

# **POSSUM POINT PLAYERS POLICIES AND PROCEDURES MANUAL**

**(Adopted November 7, 2019-AC, November 19, 2019-EC)**

**(Amended December, 2020-EC, January, 2021-AC)**

This manual is for the consolidation of all officially adopted policies and procedures, including their updates and amendments, of the Membership, Board of Trustees, Executive Committee and Artistic Committee.

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## **REQUIREMENTS FOR APPROVAL OF AFFILIATE GROUPS OF, AND THEIR REPRESENTATION ON, THE ARTISTIC COMMITTEE:**

### **(Original approval unknown)**

When a desire is expressed by an individual, or a group of individuals, to become an affiliate group of the Artistic Committee, the group's duly appointed representative(s) shall, in writing, request the Chairperson of the Artistic Committee to place them on the agenda of a meeting of the Artistic Committee. The request should contain the proposed name of the group, its purpose and proposed impact on the Possum Point Players and why it desires to be an affiliate group.

If the chairperson of the Artistic Committee deems the request appropriate, he/she will place the item on the agenda of the next Artistic Committee meeting. At that meeting (a) representative(s) of the group must be available to support their request. A vote on the acceptance of the proposed affiliate group, may not be made at the same meeting without a suspension of this rule by a unanimous vote of the members of the Artistic Committee in attendance.

## **MAIN STAGE SEASON SELECTION PROCESS (3/1/2018-AC)**

- In early March of each year (or earlier), the Reading Committee Chair will send the first e-mail to the Reading Committee (see attached sample) asking for any ideas for shows to read for the season. For referral purposes, this e-mail will include a list of shows that were considered from the previous season. The Reading Committee Chair may also ask for ideas for shows from other people with theater knowledge. The Reading Committee Chair will also remind everyone of the play selection process, ensuring that new members fully understand it.
- In April the Reading Committee Chair will compile all the suggested entries from the above efforts, combine these with the shows considered from the previous season, and send this list to all current Reading Committee members. This master list will also include a ballot (see attached) and instructions that Reading Committee members may nominate up to 3 shows in the following five categories: Musical, Comedy, Drama/Mystery, Dinner Theater, and Holiday Show. (\*Note: these 5 categories could change in any given year). This first ballot is due back to the Reading Committee Chair by April 30.
- Next, the Reading Committee Chair will send out a second ballot listing ONLY those shows which Reading Committee members have nominated. From this second ballot the members will be asked to name their first, second and third choice in each category. This second ballot is due back to the Reading Committee Chair by May 15. At this point no other shows should be added/listed/discussed until the Reading Committee has had the first meeting.
- The Reading Committee Chair will establish a date for the first meeting, to be held in late May or June. The Reading Committee Chair will compile a weighted list of shows from the second ballot and send it out as soon as possible so it is available for the first meeting. (The ballot is weighted as follows: 5 points for first choice, 3 points for second choice, 1 point for third choice. This ballot will not only include how many points the play received but also how many times the play was listed as a choice).
- The Reading Committee will meet and decide which shows will be read for the entire season. (At this point a case can be made for a show which is not on the list, and the Reading Committee may vote to read this play as well).
- The Reading Committee Chair will give the titles of the plays to be read to the Executive Administrator (EA). She will ensure that they are ordered, scanned and sent to all Reading Committee members as soon as possible. The Reading Committee Chair will check the library for copies of these plays PPP may already own. If there is more than one copy of a play in the library, these can be distributed for reading as long as the EA gets one copy first.
- The Reading Committee Chair will ensure that Reading Committee members have the evaluation form (see attached) to help in the play reading process. These are not required to be used or to be submitted to the Reading Committee Chair.

- The Reading Committee Chair will establish a date for the second meeting, to be held in September or October. This meeting will be for the purpose of selecting a recommended slate for the season. This slate will be presented to the Artistic Committee by the Reading Committee Chair. (If accepted by the Artistic Committee, the slate then goes to the Exec Committee for final approval).

#### Timeline:

*During February:* Reading Committee Chair solicits members for the Reading Committee for the season.

*Early March:* Reading Committee Chair requests show ideas from all Reading Committee members and others.

*April:* Reading Committee Chair compiles all suggested plays to read and sends first ballot to Reading Committee members.

*By April 30:* Deadline for first ballot to be returned to Reading Committee Chair.

*May 1:* Reading Committee Chair sends second ballot to Reading Committee members.

*May 15:* Deadline for second ballot to be returned to Reading Committee Chair, who will tally the findings and send to Reading Committee members. A date for the first meeting will be established.

*June 15:* Deadline for the first meeting.

*June through September:* Reading takes place!

*October 15:* Deadline for the second meeting.

*October or November:* Deadline for presentation of proposed slate to Artistic Committee (must be no later than the November Artistic Committee meeting).

#### **AGE LIMITS FOR PJ PRODUCTIONS (7/13/2-17-AC)**

All those involved in a PJ production whether on stage or tech must be no older than 18 years. Anyone mentoring or assisting must be over 24 years of age. There must be an adult, over 24 years of age, present at all times. The designated adult must understand that he/she is responsible for the safety, security and orderliness of all persons age 18 and under who are involved in that PJ production. The exception to the requirement for 18 & under would be the 19-year-old senior in High School.

#### **POLICY ON RELATIONSHIP BETWEEN THE POSSUM JUNIORS (PJS) AND ARTISTIC COMMITTEE (AC) CHAIRS FOR THE PJS SUMMER SHOW (12/8/18-AC)**

The intention of this policy is to demonstrate the value to PPP of the PJS program and, more specifically their summer production. It is to possibly enhance the PJS production through the most effective use of the resources and experience of AC members and PPP. It is also to outline the relationship between AC members with specific areas of responsibility and the PJS members who have been assigned those areas by the director of the PJS show.

It is not the intention of this policy to hinder the creative efforts of those PJS who have been assigned specific show responsibility. Rather, it is to provide whatever guidance and assistance is felt mutually necessary depending on the skill and ability level of the PJS.

To that end, the following responsibilities are to be added to both the appropriate AC members, and PJS with Directorial staff responsibilities. (Director, Props, Costumes, Makeup, Set Construction, Lighting, Sound/EFX)

1. The PJS summer show director will notify the AC when he/she has obtained any and all of the above listed directorial staff.
2. When notified of PJS directorial staff, each appropriate AC chair will contact that PJS staff member ASAP to arrange a meeting PRIOR TO that PJ beginning work on their show responsibilities. At that meeting, the PJ will discuss his or her plans for the production and/or ask questions about possible resources, limitations and assistance with those plans.
3. If the PJ directorial staff member is ready to begin work and has not been contacted by the appropriate AC member, he/she will make the contact to set up the meeting.
4. AC personnel will provide suggestions and assistance, as appropriate, in terms of such issues as shortcuts, alternate methodology and limitations on time, personnel or resources.
5. Once the meeting has taken place and plans have been discussed, AC members will check in with their PJ counterparts at least once a week to discuss any issues with the production.
6. All PJS directorial staff and cast members are required to be at set strike and to assist the AC members with strike/cleanup. They are to assist in making sure that all props, costumes and set pieces used have been returned and/or restored to their preshow condition/location, and the Stage, shop, makeup, costume construction, dressing rooms, as well as the two upstairs bathrooms have been cleaned up. Required lighting and sound/EFX cleanup will be at the discretion of the lighting and sound/EFX chairs on the AC.
7. All appropriate AC members are required to be at set strike or send a substitute to make sure that all items used have been returned and/or restored to their preshow condition/location, and the Stage, shop, makeup, costume construction, dressing rooms, as well as the two upstairs bathrooms have been cleaned up. Bathroom and hall cleanup will be the shared responsibility of the makeup and costume chairs.

## **MUSICAL EXPENSE BUDGET ITEM (12/4/17-EC)**

For shows requiring payment to musical personnel (Music Director, Choral Director, Orchestra Director, Orchestra Member, Rehearsal Pianist), the director will budget according to the following stipulations:

1. \$2,800 will be the maximum budget for any musical expense, unless specially authorized by the Executive Committee.
2. \$1,000 will be allotted for rehearsal pianist, music director, choral director and orchestra director. If there is more than one person handling any of these responsibilities, the Stage director shall negotiate with such personnel using the limit of \$1,000.
3. For orchestra members, a stipend of \$50 per show will be allotted with a maximum of 6 orchestra members not including the Orchestra Director. The Orchestra Director will be paid only from the negotiated \$1,000 allotted in #1 above whether or not he or she is a playing director.
4. For musicals using piano only and requiring a rehearsal pianist and choral director, in addition to the keyboardist who is playing the shows, the \$1,000 allotment will be the musical budget limit.

5. Added performances of musicals beyond the 6 standard shows will invoke the \$50 extra stipend for each musician INCLUDING the orchestra director.

### **AFFILIATE PROGRAM, TICKETS AND HOUSE POLICY (10/1/15-AC)**

Possum Point Players Affiliates will be responsible for handling all House duties for all approved performances of their groups. That includes providing host(s)/hostess(es), 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.

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.

Affiliates will still be able to use the services of Brown Paper Tickets for patrons to purchase as has been done in the past. On the day(s) of the event ticket purchases will be cash or check only.

### **RESTRICTIONS CONCERNING MINORS IN THE BUILDING (4/24/2006-RETREAT)**

No one under the age of 18 is allowed into the Possum Point Players building without direct adult supervision. This includes all activities, including rehearsals, set construction and any other function.

### **POLICY ON SEXUAL HARASSMENT (4/24/2006-RETREAT)**

Sexual harassment is a form of misconduct which is not tolerated within the offices, building or upon the grounds of Possum Point Players or at any Players' sponsored activity. Sexual harassment includes unwelcome verbal or physical sexual advances or conduct of a sexual nature, sexually explicit or derogatory statements or sexually discriminatory remarks made by someone in the work place. If you believe you are the subject of sexual harassment or are aware of an instance of sexual harassment, you should report the circumstances immediately to the President.

### **AUDITION POLICY (May 16, 2017-AC)**

Auditions are required for all performances, including Main-Stage, Fund-raising, Affiliate (Except for PPP Radio Theater) and others done by or in the name of Possum Point Players whether they be held in Possum Hall or elsewhere.

Auditions must consist of, but not be limited to, at least one news release/mass E-mail to be released no later than two weeks prior to the scheduled first audition date.

## **BUILDING FACILITIES AND RESOURCES USAGE (EXTERNAL & INTERNAL)**

**December 7, 2020 - AC, December 15, 2020 – EC – Corrected 1/2/21**

The following **Timeline/Steps** and **Forms** will be used for all performances done in Possum Hall or elsewhere when done by or in the name of Possum Point Players. Depending on usage, approval of the Executive Committee or both the Executive and Artistic Committees are required.

### **STARTING AT LEAST 10 WEEKS BEFORE EVENT**

#### **Building Rental (External Groups and Individuals)**

1. Outside Representative sets up appointment to meet PPP Executive Administrator to discuss date availability and rental requirements. Executive Administrator emails a **RENTAL AGREEMENT** to be completed before the meeting.
2. Outside Representative meets with PPP Executive Administrator for date clearance. Executive Administrator reviews **RENTAL AGREEMENT**.
3. Executive Administrator channels **RENTAL AGREEMENT** through PPP Executive and Artistic Committees for a vote/approval. Executive and Artistic committees, by giving approval, agree to providing coverage for all identified departments requested. In accordance with Tech Policy, a department head is identified to handle the event and contact information is provided agreeing to providing coverage for all identified departments requested. Contact information (Name, telephone numbers, and email) is noted along with signoff. Executive and Artistic Committee secretaries return completed request to the Executive Administrator.
4. Executive Administrator presents the approved **RENTAL AGREEMENT** to the outside representative. The **RENTAL AGREEMENT** is signed by the outside representative, and a deposit is paid (If applicable).
5. A before and after walkthrough of the building is conducted the day before/after the event, conducted by the Executive Administrator and/or Department heads/or designee for the event. Select Artistic chairs may be added to the walk through if needed with technical equipment.
6. Balance of rental is paid.

#### **Performance Approval and Building Usage Agreement (Internal Groups/Individuals including PPP Affiliates AND Fund-Raising events by Internal Groups/Individuals)**

1. Affiliate/Internal Group representative sets up appointment to meet PPP Executive Administrator to discuss date availability. Executive Administrator emails a **Performance Approval and Building Usage Agreement** form to be completed before the meeting.
2. Affiliate/Internal Group representative meets with PPP Executive Administrator for date clearance. Executive Administrator reviews completed **Performance Approval and Building Usage Agreement** form.
3. FOR FUND RAISING EVENTS ONLY: The Affiliate/Internal Group representative meets with the PPP Fund Raising Chair for notification and approval of the event.

4. Executive Administrator channels **Performance Approval and Building Usage Agreement** through PPP Executive and Artistic Committees for a vote/approval. Executive and Artistic committees, by giving approval, agree to providing coverage for all identified departments requested. In accordance with Tech Policy, a department head is identified to handle the event and contact information is provided agreeing to providing coverage for all identified departments requested. Contact information (Name, telephone numbers, and email) is noted along with signoff. Executive and Artistic Committee secretaries return completed request to the Executive Administrator.

5. Executive Administrator presents the approved and signed building use form to the Affiliate/Internal Group representative, with department contacts for the event.

6. A before and after walkthrough of the building is conducted the day before/after the event, conducted by the Executive Administrator and /or Department heads/designee for the event. Select Artistic chairs may be added to the walk through if needed with technical equipment.

## **BLANK FORMS MAY BE OBTAINED FROM THE EXECUTIVE ADMINISTRATOR**

### **POLICY FOR CONTROL AND USE OF STAGE, SHOP, LIGHT/SOUND/EFX BOOTH AND RISER STORAGE**

#### **(Original approval unknown)**

This policy applies to Possum Hall productions by Main Stage, PPP current and future Affiliates and other PPP sponsored productions such as fund raisers.

The purpose of this policy is to establish priority for the use of, storage of materials in, and other activities in, the theater, riser storage area, both balconies to either side of the light/sound booth, and the shop. For purposes of this policy, the above mentioned four areas will be known as Current Production Areas (CPA)

On the day following the closing of a production by any of the above entities, the use of, and activities taking place in, the above CPA will be under the exclusive control of the director of the next main stage production. No use of, storage of materials in, or activities may take place in those areas unless specifically approved by that director, in consultation with his/her set construction head, or by the official scheduling of an affiliate activity, or fund-raiser, by the Artistic and/or Executive committees. The effect of the approval of this activity/fund-raiser will turn control of the CPA over to the director or person in charge of that event. However, the scheduling of such an activity must be done through the Executive Administrator (in consultation with the next Main Stage Director, if known) and the approval must be done through the proper forms and format.

This policy does NOT apply to the makeup room (Except during tech week of any performance), the kitchen, the front balcony, the lobby and the Green Room. These areas are under the assignment and control of the Executive Administrator.

This policy also does NOT apply to the light and sound/EFX booth, costume storage, costume construction, props areas, nor to the makeup areas during tech week of any show using makeup. These areas are under the assignment and control of the Artistic Committee members in charge of these areas and will include discussion with the current Director to ensure transparency.

The use of CPA for all activities of other individuals or groups whose activity/event(s) have been approved by the Artistic and Executive Committees (i.e. Building rentals) must be arranged by the person(s) in charge of

such activities in consultation with the Executive Administrator who will further consult with the appropriate main stage director and members of the Artistic Committee whose areas and or materials are proposed to be used.

## **PROCEDURE FOR SETTING THE ANNUAL PPP PERFORMANCE CALENDAR**

**(Introduced at Retreat, Summer, 2019 by follow up action.)**

By no later than the July meeting of the Artistic Committee, the Executive Administrator (EA) will present a performance calendar for the following year. The EA will use the current year calendar as a starting guide to establish tentative dates for all Main Stage shows, the PJ's Summer production and PPP summer camps. The EA will consult with all selected directors of these performances, the Director of summer camps, PJ's advisor, Set Construction Chair, possibly other theater groups and others at his/her discretion.

Unless affiliate groups of PPP have been previously approved by the Artistic and Executive Committees, to be placed on the calendar, they must wait until the calendar has been approved and then meet with the EA to schedule appropriate dates in consultation with directors of previous and following Main Stage Productions.

When **application dates** for fund-raisers conflict with other events not already on the approved schedule, priority will be given to fund-raisers. Rescheduling of events already on the calendar can be approved only by a vote of the Artistic AND Executive Committees (i.e. The Board of Trustees).

## **POLICY ON PERFORMANCE VIDEO AND AUDIO TAPING**

**(2/16/2009)**

The Possum Point Players will adhere to contract stipulations regarding video or audio taping of any performance covered by an ASCAP license or for which the organization pays a royalty. It shall be the responsibility of The Director Liaison and Selection chair to make this policy known to all selected directors of such shows. The POSSUM POINT PLAYERS TRUSTEES JOB DESCRIPTIONS will reflect that responsibility for The Director Liaison and Selection chair.

Responsibility for adherence to this policy shall rest with the director of each applicable show and the POSSUM POINT PLAYERS PRODUCTION JOB DESCRIPTIONS for Director will reflect that responsibility.

## **CORPORATE SPONSORSHIPS**

**(Circa 2009 or before)**

The following policy applies to all individuals or entities who desire to become Sponsors of shows at Possum Hall. A corporate donation of \$2,500.00 entitles sponsors to the following:

- A. Equal billing with the PPP in tryout notices. (4,500-piece mailing).
- B. Equal billing with the PPP in show notices. (4,500-piece mailing).
- C. Equal billing with the PPP on the program cover and on the Production page. (approximately 1100 distributed.)
- D. Equal billing with the PPP in all publicity pieces generated by the Players.
- E. Full page ad in the program.
- F. A display in the lobby, manned or unmanned, for the performances listing the corporate sponsor.
- G. Ten free tickets to opening night performance.



Individuals or entities desiring more information on Corporate Sponsorships, or to become a Corporate Sponsor, should contact, or be referred to the PPP Executive Administrator by calling the PPP office at (302) 856-3460 or Emailing [office@possumpointplayers.com](mailto:office@possumpointplayers.com) .

## **POLICY ON DIRECTORS PARTICIPATING IN PRODUCTIONS**

**(Approval date unknown)**

A director of any PPP production is not allowed to be in the show unless there is a co-director, or Assistant Director as defined in the PPP Production Organization Chart.

## **ANNUAL AC CHAIRS ALLOTMENT**

**(Approval date unknown)**

Each year, the chairs of Set Construction, Lights, Sound/EFX, Props, Makeup and Hair Design, are allotted a \$200 discretionary fund for his/her area.

## **ARTISTIC VOLUNTEERS**

**(9/5/19)**

This policy was created to be a guideline to assist Artistic Department Chairs by not only compiling a list of volunteers as they come forward but to assist in coordinating while alleviating any miscommunication between Department Chair, Directorial Staff and volunteers.

A list should be compiled of volunteers contact information, area of expertise and limitations. Any volunteer for a specific Department shall go to the Department Chair before working in that specific area.

Volunteers who approach Director should be referred to the Department Chair of the appropriate department.

Directors are advised that they can use their own people as long as they are approved by the Department Chair. Department chairs should be supportive and meet with new individuals to orient to their department.

All Department Chairs are responsible for providing an alternate if they are not available. A list of alternates & contact information should be given to the Artistic chair. Locked areas will be converted to keyless entry. The code for each is to be made available to assistants or one of the Chairs of sound, lights, make-up, props or costume department Chairs & the executive administrator. Those authorized to have access to the locked areas should give at a minimum 72 hours' notice of need to access a specific area to the chair of that area. The chair of that department will arrange for access directly or through their assistants or other tech chairs if they can not be available. All effort should be made to arrange for mutually acceptable times.

All Department Chairs are responsible for being at Set Strike or sending an alternate to "sign" off and secure said areas.

Volunteers who volunteer for set construction shall report to Set Construction chair or alternate approved designee who will then co-ordinate what the volunteer will be doing during set construction times

All areas are advised to reach out for more volunteers by exploring area high schools, Delaware Technical Community College or other area organizations.

## PROCEDURE FOR OFFICIAL DOCUMENT FLOW AND STORAGE INCLUDING BUDGETS AND BUILDING USE AND RENTAL FORMS (11/21/19), (1/2021)

- I. Official documents of PPP are in the care of the Archivist who works under the direction of the Executive Administrator. They will be stored in a documents library in cloud (Archive) storage with access by only the Executive Administrator, his/her designee and the Archivist.
- II. Official documents include, but are not limited to:
  1. Minutes of Membership, Board of Trustees, Artistic Committee and Executive Committee meetings.
  2. PPP By-Laws, Mission Statement, Goals and Objectives, 5-year plan, Trustees Job Descriptions, Production Job Descriptions, forms for building use and rental, show budget and budget templates, Policies and Procedures Manual, and rosters of the Executive and Artistic Committees.
- III. The distribution, upon request, or to all appropriate parties, including the PPP Webmaster, of all current official PPP documents shall be the Archivist's responsibility, with the exception of Budget Templates and Building Use and Rental Forms. **These three forms will be distributed by, and can only be obtained from, the Executive Administrator. Requests for all other documents are to be made to the Archivist.**
- IV. MINUTES - Official copies of all approved minutes shall be kept in Archive.

All approved minutes should have attached, copies of all supplementary documents either approved or rejected. (This would include, but not be limited to: correspondence on which action is taken, show budgets, Building Use and Rental forms and reports from show director's or other trustees.)

Secretaries, or those who keep minutes of the annual **Membership** meeting, which do not need approval, should send an electronic or printed copy to Trustees, the Archivist who will forward a copy to the Webmaster, and the membership. However, In lieu of distribution to the membership, 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.

Draft minutes of **Trustees** meetings shall be sent to all trustees, the Executive Administrator and the Archivist.

Draft minutes of **Executive Committee** meetings shall be sent to Executive Committee members, the Artistic Committee Chair, the Executive Administrator and the Archivist.

Draft minutes of **Artistic Committee** meetings shall be sent to Artistic Committee members, the President (Executive Committee Chair), the Executive Administrator and the Archivist.

When either Artistic Committee or Executive Committee meeting minutes are approved, the Archivist will send a copy to the Webmaster for posting on the Trustees section of the PPP website.

When corrections to meeting minutes are noted, the Archivist will make the corrections and send those corrected minutes to the Webmaster.

Minutes of ad hoc groups whose deliberations are subject to consideration, approval and/or acceptance by a parent group will be included in the minutes of the parent group.

- V. **SHOW BUDGETS, BUDGET TEMPLATES AND BUILDING RENTAL AND USAGE FORMS –** These forms are to be obtained from the Executive Administrator and are to be returned to the Executive Administrator. The Executive Administrator shall copy and distribute to Artistic Committee members, all forms requesting the use of AC resources. If AC resources are not being requested, the Executive Administrator shall copy and distribute the forms to the members of Executive Committee. Once forms are approved by the Artistic Committee, the Artistic Committee chair shall sign or initial, and insert the approval date, indicating the agreement of all appropriate AC members and send the signed document back to the Executive Administrator, who shall copy it and send it to the members of the EC. When the documents have been approved by the Executive Committee, the Chair of the Executive Committee shall sign and date the document and send one copy to the Archivist for distribution and archiving.
- VI. **OTHER DOCUMENTS –** All other official documents, policies and procedures generated by PPP, shall, when approved and adopted by the appropriate committee(s), be sent to the Archivist for storage and/or incorporation into another document, (i.e. – By-Laws, Job Descriptions, Policy Manual, etc.) and distribution to appropriate personnel.

**POLICY ON REQUIRED DIVERSITY STATEMENTS  
(10/15/2019)**

All printed materials and audition publicity must include the statement: “Possum Point Players values diversity and inclusion in casting, and in all other areas of the organization.”