

SOP – Legal Documents Received

Any legal documents received at the theatre must be scanned and emailed to Steve Wilson and copied to Chance, Scott, Billy, your area manager if applicable, and the GM. This must be done immediately upon receipt of any legal documentation, no exceptions. The subject line should be (theatre name), Received Legal Documents, (date).

Example: BB16, Received Legal Documents, 4.23.20.

The documentation should then be placed in the Week Ending packet to be mailed out that same week received. In the body of the email please state the date that you received the documentation and how it was given (mail, courier, or email) and any other information you believe Legal and operations may need.

Email to:

Steve Wilson – steve@patokacapital.com

Copy:

Chance Ragains – chancer@patokacapital.com

Scott Bagwell – scottb@patokacapital.com

Billy Geltmaker – billyg@patokacapital.com

Doug Metcalf – doug@xscapetheatres.com or Marcus Hackett – marcush@xscapetheatres.com

(whichever is your area manager)

General Manager

William Geltmaker

District Manager

Patoka Capital/Xscape Theatres

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