILITIES & EQUITY	719,217.28	738,865.28	-19,648.00	-2.7%

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3:46 PM
06/15/21
Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 through June 15, 2021

	Jan 1 - Jun 15, 21	Jan 1 - Jun 15, 20	\$ Change	% Change
Contract Services				
Outside Contract Services	4,611.23	5,934.11	-1,322.88	-22.3%
Total Contract Services	4,611.23	5,934.11	-1,322.88	-22.3%
Costumes	548.35	199.98	348.37	174.2%
Facilities and Equipment				
Equip Rental and Maintenance	2,015.39	208.00	1,807.39	868.9%
Janitorial Services	1,261.89	2,205.90	-944.01	-42.8%
Mortgage Interest	813.25	1,278.92	-465.67	-36.4%
Rent, Parking, Utilities	5,448.53	401.49	5,047.04	1,257.1%
Total Facilities and Equipment	9,539.06	4,094.31	5,444.75	133.0%
Lighting & Sound	621.68	29.98	591.70	1,973.7%
Makeup & Hair	69.65	0.00	69.65	100.0%
Music	0.00	156.03	-156.03	-100.0%
Operations				
Postage, Mailing Service	378.83	1,007.62	-628.79	-62.4%
Printing and Copying	162.28	226.56	-64.28	-28.4%
Supplies	214.84	276.31	-61.47	-22.3%
Telephone, Telecommunicati...	1,404.09	1,103.48	300.61	27.2%
Total Operations	2,160.04	2,613.97	-453.93	-17.4%
Other Types of Expenses				
Advertising Expenses	1,182.83	1,037.49	145.34	14.0%
Insurance - Liability, D and O	3,122.00	1,490.00	1,632.00	109.5%
Memberships and Dues	100.00	100.00	0.00	0.0%
Other Costs	465.00	25.00	440.00	1,760.0%
Total Other Types of Expenses	4,869.83	2,652.49	2,217.34	83.6%
Payroll Expenses	1,697.65	1,651.41	46.24	2.8%
Props	264.78	365.88	-101.10	-27.6%
Royalties-Scripts-Scores	3,532.31	4,292.15	-759.84	-17.7%
Set	939.35	600.22	339.13	56.5%
Utilities	0.00	5,119.37	-5,119.37	-100.0%
Wages	20,997.87	20,842.61	155.26	0.7%
Total Expense	53,178.73	49,761.29	3,417.44	6.9%
Net Ordinary Income	21,505.06	48,186.77	-26,681.71	-55.4%
Other Income/Expense				
Other Income	0.00	-214.41	214.41	100.0%
Drama camp	0.00	150.00	-150.00	-100.0%
PPP Readers Theater	2,535.00	-214.59	2,749.59	1,281.3%
Theatre Academy				
Total Other Income	2,535.00	-279.00	2,814.00	1,008.6%
Net Other Income	2,535.00	-279.00	2,814.00	1,008.6%
Net Income	24,040.06	47,907.77	-23,867.71	-49.8%

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3:46 PM
06/15/21
Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 through June 15, 2021

	Jan 1 - Jun 15, 21	Jan 1 - Jun 15, 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Advertising & Sponsors	1,000.00	0.00	1,000.00	100.0%
BAR				
Concession	-148.92	189.63	-338.55	-178.5%
Tips	214.67	236.00	-21.33	-9.0%
BAR - Other	1,152.01	1,012.34	139.67	13.8%
Total BAR	1,217.76	1,437.97	-220.21	-15.3%
CONVENIENCE FEES	6.80	166.91	-160.11	-95.9%
Direct Public Support				
Corporate Contributions	56.09	45.43	10.66	23.5%
Individ, Business Contributio...	625.00	17,522.00	-16,897.00	-96.4%
Total Direct Public Support	681.09	17,567.43	-16,886.34	-96.1%
Donations - Cash	767.50	10.00	757.50	7,575.0%
Fundraising Events	8,775.00	0.00	8,775.00	100.0%
Government Grants				
State Grants	21,320.62	24,780.00	-3,459.38	-14.0%
Total Government Grants	21,320.62	24,780.00	-3,459.38	-14.0%
Grants	0.00	20,000.00	-20,000.00	-100.0%
Interest Income	16.02	35.75	-19.73	-55.2%
Other Types of Income				
Advertising Sales	0.00	300.00	-300.00	-100.0%
Total Other Types of Income	0.00	300.00	-300.00	-100.0%
Program Income				
Membership Dues	19,840.00	7,820.00	12,020.00	153.7%
Total Program Income	19,840.00	7,820.00	12,020.00	153.7%
Rentals				
Cost of Rent Rev - Debt Prop	1,800.00	0.00	1,800.00	100.0%
Total Rentals	1,800.00	0.00	1,800.00	100.0%
Ticket Sales				
GIFT CERTIFICATES	0.00	-50.00	50.00	100.0%
Ticket Sales - Other	19,259.00	25,880.00	-6,621.00	-25.6%
Total Ticket Sales	19,259.00	25,830.00	-6,571.00	-25.4%
Total Income	74,683.79	97,948.06	-23,264.27	-23.8%
Gross Profit	74,683.79	97,948.06	-23,264.27	-23.8%
Expense				
Awards and Grants				
Cash Awards and Grants	400.00	0.00	400.00	100.0%
Total Awards and Grants	400.00	0.00	400.00	100.0%
Bank Fees	732.71	180.73	551.98	305.4%
Building & Grounds mainten...	2,034.22	1,003.05	1,031.17	102.8%
Business Expenses				
Business Registration Fees	135.00	25.00	110.00	440.0%
Taxes - Not UBIT	25.00	0.00	25.00	100.0%
Total Business Expenses	160.00	25.00	135.00	540.0%

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Attachment 2

3:54 PM 06/15/21		Possum Point Players Vonia, Sonia, Masha & Spike MAY 2021		
	VANYA, SONIA, MARSHA & SPI...			
	(2021 SEASON)	Total 2021 SEASON	TOTAL	
Ordinary Income/Expense				
Income				
Ticket Sales	5,994.00	5,994.00		5,994.00
Total Income	5,994.00	5,994.00		5,994.00
Gross Profit	5,994.00	5,994.00		5,994.00
Expense				
Costumes	169.54	169.54		169.54
Other Types of Expenses				
Advertising Expenses	295.33	295.33	295.33	
Total Other Types of Expenses	295.33	295.33		295.33
Royalties-Scripts-Scores	854.10	854.10		854.10
Set	176.61	176.61		176.61
Total Expense	1,495.58	1,495.58		1,495.58
Net Ordinary Income	4,498.42	4,498.42		4,498.42
Net Income	4,498.42	4,498.42		4,498.42

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Attachment 3

POSSUM POINT PLAYERS

Approved 6.16.21
EApproved 6.15.21

RENTAL AGREEMENT - PAGE 1 OF 3

(For RENTAL of PPP Building and/or Personnel Resources by Non-affiliated entities)
(Approved by Artistic Committee 12/7/20 and Executive Committee Artistic 12/15/20)

NAME AND DATE(S) OF EVENT: Distinguished Young Women of Delaware Annual Scholarship Program - Sat., August 14, 2021

NAME OF RENTING GROUP: Distinguished Young Women of Delaware

MAILING ADDRESS OF GROUP OR PRIMARY CONTACT: _____

PRIMARY CONTACT: Lana Parker PHONE: 302.841.7080 E-MAIL: delaware@distinguisheddw.org

ALT. CONTACT: Aimee Parker PHONE: 302.542.2065 E-MAIL: eyedocaimae@hotmail.com

USAGE - Please enter date(s) and time(s) of areas AND personnel that you are requesting)

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

1. AREAS (Date(s) and time(s))

Kitchen _____ Green Room 9 am - 6 pm Lobby 9 am - 6 pm

Shop _____ Theater 9 am - 6 pm Lights/sound/EFX _____

2. PERSONNEL (Dates and times)

Set Construction _____ Lights / Sound / EFX Sat., August 14, 2021 - 9-6 pm

Makeup _____ Costumes _____ Props _____

Bar & Refreshments _____

3. OTHER

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

RENTAL FEES: (Amounts include possible additional charges for Light and/or Sound/EFX tech or equipment.)

Non-refundable Deposit (50%) Amount: \$700.00 Due: \$700 Paid: _____

Balance Amount: _____ Due: _____ Paid: _____ Total fees: \$ _____

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RENTAL 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 chairperson. This includes lights, microphones, speakers, consoles, wires or any other operating equipment.

Agreement to the foregoing is indicated by the signatures below:

Executive Administrator Dawn P. Conaway Date: May 17, 2021
Fundraising Chair _____ Date: _____

REQUESTING GROUP NAME: Distinguished Young Women of Delaware

REQUESTING GROUP CONTACT: _____ Date: _____

ARTISTIC COMMITTEE CHAIR: _____ Date: _____

EXECUTIVE COMMITTEE CHAIR: _____ Date: _____

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RENTAL AGREEMENT- PAGE 3 OF 3

CONTACT INFORMATION FOR ASSIGNED PERSONNEL:

NAME LS DEPARTMENT FFx
TELEPHONE NUMBER(S) _____
EMAIL ADDRESS _____

NAME _____ DEPARTMENT _____
TELEPHONE NUMBER(S) _____
EMAIL ADDRESS _____

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NAME _____ DEPARTMENT _____
TELEPHONE NUMBER(S) _____
EMAIL ADDRESS _____

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Attachment 4

AC app 6/10/21
EC app 6/15/2021

POSSUM POINT PLAYERS
PERFORMANCE APPROVAL AND USAGE AGREEMENT PAGE 1 OF 2
(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.)
(Approved November 7, 2019-AC, November 19, 2019-EC)

AFFILIATE OR
SPECIAL EVENTS COORDINATOR NAME Donna de Kuyper

EVENT All the Fixins

LOCATION OF EVENT POSSUM HALL + OTHER LIST outdoor stage

PRIMARY CONTACT Cheryl Graves PHONE 245-7444 E-MAIL gravesbun@comcast.net

ALT. CONTACT Donna de Kuyper PHONE 225-1768 E-MAIL donnadek@comcast.net

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

1. AREAS (Date(s) and time(s)) See Cheryl Graves for details

Kitchen <u>6/26</u>	Green Room <u>✓</u>	Lobby <u>✓</u>
Shop <u>✓</u>	Theater <u>No</u>	Lights/sound/EFX <u>✓</u>

2. PERSONNEL (Dates and times)

Makeup <u>6/25 + 6/26</u>	Costumes <u>meeting with Marsh 6/9</u>	Props <u>Donna has small list</u>
Lights/Sound/EFX <u>Chase who schedule</u>	Set construction <u>Michael Murrin contact</u>	Bar and refreshments

3. OTHER

Please list equipment and resource needs not listed above including special lighting/sound/efx needs

The final 2 week rehearsal schedule image is attached.

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Donna

Begin forwarded message:

From: Donna de Kuyper <donna@comcast.net>
Date: May 24, 2021 at 6:18:42 PM EDT
To: Dima Yakhour <dima@74@gmail.com>, John <john@verson.net>, Robert Wittman <rwittman20@gmail.com>, Cheryl Graves <gravesfam@comcast.net>, ASHLEE WORKMAN <ashleeworkman@gmail.com>, alonzo dixon <alonzodixon@gmail.com>, "valseing1967" <valseing1967@gmail.com>, blakelillian12 <blakelillian12@gmail.com>, G Bowden <claudius.bowden@marck.com>, mgo1130 <mgo1130@yahoo.com>, Deri Winborne <deriwinborne@me.com>, Dean Donovan <dean@delawarebaybeach.com>, Tara Wisely <tara@wisely@gmail.com>
Cc: Doug Yetter <doug@yetter@gmail.com>, Chase Schirmer <chase.schirmer@gmail.com>
Subject: Re: All the Fixins REHEARSALS

PLEASE HAVE MUSIC MEMORIZED FOR SAT., JUNE 12 REHEARSAL

SAT. JUNE 5 @ 10 AM EPWORTH
SAT. JUNE 12 @ 10 AM EPWORTH
MON. JUNE 14 @ 6PM PPP
TUES. JUNE 15 @ 6PM PPP (STAGING ONLY / NO DOUG)
THURS. JUNE 17 @ 6PM PPP (COSTUMES AND WALK-THRU/ NO DOUG)
FRI. JUNE 18 @ 6PM PPP
SUN. JUNE 20 @ 6PM PPP (W/TECH)
MON. JUNE 21 @ 6PM PPP (W/TECH)
TUES. JUNE 22 @ 6PM PPP (W/TECH)
FRI. JUNE 25 DRESS REHEARSAL @ 6PM PPP (W/TECH)
SAT. 8PM SHOW TIME!

THANK YOU ALL SO MUCH! WE KNOW THIS IS ASKING A LOT FOR A ONE NIGHT SHOW. WE APPRECIATE YOU, YOUR TIME AND TALENT! OF COURSE, POSSUMS HAS STRUGGLED THROUGH THE PANDEMIC, LIKE ALL ARTS ORGANIZATIONS. THIS FUNDRAISER MEANS THE WORLD TO US ON THE EVE OF OUR 50TH ANNIVERSARY. LONG LIVE COMMUNITY THEATER!

Donna and Doug

Attachment 5

PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT- PAGE 1 OF 3

(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.) (Approved by Artistic Committee 12/7/20 and Executive Committee Artistic 12/15/20)

AFFILIATE OR SPECIAL EVENTS COORDINATOR NAME	On The Edge
NAME AND DATE(S) OF EVENT	Heroes of The Fourth Turning Aug 20th & 21st

LOCATION OF EVENT: POSSUM HALL OTHER (LIST) The Outdoor Stage / Parking Lot

PRIMARY CONTACT Logan Hunter PHONE 302.682.4857

E-MAIL logan.hunter.director@gmail.com

ALT. CONTACT Fred Dean E-MAIL fred@deanteamsells.com

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

1. AREAS (Date(s) and time(s))

Kitchen: N/A

Green Room: July 5th - 6th For Auditions 6pm - 10pm

July 11th -Aug 15th when make up room unavailable (after 5pm)

Lobby: Same As above

Shop: (when avail.) 7/17 - 8/14 (will work times out with Fred Dean)

Makeup Room July 5th Until Aug 21st (after 5 pm, not during other productions)

This space will act as our main rehearsal location.

Lights/sound/EFX 8/13 - 8/21

2. PERSONNEL (Dates and times)

Set Construction: When available Lights / Sound / EFX: (if avail.) 8/13- 8/18 Makeup: n/a

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Costumes: n/a

Props: When available

Refreshments: n/a

3. OTHER

Please list any Lighting / Sound / EFX equipment and resource needs not listed above:

The show requires the use of outdoor sound equipment for multiple sound effects and may require the use of body mics (Five Body Mics). Besides that the show will need to make use of the outdoor lighting equipment. (Ten Moving Lights and Four Positions.)

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: _____

APPROVED

REQUESTING GROUP NAME: On The Edge

REQUESTING GROUP CONTACT: Fred Dean Date: fred@deanteamsells.com

ARTISTIC COMMITTEE CHAIR: _____ Date: _____

EXECUTIVE COMMITTEE

CHAIR: _____ Date: _____

PERFORMANCE APPROVAL AND BUILDING USAGE AGREEMENT-PAGE 3 OF 3

CONTACT INFORMATION FOR ASSIGNED PERSONNEL:

NAME _____ DEPARTMENT _____
TELEPHONE NUMBER(S) _____
EMAIL ADDRESS _____

NAME _____ DEPARTMENT _____
TELEPHONE NUMBER(S) _____
EMAIL ADDRESS _____

NAME _____ DEPARTMENT _____
TELEPHONE NUMBER(S) _____
EMAIL ADDRESS _____

NAME _____ DEPARTMENT _____
TELEPHONE NUMBER(S) _____
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NAME _____ DEPARTMENT _____
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NAME _____ DEPARTMENT _____
TELEPHONE NUMBER(S) _____
EMAIL ADDRESS _____

NAME _____ DEPARTMENT _____
TELEPHONE NUMBER(S) _____
EMAIL ADDRESS _____

APPROVED

AFFILIATE SHOW BUDGET TEMPLATE

SHOW AND SHOW DATES: OTE Presents Heroes of the Fourth Turning

CURRENT DATE :03/22/21 PREPARER'S NAME: Logan Hunter

PROPOSED

Ticket Sales	\$2,400
Other income (Specify)	\$0
Total	\$2,400

Expenses

Costumes	\$100
Hair/Makeup	\$50
Lighting and Sound	\$100
Props	\$250
Royalties/Scripts/Scores	\$180
Set	\$150

Total	\$830
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Contribution to overhead:	\$1,570
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* 2 PERFS. AT \$ 15.00 AT 80% OF 100 SEATS

5/10/2018

APPROVED

Attachment 6

POSSUM POINT PLAYERS

PERFORMANCE APPROVAL AND USAGE AGREEMENT-PAGE 1 OF 2

(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.)
(Approved November 7, 2019-AC, November 19, 2019-EC)

AFFILIATE OR
SPECIAL EVENTS COORDINATOR NAME Dreamers United

EVENT Juneteenth Festival

LOCATION OF EVENT POSSUM HALL _____ OTHER LIST) Richard Allen School

PRIMARY CONTACT Claudius Bowden PHONE 302-245-8191 E-MAIL golfnut2345@yahoo.com

ALT. CONTACT _____ PHONE _____ E-MAIL Claudius.Bowden@

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

1. AREAS (Date(s) and time(s))

Kitchen _____ Green Room _____ Lobby _____

Shop _____ Theater _____ Lights/sound/EFX _____

2. PERSONNEL (Dates and times)

Makeup _____ Costumes X - 19June2021 (All-Day) Props X- 19June2021 (All-Day)

Lights/Sound/EFX _____ Set construction _____ Bar and refreshments _____

3. OTHER

Please list equipment and resource needs not listed above including special lighting/sound/efx needs

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PERFORMANCE APPROVAL AND USAGE AGREEMENT-PAGE 2 OF 2

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 to, or holes in existing structures.
3. At no time will 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 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 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:

Executive Administrator _____ Date: _____

Fund Raising Chair _____ Date: _____

REQUESTING GROUP NAME: Dreamers United

REQUESTING GROUP CONTACT: Claudius Bowden Date: 07 June 2021

ARTISTIC COMMITTEE CHAIR: _____ Date: _____

EXECUTIVE COMMITTEE CHAIR: _____ Date: _____

AC APPROVAL DATE _____

EC APPROVAL DATE _____