

MARSHALL THEATRE BOOSTERS  
 REIMBURSEMENT/CHECK REQUEST  
 \*\*\*RECEIPTS REQUIRED FOR ALL CHECK REQUESTS\*\*\*

Event/Production: \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Amount: \_\_\_\_\_ Date Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Name/Address for Delivery: \_\_\_\_\_  
 \_\_\_\_\_

Contact phone and/or email: \_\_\_\_\_

Please indicate purpose for funds spent (if more than one purpose please allocate amount requested for each purpose):

Purpose	Amount
Advertising/Publicity	
Cast/crew meals	
Concessions	
Costumes	
Equipment	
Music	
Set materials (paint, lumber, hardware, etc.)	
Professionals (musicians, directors, etc.)	
Other (please specify)	

Please forward to Sonia Guzman  
 1103 Morningwood Lane Great Falls, VA 22066  
 703-759-4059 | [guzmans@cox.net](mailto:guzmans@cox.net)

\*\*\*\*\*for Treasurer's use only\*\*\*\*\*

Check #: \_\_\_\_\_ Date: \_\_\_\_\_