

## Broadway Theatre Guidelines General Guidelines

### Safety Related

1. In case of emergency, call 911 immediately.
2. Do not block fire exits. Keep designated fire lanes open.
3. No one is allowed on the roof of the theatre without permission of an FOB board member.
4. Observe safety measures appropriate to the task assigned ( e.g., wear safety glasses, hard hats, and work gloves; insure proper ventilation).
5. Do not smoke in the theatre.
6. Do not possess or use illegal drugs.
7. Do not possess or use weapons in the theatre unless they are used as a performance prop.
8. Do not treat others in a manner that could be considered sexual harassment.
9. Only FOB board members are authorized to adjust the thermostat.

### Theatre Equipment

10. Do not use theatre materials, equipment or facilities for personal purposes.
11. Do not use theatre equipment or materials unless authorized to do so. People are authorized only if assigned to a specific task that requires use of that equipment and if they have been trained to use it.

### Food/Beverages

12. Do not possess or consume alcohol in the theatre, unless at an event which has been approved by the FOB and licensed by proper authorities.
13. Do not possess or consume food or beverages (with the exception of water in a covered container) in the house, backstage, or in the dressing area. Only concessions purchased at the theatre on performance nights are allowed in the house.
14. Do not leave food or drinks, or their containers in the lobby. Dispose of these items in a theatre waste bin. Empty drink containers down a sink drain before disposing of them.

### Concessions Area

15. Do not set down or leave any personal items on the concession counter top.
16. Children under 16 years of age are not allowed in the concession, technical, or projection areas unless involved in a supervised training experience authorized by a performance committee.

### Telephone Usage

17. Pay ten cents for each personal telephone call made from the Broadway telephone. Place change in the donation jar.
18. Do not make personal long distance calls.

### Dress Code

19. Volunteers are expected to present a clean, neat and modest appearance, and to dress accordingly.

### Other

20. Do not loiter in the theatre.
21. Do not stay overnight in the theatre, unless the FOB board has approved an overnight activity (e.g., rehearsal, work sessions).
22. Parties are not permitted in the theatre without FOB permission. A FOB representative must be present at FOB approved parties or other events.

## Performance Guidelines

### Authority

1. Directors, Assistant Directors, Stage Managers, and production staff are under the direct supervision of their respective committees and the FOB board.
2. Report concerns about other actors privately to the director.

### Contract/ Lease Agreement

3. Performances must adhere to the contract or lease agreement conditions set by the companies who own the rights to the plays and musicals. Proper credit for authorship must be included in all ads, promotions, and program booklets, and must indicate the production has received permission from the appropriate theatrical company.

### Safety

4. A member of the production crew for each performance must in-service the cast regarding fire/ storm/ emergency procedures.
5. All backstage volunteers must wear properly protective shoes and clothing (e.g., open-toed shoes or dangling jewelry are not allowed unless required for on-stage appearances).
6. No more than 25 actors can be under the stage at one time. Committees need a plan and prior approval from the FOB Board to cast more than 25 people in a show.

### Technical/Concession Areas

7. Sets are to be designed so the movie screen can be lowered for viewing.
8. Sets are to be designed so the grand curtain can be closed.
9. Only light and sound technicians, light and sound trainees, directors, or house managers are allowed in the tech booth during rehearsals and performances except in the event of an emergency.
10. There shall be no unnecessary social conversation backstage, in the technical booth, or concession area during a show.
11. There shall be no food or drink, except bottled water, in the projection or technical areas of the theatre. Bottled water must be kept off any technical equipment.

### Equipment

12. Anyone purchasing any non-budgeted items for a performance must receive a pre-approval from the FOB board, or risk not being reimbursed.
13. All donations of equipment and/ or props must be approved by the FOB Board of Directors.

### Post-Performance

14. Remove all sets, props, costumes and personal items promptly (i.e., within 24 to 48 hours after a production ends), unless prior arrangements have been made.
15. Musical scores must be returned clean immediately after productions. Marks made in scores must be made in light pencil and erased before being returned. Scores that are not returned or are returned damaged or un-erased will result in a charge from the FOB to the individual.
16. Ushers and concession volunteers are to help with after-show clean up.