

Spotlight Players Set Construction Policy

All pre-made wall flats, trucks, steps that are stored in the basement at the Village Theater may be used for any Spotlight Players show but must adhere to the following guidelines:

- 1) Priority for any piece will go to the next show to perform. If two shows are performing during the same time, priority will go to the show that opens to the public first.
- 2) No flat, truck, or set of stairs may be cut or permanently re-configured. They must stay their original size. They may only be painted.
- 3) Wall flats, trucks, and stairs are only to be stored at the Village Theater basement, scene shop or in use currently in a show. They are not to be removed from the Village Theater building.
- 4) Wall flats, trucks, and stairs are returned and stacked properly at strike of each show

Any person (Spotlight member or volunteer) who permanently alters a construction piece (flat, truck or stairs) where it cannot be restored to its original condition (excluding paint color) the director of the show that piece is being used in, will be required to reimburse Spotlight Players the cost of materials to replace that damaged set construction piece.

Show Directors are responsible to make sure their set construction lead is aware of this policy.