

# Lyrical Opera Theater – Non-profit 501(C)

## Contractor & Volunteer Complaint Form

(For Non-Employee Use Only)

Date Submitted:	
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### 1. Contact Information

Full Name: \_\_\_\_\_

Role/Capacity (e.g., volunteer, stagehand, costume designer, guest artist):

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

(You may submit anonymously if preferred, but providing contact information may help us address the concern more effectively.)

### 2. Nature of the Concern

Please indicate the type of concern (check all that apply):

☐ Workplace conduct / behavior

☐ Discrimination or harassment

☐ Safety or health issue

☐ Contract or agreement concern

☐ Other (please specify): \_\_\_\_\_

### 3. Description of Complaint

Please describe the concern in detail. Include dates, times, locations, and names of individuals involved if known.

#### 4. Witnesses or Others Involved

List any other individuals who may have observed or been involved in the incident(s).

#### 5. Steps Already Taken (if any)

Have you attempted to resolve this issue directly or informally?

☐ Yes — please explain: \_\_\_\_\_

☐ No

#### 6. Desired Outcome

What outcome would you like to see as a result of this complaint?

#### 7. Confidentiality

☐ I request that my identity remain confidential to the extent possible.

Signature (optional): \_\_\_\_\_

Date: \_\_\_\_\_

Note: This form is intended for use by contractors and volunteers. Submission of this form does not create an employment relationship with the organization. Please return this form to [info@LyricalOperaTheater.com](mailto:info@LyricalOperaTheater.com) unless the complaint is against the Executive Director in which case it should be returned to [JessiePugmire@gmail.com](mailto:JessiePugmire@gmail.com).