



## TNS Affiliate Membership Guide

Thank you for purchasing a Theatre Nova Scotia Affiliate membership

Our membership year ends on August 31<sup>st</sup>

### **Office Services**

Use the photocopier and printer at the TNS office in Halifax to produce high quality scripts, posters, brochures, programs and more in greyscale or full colour at discounted rates. Call ahead to make sure we are in the office, then bring your documents in PDF format on a USB drive. Bring your own specialized paper, or use ours. We have letter, legal and 11x17" sizes. You can now produce pre-stapled half fold documents automatically. Feel free to use our stapler, three hole punch and paper cutter while you're here at no extra charge.

### **TNS Library**

Now that our library is up and running, we welcome you to come visit. We have over 2500 scripts, books and journals in the TNS library. Updated in the spring of 2017, we also have many more Canadian plays for you to enjoy. Come down to our TNS office to take a look.

### **Receipt of weekly newsletter *OnStage Online* at one email address**

If you would like to receive *OnStage Online* at a different email or you are not receiving it, please email the office at [theatrens@theatrens.ca](mailto:theatrens@theatrens.ca).

### **Permission to post events to the TNS Online Events Calendar**

Submit productions, auditions, fundraisers, volunteer opportunities and more to the TNS Online Events Calendar. Productions and Fundraisers are available to be seen by the public in calendar format. Auditions, workshops, volunteer opportunities, job opportunities and calls for submissions will be posted to the website in list form. Please read the Calendar Instructions before posting. They are available on the Event Submission page on our website.

### **Permission to make announcements on behalf of your organization in *OnStage Online***

All approved member events submitted through the TNS Online Events Calendar are published in the next edition of *OnStage Online*. It is normally published weekly on Tuesday afternoons. If you would like your announcement to appear in *OnStage Online* only, and not on the calendar, please email the office.

### **Vote in the AGM and sit on Committees**

You will be notified by email of the TNS Annual General Meeting and your organization is allowed one vote and to send one representative to sit on Committees, the Merritt Awards Jury and Board of Directors. Contact Executive Director, Nancy Morgan, for more details.

### **Access to Group Insurance, providing your organization is eligible**

Please see the Group Insurance page of our website under Programs & Services for coverage and eligibility details.

### **Access to the Credit Card Program**

For more information on the Credit Card Program, please visit our website under Programs & Services. Each organization must sign a contract with TNS for the new membership year in order to use the program. To sign up, please contact the office.

### **Personalized Online Organization Profile on the TNS website**

Our member directory is used by the public both within Nova Scotia and abroad. Update your profile here: <http://www.theatrens.ca/membership/update-member-profile/>

### **Support for member-based initiatives**

TNS is a membership based organization and we rely on you to direct our programming. If there is a resource you would like made available that is not listed here, please contact us. TNS is a resource for member initiatives, so please do not hesitate to contact us. We look forward to serving you throughout this membership year.

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