

Surety Bond Release

Checklist:

- _____ Completed spreadsheet listing all expenses and revenue provided to the Fiscal Tech/Business Manager. The spreadsheet must include dates of purchases, vendors, amount, and category of expense (Set, props, lights, costume, poster, program, etc.).
 - a. All invoices must be paid and the director's spreadsheet must match the spreadsheet kept by the Department.

- _____ Copies of all receipts, provided to the Fiscal Tech/Business Manager

- _____ A program and poster from the production for archival records provided to the Faculty Performing Arts Administrative Specialist.

- _____ Director's name, home address and social security number for return of Surety Bond provided to the Fiscal Tech/Business Manager.

- _____ Completed Surety Bond Release Form containing signatures of production area heads, student manager, Performing Arts Administrative Specialist, Faculty Supervisor of the Experimental Theatre, and the Fiscal Tech/Business Manager, provided to the Fiscal Tech/Business Manager.
The form must be returned with all signatures within thirty days of closing or bond will be forfeited.

EXPERIMENTAL THEATRE STUDENT SURETY BOND RELEASE FORM

must be returned with all signatures within thirty days of closing or bond will be forfeited.

The following is approval for release of the Surety Bond held by Stratford Players and the School of Theatre and Dance with regard to policies and procedures governing The Student Experimental Theatre.

We certify that _____
(Director or Bond Holder's full name)

has complied with Student Experimental Theatre policies for

(name of production) (performance dates) as defined in the Experimental Theatre policy.

(Staff Props Supervisor) (date)

(Faculty/Staff Scenery Supervisor) (date)

(Staff Costume Shop Supervisor) (date)

(Faculty Lighting/Sound Supervisor) (date)

(Student Experimental Theatre Mgr.) (date)

(Faculty Performing Arts Specialist) (date)

** _____
(Experimental Theatre Faculty Supervisor) (date) [reflecting input from Safety Officers]

* _____
(Staff Fiscal Technician) (date)

* final signature

** prior to final signature

Notes: (any details reflecting partial forfeiture or considerations thereof)