



Glenbrook Players Inc. Standard Operating Procedure

SOP Format and Content

Rationale

That clear structure and defined layout will simplify and clarify the production of SOPs (Standard Operating Procedures) and simplify and clarify their understanding and implementation.

Outline

SOPs will be structured and formatted as this sample SOP to conform to the rationale above.

Description

Style: - where produced in a form to be printed the document will be in A4 size.

Top margin will be 2cm, bottom margin and side margins will be 3cm.

Page numbering will be of the form **Page x of nn**, Arial 11 point bold, centred at the bottom of each page including the first page, placed in the page footer.

In the footer, on the same line as the page number, right aligned, will be the SOP number separated from the version number by a point.

Text will be black on white background.

Any acronyms used in the SOP shall be written out in full in parentheses immediately following their first use, following which the acronym may be used stand-alone.

The layout of the SOP will be as follows

SOP number in the header of every page in Arial 11 point bold, right aligned preceded by a hash (#). This will **not** contain the version number

Glenbrook Players Logo

Left hand top spanning the following three lines
Text Wrapping "In Front of Text"

Association name on first page two lines below SOP number, Arial 14 point bold, centred.

Document name "Standard Operating Procedure", on first page, one line below Association name, Arial 14 point bold, centred.

SOP Title on first page, two lines below Document name, Arial 14 point bold, centred.

The rest of the SOP will be in Times New Roman 12 point and will be laid out in sub-sections as follows.

Sub-section names will be left aligned, bold with one blank line preceding the sub-section name.

The content of the sub-section will be justified, commencing on the line following the sub-section name and will be laid out in common business format.

The sub-sections will contain content as follows.

Rationale.

This will be a one-sentence reason for the SOP being produced. (It will not say what it is or what it contains.)

Outline.

This will be a **very** brief resume of the SOP so that it gives an accurate idea of the SOP reason and content.

Description

This will contain the detail of the SOP with any restrictions or mandates considered necessary for its implementation. If necessary due to size of SOP, a contents list may be included here

Appendices/addenda (if required)

These will appear as required should extra information or tabulated data be necessary or appropriate to the SOP.

Version/History

This will appear on the last page (or pages if the History is so lengthy as to require more than one page) of the SOP in Times New Roman, 12 point bold, right aligned.

It will contain the following information for each published issue of the SOP in ascending historical order so that the most recent issue will always be the last entry in the SOP: -

SOP Number and version number
Committee ratification date
Issue date

The version number will start from 01 and be increment by 1 for each published version of the SOP.

A formal copy of every SOP will be held on the Secretary's computer with a back-up of the SOPs held on the external hard drive belonging to the theatre.

Independent of any other back-up copies, every time a change is recorded on the Secretary's computer, a back-up of such changes will be made to the external hard drive.

The copies of the SOPs held on the secretary's computer and the external hard drive will be at all times considered to be the current state of the SOPs.

Version/History

SOP Version #001.01

Committee Ratification date 11/10/2023

Issue date 11/10/2023