**Theatre Etiquette for Performers and Event Crew**

**THEATRE STAFF OR A DISTRICT EMPLOYEE MUST BE PRESENT DURING ALL USE OF THE THEATRE.**

**HOUSE**

No food or drinks. Please do not put your feet on the seats Please do not jump up on, or off of, the edge of the stage. Walk up the side stairs.

Once the house is open, during intermission, and after the show, please don’t peak around the curtain or walk on to the apron of the stage, or walk into the house from the stage vestibule door.

IF THE ORCHESTRA PIT IS OPEN: do not lean over the pit from the house, or walk within 6’ of the pit on the stage side or sit with your feet dangling over the edge – unless… you’ve been blocked/choreographed to do so as a part of your act.

**STAGE**

Please do not touch or play with the drapes. Oil from your fingers can erode the flame retardant finish.

Only theatre staff (including student crew) are permitted to operate the fly system. Keep a 4’ distance from the locking rail on stage left, don’t touch the ropes. Please don’t place belongings or props in that area.

Avoid rolling heavy set pieces or pianos over the floor pockets, they cannot take the weight.

Don’t go up to the catwalks or box booms, *even* if the door is open. Unless it’s a part of your act and you have signed a waiver.

Please only use approved tapes in the theatre. (If unsure, please ask first.)

IF THE CYC IS DOWN: do not cross behind the cyclorama – it causes ripples. If you need to cross go through the back hallway. Always stay 3’ away.

When entering or exiting the stage please stay close to the legs as possible as you will cast moving shadows on the stage from any side lighting.

No one, other than cast and crew directly involved with a performance, shall be allowed or invited backstage during any performance, between the time the house opens and until such time that the worklights have been turned on after the end of the performance. Performers and crew who wish to meet audience members after the show, should arrange to meet them in the hallway or lobby.

**PERSONAL BEHAVIOR**

Any student or adult stage crew provided by the event must wear closed-toe solid shoes and black/dark clothing.

No bare feet, socks or slippers in any area of the facility. The exception is if it’s a part of your character to be bare-footed or in socks or slippers, and then only when on stage. At all other times please wear shoes (even to walk to backstage).

Unless you are about to make an entrance, please don’t hang around in the wings or backstage. You may be seen by the audience, and you will be in the way of other actors trying to make an entrance, and in the way of the tech crew. IF YOU CAN SEE THE AUDIENCE, THEY CAN SEE YOU.

If there is a blackout at the end of your act while you are still on stage, hold your pose until lights are completely out and/or until the curtain is completely closed. Only then should you move safely off stage.

**TECH REHEARSALS**

The purpose of your Tech Rehearsal is so that the technicians and crew can learn your show. You’ve been practicing, now it’s their turn. In order to provide you with the best technical support, we ask that, if at all possible, you rehearse your show in show order under show conditions.

* There will be a lot of stopping during your Tech Rehearsal while the technicians/crew record cues, make notes and practice their “parts”.
* The lights may change or go to blackout in the middle of your act – keep going unless asked to stop. If you are backstage and the stage goes black, stop moving until the lights go on again and you can safely see.
* If sound levels change, go silent, or if there is feedback – keep going unless asked to hold or stop.
* And please don’t be offended if we cut you off in the middle of your act – it’s only because we are done teching it. Your Tech Rehearsal is for your technicians/crew; your part should already be prepared by this point as you may not have time to rehearse during a Tech Rehearsal.

**AFTER YOUR SHOW**

There are Strike Check Lists posted in each dressing room. Before you leave please be sure that the dressing rooms and backstage area clean.