

THEATER RULES

The most important thing to remember is to be courteous, respectful, and polite to all involved! In order to produce the best show possible, we all have to work together.

- 1) Be on time for all company calls. Better yet, be early. The sooner you are here ready to work, the sooner we get started. Dancers should ALWAYS be an ½ hour before their spacing and tech times. (use this time to warm up and get mentally focused.)
- 2) If there is an emergency, please let the Technical Director or a WDA-Americas Representative know as soon as possible.
 - a. Protocol for Backstage is: cast or crew -> Stage Manager -> TD
 - b. Protocol for Front of House is:
 - Ushers -> House Manager -> TD
 - Box Office assistants > Box Office Manager>TD
- 3) Check the Theater Tech Board and Production Boards daily for notices, schedule changes, important phone numbers, etc.
- 4) Please clean up after yourself. Your trash and belongings are your responsibility; be considerate of each other.
- 5) Be aware of the monitor and your cues. Please acknowledge any calls with "Thank You." Please remain in the dressing rooms until your warning is called or until you should take places backstage.
- 6) Bring something to keep yourself occupied in the theater. You can work on projects, or listen to music, etc. You can have your cell phone but it MUST be on SILENT (no vibrate).
- 7) Bring something to keep yourself warm while not onstage. It can get cold in the theater.
- 8) ONLY WATER is allowed backstage and in the house and it must be in a closed container. Spills are dangerous for numerous reasons. No eating in the dressing rooms or theatre.
- 9) If you must leave the theater during your tech or performance for any reason, you must notify a fellow cast member or choreographer and ask the Stage Manager.
- 10) Do not leave the theater until you are released by the Stage Manager. There may be notes for you. This includes room attendants, ushers, box office, etc.
- 11) Please notify the Stage Manager of any safety considerations we should note and correct. The theater is a magical place but it can also be dangerous.
- 12) Once the house is open, performers should steer clear of the immediate backstage areas and may not enter the house. Please keep noise to a minimum until the show is over as noise carries from the dressing rooms into the theater.

- 13) Listen to the Dressing Room Attendants for entering and exiting the dressing rooms.
- 14) Aside from the crew, no one should be in the wings watching a performance.
- 15) In the wings, be aware of three things:
 - a. Do not walk in front of the light trees. You cast a shadow across the stage.
 - b. If you can see the audience, they can see you.
 - c. Be aware of exit areas and steer clear of them. People coming off the stage cannot see.
- 16) If you have a quick-change in the wings, you are responsible for presetting your costume(s) and picking them up at intermission or the end of the show. Let the Stage Manager know you have a quick-change.
- 17) Be aware of the “check props” call and check or set your preset at this time. (this is usually 15-30min before curtain.)
- 18) No jewelry, nail polish, etc. unless it is required by the choreographer.
- 19) It is highly encouraged that you leave your valuables at home or the hotel. We are not responsible for lost or stolen items.
- 20) NO VISITORS BACKSTAGE. This area is for crew and performers only. Choreographers may come backstage before the show only.
- 21) After the show, do not enter the house in costume or stage makeup. Please, unless there is inclement weather, do not enter the house from backstage. You may greet your guests in the lobby.
- 22) No eating, drinking, or smoking in costume. This is to keep accidents from happening as we cannot stop the show to fix accidents.
- 23) If something happens to your costume, notify your choreographer and/or Stage Manager.
- 24) Please do not unnecessarily interrupt the backstage crew. They are trying to make the show run smoothly.
- 25) Remember, our goal is to have a safe and successful production performance for performers, crew, and the audience.

“Dance is the hidden language of the soul”
-Martha Graham-

Thank you Dayna Morgan, TD at TWU, for helping develop these rules for the safety and smooth running of performance events!