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
   - Perishable Props - food, candy, liquids, etc.
   - Consumable Props

2. **Hand props and set props** - i.e. canes
   - Eyeglasses, a table service, mantle clock
   - Designer Funds - (Costume or Scenery as applicable)

3. **Special make-up** - i.e., fluorescent,
   - Extensive body painting, prosthetics, etc.
   - Costume Designer Funds

4. **Wigs or dye-jobs**
   - Costume Designer Funds

5. **Haircuts**
   - Costume Designer Funds

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.**

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