



# *Dunwoody Wildcat Theatre*

## *Check Request Form 2021-2022*

***Please attach receipts or invoice to this form.***

Contact Randee Rustin at [randee.rustin@gmail.com](mailto:randee.rustin@gmail.com) --with any questions.

Date \_\_\_\_\_ Person Requesting Check \_\_\_\_\_ Phone # / E-mail \_\_\_\_\_

Make Check Payable To \_\_\_\_\_ (If different than person requesting check.)

Amount of Check Request \$ \_\_\_\_\_

\_\_\_\_\_ Please mail the check to: \_\_\_\_\_

CATEGORY	AMOUNT
Awards	
Bank Service Charges	
Contributions/Gifts/Grants	
Donations	
Drama Club T-Shirts	
Insurance – Fidelity Bond	
Legal – Annual Registration	
Office Supplies	
One Act Fees	
Postage	
Speech Fees	
Thespian Dues	
Thespian Fees	
Tools and Shop Supplies	
Website Fee	

CATEGORY	AMOUNT
Production – Advertising	
Production – Building Mat’ls	
Production – Choreographer	
Production – Concessions	
Production – Costumes	
Production – Custodian	
Production – Fan-O-Grams	
Production – Lights	
Production – Makeup & Hair	
Production – Piano Tuning	
Production – Programs	

CATEGORY	AMOUNT
Production – Props	
Production - Royalties	
Production – Scripts	
Production – Sets	
Production – Show Week Meals	
Production - Sound	
Production – Tech	
Production – T-shirts	
Production – Thank you gifts	
Production – Tickets	
Production – Other	
Other Expense	

**EXPLANATION OF EXPENSES:** \_\_\_\_\_

**APPROVAL:**

Drama Club Officer

Committee Chair

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR TREASURER’S USE:**

**PAID:** Date: \_\_\_\_\_ Check #: \_\_\_\_\_