

Stage North Theatre Society
Check List of Responsibilities
And Calendar Information

September 2018

Regular Meetings of Stage North are held monthly at the Space 11520 East Bypass Road

Every Month: Rent to be paid on first day of each month (6 cheques given to 523364 BC LTD (Surerus))

June Do Complete Financial Statement - Fiscal Year End May 31
Set AGM/BBQ date for August
Sponsorship Opportunities for Next Season distributed
Submit Summary Report to BC Gaming of how used funds

July Mainstage – facilitate Stage North members if they are attending- current policy to pay registration for each SN member going. (about \$80 per person)

Aug AGM preparation, notify members 14 days in advance, set agenda
Set audition dates for the coming season

Sept Set goals and objectives for coming Year
Board of Directors updated on all governance matters
Submit Register of Companies (BC Societies) to Victoria after AGM
Begin selling Rotary Mega Lottery Tickets

Oct Major Fall Production
Board Workshop #1

Nov Introduce Discussion for next year's season

Dec Christmas Production (if applicable)- every other year Nutcracker with Studio2Stage

Jan Renew Insurance
Grant application deadline for CAC – max \$1500
Rotary Dinner Theatre production

Feb BC Gaming Application prepared and due before April 30
Potential shows/directors identified for next year
Major Winter Production