

# Illinois Theatre Association

## **Bereavement Policy**

The ITA shall create a “Community and Life Announcements” section in the *eFollowspot*. This will provide an opportunity for ITA Members to share important “life events” with other members of the Association and those on the ITA’s e-list.

ITA’s Communications Committee shall make every attempt to share information about life events in the *eFollowspot* in a timely manner. In the event of the loss of an ITA Member or his/her immediate family member, and at the discretion of the Communications Committee, a bereavement card shall be sent to appropriate ITA members and/or family members.

ITA Members may submit community and life events to [announcements@illinoistheatre.org](mailto:announcements@illinoistheatre.org).

Community and life events shall also be listed on the Discussion Boards of ITA’s website ([www.illinoistheatre.org](http://www.illinoistheatre.org)).

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