

# The Colonial Players, Inc.

108 East Street  
Annapolis, MD 21401

Phone: 410-268-7373, x304  
E-mail: production@thecolonialplayers.org



## REQUEST FOR ADDITIONAL PRODUCTION FUNDS

Please fill out this 2-page form and submit to the Production Director.

The following items must be included with this form:

- Original Production Budget
- Detailed cost information, if available, for items to be purchased with additional funds

A signed copy of this form will be provided to the Producer upon approval.

**Date:** \_\_\_\_\_

**Production:** \_\_\_\_\_

**Producer:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Total Additional Funds Needed: \$** \_\_\_\_\_

### Production Approval:

Director \_\_\_\_\_

Producer \_\_\_\_\_

### Board Approval:

Production Director \_\_\_\_\_

Treasurer \_\_\_\_\_

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## REQUEST FOR ADDITIONAL PRODUCTION FUNDS

**Production:** \_\_\_\_\_

Total Additional Funds Needed: \$ \_\_\_\_\_

Please indicate how the additional amount will be used for each production area:

Costumes: \$ \_\_\_\_\_

For \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Set Construction: \$ \_\_\_\_\_

For \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hair/Makeup: \$ \_\_\_\_\_

For \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Set Decoration: \$ \_\_\_\_\_

For \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lighting: \$ \_\_\_\_\_

For \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sound: \$ \_\_\_\_\_

For \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Painting: \$ \_\_\_\_\_

For \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ : \$ \_\_\_\_\_

For \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Props: \$ \_\_\_\_\_

For \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ : \$ \_\_\_\_\_

For \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_