

**Wig policy**  
(approved 4/23/12)

**A. PURPOSE**

To manage and maintain Pentacle Theatres collection of wigs and hair pieces

**B. POLICY**

This policy establishes a committee, to be called The Wig Committee.  
to oversee the organization, maintenance, and distribution of Pentacle Theatres  
wigs and hair pieces

**C. POLICY PROCEDURE**

- 1 The wigs will be kept in a secure area, The Wig Room
2. The key to the secure area will be given to the chairperson of the wig committee, the office, the production director and the maintenance technician
3. Those needing access to the wig room, will make an appointment with the Chairperson.
4. The Chairperson will keep written record of wigs that have been checked out, who has them and return date.
5. Wigs will be left in the dressing room on closing night and returned to the Wig Room by the Chairperson.
6. The Chairperson must be notified when wigs are purchased or donated to the theatre, so a record can be kept.
7. The sale of theatre wigs will be done at the discretion of the Chairperson with board approval

ADOPTED: Date 4/23/12 by action of the Governing Board.

Signed:

---

Governing Board President