

Pentacle Theatre Policy	
SUBJECT: Lifetime Membership Selection Policy	
Approved By: Jodi Deming, President	Effective Date: January 28, 2019

Purpose: To describe the criteria and process by which Pentacle Theatre honors outstanding contributions to its growth and success by awarding individuals Lifetime Membership to Pentacle Theatre.

Definitions: *Lifetime Member:* An individual who has made substantial contributions of time, materials and/or funds to Pentacle Theatre for 20 cumulative years and is selected for recognition by the Lifetime Membership Selection Committee.

Cumulative Years: Years of service are determined by counting each year in which a person has made a significant contribution of time, materials and/or funds to the theater. Years of service do not need to be consecutive years.

Lifetime Membership Selection Committee. A Committee Chair and four Committee Members appointed by the Committee Chair. Individuals who are eligible to be considered for a Lifetime Membership will be excluded from participation on the committee.

Chair: A Pentacle Theatre Governing Board member appointed by the Governing Board President to lead the lifetime member selection process.

Members: The Chair will select four additional people to serve on the committee. The committee will consist of the following:

- One current Governing Board Member
- Two Lifetime Members
- One theater member who is not serving on the board

Participation Database: An excel workbook that includes all Pentacle Theatre productions, the names and roles of volunteers involved in those productions, as well as information regarding board and committee service.

Theatre Manager: The customer relationship management database maintained by the Pentacle Theatre Ticket Office. It holds patrons' records and volunteer and donor history.

Policy: The Lifetime Membership Selection Committee will select up to five living individuals every five years to become Lifetime Members of Pentacle Theatre. The maximum number of lifetime memberships is limited to five to maintain the prestige of the award.

Individuals are considered eligible for Lifetime Membership based on substantial and varied contributions of time, materials and/or funds to Pentacle Theatre for 20 cumulative years. Committee Members will refer to the Pentacle Theatre

participation database and interview individuals associated with the theater to gain knowledge of the individual's contributions. The individuals selected for Lifetime Membership will be publicly announced at an anniversary celebration.

Procedure: The Lifetime Membership Selection Committee shall strive to keep the selection process confidential.

The Committee will obtain a list of potential candidates from the Pentacle Theatre Participation Database and Theatre Manager records. The list will identify contributions when available the year in which those contributions were made.

Committee Members will meet with current Lifetime Members as a group or individually to discuss potential candidates, and to learn of other potential candidates who may not appear in the databases. A person who is, or has been, an employee of Pentacle Theatre may be considered for a lifetime membership. If they have made significant contributions beyond the duties of their position.

Committee Members will interview other individuals who are involved with Pentacle Theatre to gain additional knowledge of contributions made by potential candidates. This should include, but not be limited to the following individuals:

- Executive Director
- Technical Director
- Past and present members of the Governing Board
- Directors
- Past and present Committee Chairs and Committee Members

Committee Members may use the matrix provided in this policy to document the contributions made by potential candidates. Committee Members will include any information that will help the Committee make a final determination.

The committee will select the five individuals. If there are more than five eligible individuals, the oldest candidates should be given priority.

The Committee, with assistance from the Pentacle Theatre office staff, will arrange all materials needed to make a Lifetime Membership presentation. This will include a narrative of the honorees' contributions and may also include pictures of the honoree participating in Pentacle Theatre plays or at theater functions, and any other information that will make the award presentation memorable. Considerable research should be conducted to ensure the accuracy of the presentation for the honoree.

The Committee will select individuals to introduce each honoree at the anniversary event.

Benefits: Benefits of being a Lifetime Member include:

- Member's name on a plaque in the theater lobby
- Listing in each program for the theater's regular productions
- No annual dues
- Permanent inclusion on all Pentacle Theatre mailing lists

- An award (e.g., plaque or framed certificate) for the honoree to keep
- Invitation to help select future Lifetime Members

Sample Selection Matrix:

Total	Contribution	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
	Actor												
	Director												
	Stage Crew (Stage mgr, props, etc)												
	Technical Crew (Lights, sound, etc)												
	Set Construction (building, strike, etc)												
	Costumer (costume design, seamstress)												
	Make-up/Hair												
	Committee Chair or Member												
	Governing Board Member												
	Hospitality Guild (includes House Mgr)												
	Facility Maintenance (grounds & bldg)												
	Major Donor (\$500+)												
	Other:												
	Other:												

Total	Contribution	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	Year
	Actor												
	Director												
	Stage Crew (Stage mgr, props, etc)												
	Technical Crew (Lights, sound, etc)												
	Set Construction (building, strike, etc)												
	Costumer (costume design, seamstress)												
	Make-up/Hair												
	Committee Chair or Member												
	Governing Board Member												
	Hospitality Guild (includes House Mgr)												
	Facility Maintenance (grounds & bldg)												
	Major Donor (\$500+)												
	Other:												
	Other:												