



"Pride Grows With Community Theatre"

OHIO
COMMUNITY THEATRE
ASSOCIATION

POLICIES AND

PROCEDURES

OHIO COMMUNITY THEATRE ASSOCIATION

POLICY HANDBOOK – TABLE OF CONTENTS
FEE SCHEDULE: ADOPTED - January 2004 UPDATED September 2017

ADOPTION/REVIEW/REVISION DATE

ADMINISTRATION

Bereavement	R – July 2017
Board Candidates / Elections	R – October 2016
Board Meeting Schedule	R – July 2017
Board Member Attendance	R – October 2016
Budget	R – October 2016
Checking / Savings / Money Accounts	R – October 2016
Conference Site Selection	R – October 2016
Conflict Of Interest	R – October 2016
Executive Committee	R – October 2016
Honorary Lifetime Membership	R – July 2017
OCTA Hall Of Fame Award	R – July 2017
OCTA Spirit Of Community Theatre Award	R – July 2017
Organizational Identity & Logo Use	R – October 2016
Outside Meeting Attendance	R – October 2016
Outstanding Theatre Delegate Award	R – October 2016
Recognition Plaques / Awards	R – October 2016
Refund of Registration Monies	R – October 2016
Regional Finances	R – October 2016
Regional Representative Elections	R – October 2016
Standards Of Conduct	R – October 2016
Travel and Lodging	R – October 2016
Visitors	R – October 2016

FUNDRAISING

College Scholarship	R – July 2017
---------------------	---------------

MMPR

Cuelines	R – July 2017
Membership	R – Sept 2017
New Member Theatre Welcome	R – July 2017

PROGRAMMING

Board Member Participation In OCTA Event	R – Sept 2017
Conference Chair	R – July 2017
Guide / Respondent / Speakers Bureau	R – July 2017
Regional OCTAFests	R – Sept 2017
Responders	R – Sept 2017
Script Library	R – July 2017
Workshop Leaders	R – July 2017

OHIO COMMUNITY THEATRE ASSOCIATION

FEE SCHEDULE

MEMBERSHIP	<p>\$ 65.00 Community Theatre Annual Dues (Jan/Dec). Theatre Dues and Fees are due by March 1st or a 20% late fee will be assessed. \$ 20.00 Individual Member for 1st year (Jan/Dec), \$ 30.00 to renew.</p>
GUIDE/RESPONDENT SPEAKERS BUREAU	<p>\$ 35.00 upon third visit of Guide/Respondent/Speaker's Bureau per theatre season (Sept thru Aug) (First two visits are free.)</p>
SCRIPT LIBRARY	<p>\$ 20.00 refundable deposit each request - may request 1-15 scripts. \$ 10.00 fee per script if lost (or same script replacement sent to Script Librarian for library use).</p>
ANNUAL CONFERENCE	<p>Registration refund minus \$10.00 Administrative fee prior to posted deadline with written or emailed request only. No refunds after posted deadline. 10% of Annual Conference profit to be placed in Endowment fund or savings account as directed by Fundraising division. Raffle receipts from Annual Conference to be transferred to Endowment fund or savings account as directed by Fundraising Division. Entertainment fees negotiated by Conference chair. Executive Committee will negotiate and determine hotel fees for annual state conference.</p>
FINANCIAL	<p>\$ 35.00 fee for any returned check.</p>
NEWSLETTER	<p>10 free copies sent via US mail available with each theatre membership, upon request – must be requested each year. Unlimited number of electronic newsletters available to member theaters with annual updates to email addresses required. \$ 10.00 Individual newsletter subscriptions</p>
ADVERTISING	<p>Advertising products in Cuelines newsletter and in all print media used by OCTA during calendar year: \$ 50.00 for 1/8 page ad – Member Theatres \$ 60.00 for 1/8 page ad – Outside theatres or businesses \$ 110.00 per quarter ad – Outside theatres or businesses \$ 200.00 for half page ad – Outside theatres or businesses \$ 250.00 for full page ad – Outside theatres or businesses \$ 300.00 for full page ad & table at Conference (Corporate Sponsorship)</p>
RESPONDERS: Regional	<p>\$ 50.00 for 1-5 excerpts \$ 10.00 per excerpt for 6+ excerpts \$ 0.35 per mile round trip for travel allowance</p>
RESPONDERS: State Conf	<p>\$ 250.00 for all excerpts, all working meals, Sunday banquet, Monday lunch and lodging \$ 0.35 per mile round trip for travel allowance or economy airfare fee</p>
WORKSHOP LEADERS	<p>\$ 25.00 per hour for each State Conference workshop leader. \$ 25.00 per hour for each Regional workshop leader.</p>
REGIONS	<p>\$ 250.00 paid yearly to OCTA towards Festival responder travel.</p>

PATRONS

10% of yearly patron receipts are transferred to Scholarship Program.

SCHOLARSHIPS

One or more undergraduate scholarships ranging from \$200 - \$500 are presented each year to eligible candidates chosen by the fundraising division. Named scholarships are funded solely by individual donors and can be of any monetary value.

Revised September 2017