



Sooke Community Theatre Users Check List

- ☐ Contact office to inquire about booking dates.

Barb Dunn– 250-642-6371

- ☐ Contact Theatre Coordinator to discuss your production's requirements.

Steve Anderson 250-920-6428

- ☐ Fill out and sign contract.
- ☐ Obtain insurance (5 million liability and event insurance naming EMCS Society and SD62 as added insured in policy) and return copy to Program Office.
- ☐ Deposit cheque for \$300.00 made out to EMCS Society (non-refundable).
- ☐ Fill out equipment request form, if needed.
- ☐ Return all forms to Program Office with payment and contract.