

Budgetary Guidelines for Loeb Shows

Failure to comply with the following regulations may result in disciplinary action from the HRDC Board, including the possibility of not being granted performance space in future seasons. Contact the current Treasurer at treasurer@hrdctheater.com with questions or concerns.

1. Get your budget approved before you begin spending money.
 - a. Mainstage: Your budget must be approved by Kat Nakaji before you may begin purchasing things. She will approve your budget or tell you what needs to be changed before she will approve your budget at your initial set/budget meeting with her. Your budget must also be approved by the A.R.T. General Manager; do this after your A.R.T. design presentation.
 - b. Loeb Experimental Theater: Your budget must be approved by Kat Naaji before you may begin purchasing things. She will approve your budget or tell you what needs to be changed before she will approve your budget at your initial set/budget meeting with her.
2. Ensure that any grant checks you receive are made out to the HRDC; contact the current Treasurer immediately if they are not. When checks are ready to be picked up, pick them up and bring them to the current Treasurer.
3. Do not overspend your budget. Any excess expenditure will not be granted reimbursement from the HRDC.
4. All set-building supplies will be purchased through Kat Nakaji. Also make as many costume and prop purchases as possible through Kat Nakaji. Send her an email with a link to the item you would like to order in a timely manner; she will talk to you about different shipping costs, but they can get expensive if you order at the last minute.
5. Use the HRDC tax exemption number (available from the current Treasurer) when making purchases out of pocket. Be aware that using the tax exemption number for any non-HRDC purchases constitutes fraud and a felony. In general, use the P-Card whenever you can.
6. All cast and staff members that would like to be reimbursed for their purchases must give you a receipt labeled with their name and purchased item. Turn in all forms and receipts to the current Treasurer within two weeks of your show's closing date along with the Google document the Treasurer will supply you. If you anticipate any problems meeting this deadline, contact the current Treasurer as soon as possible. Your reimbursements will be processed within five weeks of your closing date.