

## OLT CAST AND CREW GUIDELINES Summary *(July 2014)*

The following covers in brief some of the key traditions, common practices, guidelines and protocols that have been established for productions at OLT. They help ensure that the OLT experience is a great one for everyone, and keep staff, audiences, volunteers, cast and crew happy and safe. Some are legal requirements.

Please note all that apply to you! Any questions or concerns may be directed to your Assistant Directors (ADs) or to the Volunteer Liaison – their details are on the contact list for your play.

OLT has a Code of Conduct, which includes a process to deal with violence and harassment in the workplace. This is available on the website under Volunteers, and on the Health and Safety Board in the downstairs hall. Please respect it.

### **FUN STUFF**

Rehearsal munchies are provided by cast and production team – please contribute your share! OLT provides tea and coffee. **Any food allergies should be made known to ADs AT THE FIRST REHEARSAL.** It is also helpful to identify any personal dietary restrictions (e.g. vegetarian, gluten free).

Friday night rehearsals are generally followed by a get-together of cast and crew – please bring munchies to share, and your own drinks. Often the play on stage will invite those in the Rehearsal Hall (RH) to join them afterwards in the Green Room.

The Green Room (GR) “belongs” to the play on stage – whether in rehearsal or performance. Do not eat their food, or disturb their cast and crew. Access to the kitchen is permitted but please respect the needs of the play on stage, especially on their party nights, and limit your access.

Once your play is on stage, the GR is yours. A small hospitality budget helps to provide munchies but contributions are still needed!

The three Fridays (and sometimes Saturdays) during production are usually party nights. ADs and/or Hospitality Coordinator will organise (especially the Fridays) – usually a sign-up sheet is posted for food contributions around a theme. BYOB as always. If your play has elaborate plans for the kitchen, give the play in the rehearsal hall a heads-up. Remember they are still entitled to access. The GR and kitchen must be clean and tidy at the end of the night – cast and crew should assist in the clean-up.

If you invite guests to the parties, please make appropriate contributions to the food and drink supply, and make sure they respect the right of cast and crew to eat first!

The final Friday of the run is CREW NIGHT – when the cast recognises the contributions of the designers, crew and production team to their on-stage efforts. This has become a tradition, but it is VOLUNTARY; how it is celebrated depends on what the cast chooses to do, and may depend on how many there are in the cast. Newbies can be guided by more experienced cast members.

CLOSING NIGHT is the time for more formal speeches and recognition from the OLT Board and staff – followed by the farewell party.

N.B. Because of licensing restrictions, personal alcoholic drinks **MUST** be kept and drunk on the lower level. Alcohol purchased at the foyer bar **MUST NOT** be carried downstairs. No-one under the age of 19 may drink alcohol anywhere on OLT premises.

## **DETAILS - REHEARSALS**

Access for rehearsals is by the backstage door on Besserer St. except on performance nights of the plays that precede you, in which case you should always enter by the main doors on King Edward.

At the end of rehearsal, if the play on stage is still in performance, ALWAYS leave quietly by the main doors, NOT the Besserer exit.

After every rehearsal in the RH, all food, props and set pieces must be put away.

Green Room phone may be used for short essential local calls.

Workshop is off-limits to cast and crew except with permission of the Technical Director (TD). (The one exception is for access to the workshop fridge, where you will normally be asked to store any chilled drinks.)

The Stage Manager (SM) will give cast a safety orientation once the production moves on stage. This is very important.

The theatre must be secured every night by the Director, AD, Board member or a staff member. If asked to leave by one of these people, please do so!

When in costume, always remain in the non-public areas of the theatre. (Smokers take note!)

One of the last rehearsals before Opening Night – usually Sunday afternoon but sometimes the previous Friday – is the “Invited Dress”. You may invite friends and family but numbers are limited. ADs will coordinate.

## **THE RUN**

During the run of your play, please enter by the main doors on King Edward.

Cast and crew must check in with SM or AD each night on arrival – times and procedures will be established before the run. With large casts a sign-up sheet may be used.

The props table is for props only. Please do not litter it with scripts, coffee cups, etc. Props crew will find a spot where you can safely leave your personal things.

Valuables (wallets, phones) may be left in care of the SM if necessary.

There is usually a brief celebration in the wings after the opening performance.

Guests may be invited to the GR after the show, but unaccompanied visitors are not permitted on stage, or in the wings, auditorium, foyers, or dressing rooms at any time. Your guests must leave when you do.

The set strike begins 15 minutes after curtain on Closing Night, under the direction of the TD. Designers and crew will begin removing furniture and props on-stage while cast should focus first on returning costumes to the dressing rooms and tidying their makeup area. Cast help with props and set dressing may then be welcome so that as much as possible can be done before the speeches and party in the GR begin, after about 30 to 60 minutes. Note that once the set becomes a (de)construction site, only persons authorised by the TD are allowed on stage, and safety equipment must be worn.