

COC Theatre Department

Tech, Dress, and Production Week Etiquette

The following guidelines have been established to make our time together during the tech, dress and performances as effective and productive as possible. Please follow each of these guidelines to help contribute to a successful production and a positive experience for everyone involved.

BACKSTAGE:

- 1) Follow all directions given by the directors, stage manager(s), and technical director (or designee). Don't question them; **just do it**. Trust that they have a good reason for their request even if they don't have time to explain it.
- 2) Be congenial with the production and run crews. If you are part of the crew, be congenial with the cast.
- 3) Be quiet and respectful of the work happening around you both onstage and off.
- 4) No phones, i-pods, or **any personal electronic devices backstage**.
- 5) Please dispose of all trash in a trash can—especially throat lozenges and cough drops (the set is not a place for your gum or candy!)
- 6) Be aware of surroundings including cable runs on the floor and in the air and moving deck and flying scenery. The theatre is a dangerous place unless you keep aware!
- 7) Never touch technical equipment backstage.
- 8) Do not use technical equipment for prop or drink tables.
- 9) Please bring safety concerns to the attention of the Stage Manager or Technical Director immediately
- 10) Never touch items (costumes, props, others' personal property, etc.) that are not yours.
- 11) Prop weapons should never leave the stage area or be touched by any cast or crew member other than the ones assigned by the director and stage manager.
- 12) Technicians should be dressed in black pants, socks, shoes, and preferably long sleeve shirts.

COSTUMES:

- 1) Take good care of your costume. Keep it clean by NOT EATING in it, pick it up and hang it back on the rack as soon as possible. This is not anyone's responsibility but yours.
- 2) DO YOUR OWN MAKE-UP....If you do not know how, you will be shown once...It is then your responsibility.

DRESSING ROOMS:

- 1) Be quiet in the wings, in the dressing rooms, and in the lobby during rehearsals and performances.
- 2) DO NOT BE A DRESSING ROOM NUISANCE. Give other actors time to concentrate on their part.
- 3) NO music players (i-pod, phone, etc) are allowed to be played without earphones. (Personal players played with earphones are fine in the green room/dressing rooms but NOT backstage)
- 4) KEEP YOUR BODY FREE OF ODOR....take frequent showers, WEAR DEODERANT, and brush your teeth.
- 5) Please avoid wearing cologne or perfume. Many people are allergic to these items.

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GENERAL BEHAVIOR:

- 1) UNDER NO CIRCUMSTANCES is **anyone** other than a cast, crew, or orchestra member to be backstage before, during or after the show. ***Anyone not involved in the show should not be backstage. Even if theatre students, friends, family, etc.***
- 2) Do not use drugs or alcohol before or during a rehearsal or performance. If you are caught, you will be thrown out of the show and this will cause severe problems with the production.
- 3) Greetings should happen **outside the green room and out of your costumes. NOT IN THE THEATRE SPACE.** Do not enter the house or stage of the theatre space to greet friends and family. This destroys the theatrical illusion we have worked so hard to create.
- 4) Be ready for your entrance without being called. Never be late for an entrance.
- 5) Remain in character on stage.
- 6) If anything falls on the floor, pick it up.
- 7) When entering the theatre, leave personal problems behind.
- 8) Give your best performance for every audience.
- 9) NEVER peer through a curtain at the audience or break the curtain line after the house is open.
- 10) Do not gossip about your fellow actors, staff, technical crew, directors, etc...
- 11) If you are responsible for props, be sure you have them before you go on. If you have a personal prop, make sure you have it and know where it is at least one hour before the curtain.
- 12) Accept notes from the directors cheerfully. Rehearsal and performance critique is not personal.
- 13) Write down all notes given to you and incorporate them into your next rehearsal.
- 14) **TAKE CARE OF YOUR MINDS AND BODIES...** Eat well, GET PLENTY OF SLEEP AND REST, and stay away from those who are sick. Don't go hiking the day before a dress rehearsal or performance! Avoid that basketball game! ANYTHING that might endanger your health and the show should be AVOIDED.