



Guidelines Document Performing Arts Team

The following document provides guidelines and processes to be followed for
Performing Arts Team
Last Updated: February 2020

DURING A PRODUCTION

Budget

1. Send the suggested estimate for production 8 weeks before the event to get it approved and have a budget to work with. Stick to the approved budget.
2. Avoid expenses for which prior approval is not taken.

Contribution received

1. Cash contribution received to be handed over to the church office so that the amount can be deposited, accounted for and receipts sent to the donor.

Vendor

1. Compare at least 3 quotes before finalising a vendor with the best negotiated price and service.
2. **vendors** in each area - light, props, sound, camera etc. For instance for lights, let one person coordinate between the production head and the vendor to describe the requirements. This way the co-ordinator will know the lighting requirement ordered vis-a-vis what was finally supplied by the vendor and with this clarification, there is no complication while settling the bills.
3. While finalising vendors – **ensure that bills / invoices are provided** by them. For bill amounts more than Rs. 30,000, there will tax deducted at source (TDS). Payments for all hires will be paid by cheque.

Stage, Props, set

1. **Plan ahead (people, vehicle, place, etc) for removing, disposing or storing** of props (if need be) for future events once the event is done.

Costume

2. **Plan for reuse/recycling of costumes, make-up** purchased as much as possible.
3. Plan for proper storage of the costumes so that they can be used for a later event. Trunks / cupboards can be organised if need be.

Booking of venue

1. Give adequate **advance notice** for booking the venue for the events – when it is not the regular Sunday service venue.

Accounts

1. The person in charge of accounts in the production team needs to do this at least two weeks prior to the actual date of program: **give details of the payments** that



Guidelines Document Performing Arts Team

- have to be made immediately at the end of the programme, so that we will be prepared with cheques / cash.
2. Please **take an advance for petty cash requirements** during the production. An expense statement (there is a standard one used by church) should be submitted with all the supporting bills & payment vouchers attached to it.

Ordering – Food & Refreshments

1. Get a realistic count of people before food is purchased during the rehearsals. Avoid wastage. Organise left over foods to be sent to the bible college hostels.