

XSCAPE THEATRES

STANDARD OPERATING PROCEDURES

Manager Email Signatures

In an effort to standardize email communications the Template below should always be used. You may use different colors, but the format must be consistent with what you see below. Anytime you send an email your signature must be included. This way when someone is interacting with you or you send in nightly reports the receiving parties know who they are working with. Never send an email without identifying yourself. If you need help setting up a signature, please ask for assistance.

Your Name, Title (Theatres only have 2 titles – GM or Manager)

Theatre Name

Address

City, State, Zip

Office phone #

Recording phone # (*if your location has one*)

www.Xscapetheatres.com

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