

GUIDELINES DESCRIPTION  
AND  
PROCEDURE

DESCRIPTION: Guidelines are defined as any outline, procedure, worksheet or notes used in preparation or coordination of any Troupe event, project or production that has been previously board approved.

Guidelines are to be used for reference purposes to get ideas and pointers for preparation or coordination of future like or similar events, projects or productions.

PROCEDURE: Submit hard copy of guidelines to the By-law, Policy & Procedure and Guideline Committee Chairman. Chairman will present the guidelines to the Board at any scheduled meeting for review and approval to add to the Troupe Manual.