

ETC REGULATIONS

Costume Checkout Procedures:

Created: 2/8/2009

All costumes and or props need to be checked out in order for items to leave the ETC building.

Person or persons may change over time, but right now Diane Thorp will accept this responsibility, being she does most of the costuming and finding of props etc., at the ETC.

She should be contacted and set a meeting time to be there for the checking out of the items. She will take the name of the person, their phone number and or email, and also the date that the item will be returned. She will also discuss the rental fee if applicable, and care of the items that are expected before the items are returned.

This procedure needs to be posted somewhere at the theater.

Diane will have a check out sheet and keep it in her care.

Respectfully submitted,

Diane Thorp

822-2021