

Pentacle Theatre Policy

Memorializing Pentacle Theatre Members

Created: 11-21-2013

Updated: n/a

STATEMENT OF NEED:

Pentacle Theater is a community in and of itself. And when a death occurs within our community both the event and the individual need to be acknowledged. Over the centuries, it has become a tradition among professional theaters to memorialize those who have played an important part in the life of the theater. On Broadway, this tradition takes the form of dimming down the lights on the theaters along Broadway, for example professional theaters join together to dim their marquee lights for 30 seconds as an act of remembrance. Pentacle Theatre should likewise be ready to acknowledge the passing of members who have contributed to the life, growth and development of the Pentacle community.

PURPOSE: This policy establishes a process for acknowledging the deaths and memorializing the lives of persons who have been an integral part of the Pentacle Theatre.

ELIGIBILITY: This policy applies to persons who: 1) Are Lifetime Members of Pentacle Theatre, or 2) Other members of the theater the Governing Board acknowledges as having been a sufficiently integral part of the Pentacle Theatre community to warrant the honor.

PROCEDURE:

1. A Governing Board Member or the Executive Director learns of the death of an eligible person.
2. If the person is a Lifetime Member, proceed to step 4.
3. If the person is not a Lifetime Member, the president of the Governing Board will conduct an informal poll by the most expedient means to determine whether the Governing Board desires to memorialize the person.
4. The remembrance will in the form of a display consisting of three elements:
 - a. A photo (preferably in costume) of the individual
 - b. A printed summary of the individual's involvement with the theater (see Appendix A)
 - c. A single white rose in a bud vase

5. The remembrance will be put in place prior to opening night of the next production after the death. If the death occurs during the final production of the season, the memorial will be put in place as soon as practicable.
6. The Executive Director will notify the Hospitality Guild Chair and the Board Liaison of the production. If the Hospitality Guild Chair is not available, Executive Director will notify the House Manager.
7. The Executive Director will obtain an 8x10 photo of the individual, the rose and prepare the written summary and deliver them to the theater
8. The Executive Director will place the memorial on the table beneath the lighted theater logo sign
9. The Executive Director will notify the family of the person being memorialized in writing of the actions being taken by the theater
10. The memorial will stay in place during the first full week of the production run, and will be removed after the second matinee of the run

This procedure is intended as the minimal acknowledgement and in no way prevents additional memorials such as an article in the program, etc.

APPROVED DATE: December 16, 2013

JEFF WITT
President, Governing Board

Appendix A
Suggested text for service summary

Pentacle Theater lost one of our shining stars on (date of death with the passing of (name) .

During his/her time at Pentacle (name) appeared in (number) plays including:

List

In addition (name) also (additional: offices, etc.)

Please join is in offering our condolences to the family and friends of this treasured member of the Pentacle family.