

Spotlight Players Item Request

Our Mission: To provide an avenue for the community to participate in the performing arts; to develop the skills of our members and others in the theater arts (acting, directing, technical and administrative); to offer a variety of entertaining and cultural productions; and, to expand the number of people exposed to the arts through theatrical productions and activities.

Group Requesting/Individual: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Website: _____ Phone: _____

Wish to: (circle one) Borrow* Rent* Purchase

Date Item(s) is/are needed: _____

Date of Return (no later than 2 weeks after strike): _____

Item(s) Requested:

*Must include advertisement for Spotlight Players in program- advertisement will be coordinated with head of programs and the SP marketing committee--size of advertisement must correlate with average amount of cost.

**If rental is at a discounted rate the program must include advertisement for Spotlight Players- advertisement will be coordinated with head of programs and the SP marketing committee--size of advertisement must correlate with average amount of cost

For Office Use

of Days in Advance of needed date: _____ Date Approved by the Board: _____

Attached is:

- Signed Confirmation of Receiving Guidelines
- Signed Detailed Inventory List

Given to Requester:

- Copy of Inventory Guidelines
- Copy of Detailed Inventory List

Was a deposit held: NO YES (cash check # _____ credit card # _____)