CAST AND CREW GUIDELINES

The following summarizes some of the key common practices, guidelines, traditions and protocols. Questions or concerns may be directed to Assistant Directors (ADs), SM (Stage Manager) or to the Volunteer Liaison.

**IN REHEARSAL:**

* [**Respectful Workplace policy**](https://www.ottawalittletheatre.com/wp-content/uploads/2024/04/Respectful-Workplace-Policy-And-Procedures.Apr2_.docx)–providesa process to deal with violence and harassment. The policy is on the website, and on the Health and Safety Board in the hall by the Green Room
* **Enter the building** - on show nights, use the King Edward entrance if the Besserer entrance has not been unlocked; on dark nights, ring the bell at the Besserer entrance.
* **Exit** - quietly by the King Edward door if the onstage show is still underway.
* **Rehearsal Hall -** props, furniture and food must be stored after each rehearsal.
* **Rehearsal munchies** - provided by cast and production team. Theatre provides tea, coffee. Any food allergies/dietary restrictions should be made known to ADs.
* **Green Room (GR)** - “belongs” to the show on stage. Access to the kitchen is permitted, but please respect the show on stage.
* **Friday night rehearsals** - often followed by a get-together of cast and crew – BYOB/drinks. “On-stage” show often invites Rehearsal Hall (RH) show to the Green Room.
* **Dressing rooms** – belong to the show on stage; use the washroom in the corridor.
* **Personal alcoholic drinks** (BYOB) - MUST be stored and consumed on the lower level. No-one under the age of 19 may drink alcohol anywhere on OLT premises.
* **Theatre/GR/RH** – will be secured every night by the Director, AD, SM or Board member. Please leave when asked.
* **Food -** each production is provided with a bin for all non-refrigerated food.
* **Washing-up:**
	+ use the dishwasher for cutlery, glasses and plates
	+ larger items like pots, trays, coffee pots and water jugs are to be washed by hand
	+ the new dishwasher has a 30-minute cycle, and should be turned on early in the evening to allow additional loads
	+ the off-stage dishwasher takes 6 minutes and is primarily for the bar, but can be used after bar is closed. Please follow the posted instructions carefully
* **Kitchen**, GR and RH **-** must be keptneatand tidy, and countertops spray cleaned each evening.
* **Workshop** - is off-limits unless with permission of the Technical Director (TD).

**DURING THE RUN:**

* **Enter** - by the main doors on King Edward if the Besserer entrance has not been unlocked.
* **Check-in** - with SM or AD on arrival – times and procedures will be established before the run. Large casts could use a sign-up sheet.
* **Props table** - is for props only. Please do not use for personal items.
* **Dressing rooms -** knock before entering. Announce yourself before moving between the men’s and women’s sides. **Guests** are not permitted in the dressing room. Meet them in the GR.
	+ return glasses, cups, dishes etc. nightly to the kitchen and place in dishwasher
* **Valuables** - (wallets, phones) may be left in care of the SM – **do not leave in dressing room.**
* **“Invited Dress”** - generally scheduled before Opening Night. Please invite friends and family, but numbers are limited. ADs will coordinate.
* **In costume** – please, remain in the non-public areas of the theatre.
* **During a performance -** if an error occurs (missed lighting or sound cue, missing prop, etc.) the Stage Manager or Production and Technical Support Lead deals with it – not the cast, crew, or director.
* **Production Fridays/Saturdays** - often party nights. ADs will organize – usually a sign-up sheet is posted for food contributions. BYOB.
	+ guests can be invited to the GR, but unaccompanied visitors are not permitted on stage, or in the wings, auditorium, foyers at any time.
	+ if you invite guests to the parties, please add contributions to the food and drink
	+ guests must leave when you do
* **Final Friday** - traditionally Crew Night. The cast generally recognizes the contributions of the designers, crew and production team. How it is celebrated is up to the cast.
* **Closing Night** - strike night. Cast should return costumes to the dressing rooms, help bring props downstairs, and tidy dressing rooms and make-up areas.
	+ Note - the set becomes a construction site; only persons authorized by the TD are allowed on stage, and safety equipment must be worn.
* **Closing Night** – generally includes recognition from the Board of Directors.

**VOLUNTEER LIAISON (VL)**

* Each production has a Volunteer Liaison who is available to help with problems or questions. The VL can support communications as needed with other departments.
* The VL’s contact info is posted in the RH, the GR and appears on each show’s contact list.

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