Production Policy Memo 7

Revised June, 1996

Budget Allocation and Scenery Stock

The following policy will govern the allocation of funds for the purchase of specific items as listed:

1. Consumable props - i.e., cigarettes
2. Hand props and set props - i.e., canes
3. Special make-up - i.e., fluorescent, extensive body painting, prosthetics, etc.
4. Wigs or dye-jobs
5. Haircuts

The following policy will govern the determination of units or pieces of scenery or stage dressing which are to be saved from a production and added to the scenery stock.

The Scene Shop Manager will make a final determination as to the actual saving of all stock scenery, guided by these criteria:

1. Available storage space for the unit or piece.
2. The number, quality and condition of similar items on hand.
3. Recommendations from design department.

PM8307/REV6-96

Production Policy Memo #7, first established circa 1970's
Subsequent revisions: August 1983; October 1986
Executive Committee approval: May 21, 1996
Faculty Approval: 6/3/96

School of Drama
University of Washington
101 Hutchinson Hall, Box 353950
Seattle, WA 98195-3950

Phone: (206) 543-5140
Fax: (206) 543-8512
Email: uwdrama@uw.edu