

PRODUCTIVITY TOOL

Your input as to the operations of the chorus is welcomed, encouraged, needed, valued and appreciated! This form has been devised to facilitate the flow of suggestions and to get them to the appropriate person(s) with as little delay as possible. You need to fill out only one form. Copies will then be distributed as appropriate. **Leave your completed and signed form with a staff or board person at rehearsal or deliver it to the office. ???**

I would like this form to go to the attention of (check all that apply):

Board of Directors ___ Administrative Staff ___ Artistic Staff ___
Membership Committee ___ Other (please specify): _____

I wish to make an observation regarding:

A solution, idea or suggestion I would like to offer:

List the names of chorus members who support your suggestion:

Print your name: _____ **Chorus number:** _____

Signature: _____ **Date:** ___ / ___ / _____

Please use the reverse of the form if you need more space.

Please mail, fax or hand deliver to a board director or staff member as appropriate. ???