



Schenectady Light Opera 2008-2009 Season Financial Information and Forms

Show Budget Worksheet

Use this worksheet to set up your show budget. Each show has a maximum allowance (TBA) to be spent on its "artistic" budget. The items considered "artistic" are listed on the worksheet. The total budget for these items should be equal to or less than the show allowance.

The company budgets for 4 pit musicians per show.

If you plan to have your show adjudicated by TANYS, include this cost, \$60.00 in your "artistic" budget.

Orchestra Payments Due Worksheet

Use this worksheet to calculate the amount to be paid to each musician. Submit this form to the Treasurer by Friday of the last weekend of the show. Checks for musicians may be delivered to the producer on the last day of the show or mailed at the discretion of the treasurer.

Show Expenditures

Copy and distribute this form to production staff that will be making purchases for the show.

Please note the instructions for purchasers on the back of the form.

All requests for reimbursement must be accompanied by the purchase receipts and be authorized by the producer.

Requests may be made at any time after the Board Liaison meets the production team and approves the "artistic" budget. Request should be submitted within a three week after the show closes.

Authorized requests should be left in the Treasurer's mail box in the box office.

Vendor List

This is a listing of vendors that SLOC production staff has used in the past. You are not limited to these vendors.

Please note: SLOC has a charge "LAR" account at Lowes. Many of our volunteers already have authorization to use this account. If you need information or authorization, please contact Mary Kozlowski.

We **do not** currently have an account with Home Depot.

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www.sloctheater.org



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Tax Exempt Form

SLOC is a tax-exempt organization.

Please

- **Copy and distribute** the tax-exempt form to production staff who will be making purchases for the show
- **Emphasize** the importance of having the tax-exempt form available when shopping
- Make sure production staff is aware that sales tax incurred will be the responsibility of the purchaser and, as a general rule will not be reimbursed.

There may be limited exceptions on a case-by-case basis.

