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PRODUCTION STAFF/VOLUNTEER POLICY

The Brandywiners LTD is a social cause not-for-profit theatrical organization that relies heavily on its production staff/volunteers year to year. The Brandywiners LTD production staff/volunteers are our most valued (and crucial) assets. They are critical to our long-term success.

The Brandywiners LTD production staff/volunteers serve the organization in the following areas of need:

Front of House Services

- Fundraising
- Development
- Board leadership
- Concessions
- Usher
- Gala events
- Tickets
- Hospitality

Production services

- Set build
- Set load-in
- Technical crew
- Costumes
- Properties
- Make-up/Hair
- Musician
- Scenic

It is The Brandywiners LTD policy that any person wishing to work with our organization in a leadership capacity (Director, Assistant Director, Musical Director, Choreographer, or Production Management) is required to pass a criminal background examination. This will be paid by The Brandywiners LTD and executed by the State of Delaware.

Those production staff/volunteers serving outside of a leadership role (e.g., Chair of a committee) will not require a background check, but will follow the guidelines within the criminal background check at all times as well as follow The Brandywiners LTD standards of behavior including:

- Positive attitude and demeanor (no cursing or improper behavior)
- NO Bullying, Cyberbullying, Harassment, Sexual Harassment, or negative social media behavior
- A passion for theatre and hold The Brandywiners LTD in high regard
- Demonstrated ability to work well with people of diverse backgrounds



- Enthusiasm, dedication, and a sense of humor
- Focus on the little things/attention to detail

Overview training for each committee member will be offered at the The Brandywiners LTD welcome reception. Additional training may be presented by the Chair person of the committee.

Furthermore, it is The Brandywiners LTD policy that NO production staff/volunteers is permitted to be in the presence of only one under-age participant without another adult present. This is to protect both the under-age participant and production staff/volunteers.

Production/Volunteer

As a Brandywiners production staff/volunteer, and by signing this letter of understanding, you agree to follow these behaviors/guidelines at all times. Thank you for participating with The Brandywiners LTD.

Print Name

Sign Name

Date

To learn more, visit www.Brandywiners.org or send an email to admin@Brandywiners.org.

Production/Volunteer policy documentation
approved by the The Brandywiners LTD Board of Directors
INSERT DATE HERE