

## PERFORMANCE GUIDELINES

1. Your stage manager should always be treated with respect. Whenever the Stage Manager makes an announcement, the appropriate response is “Thank you.” Beginning with tech week and continuing throughout the performances, the stage manager assumes the position of “surrogate” director. This position brings with it a great deal of responsibility, but very little thanks. Have you thanked your stage manager today?
2. Be on time. Performance nights are the big payoff for all of your hard work. It is as important as ever that you be on time. Be certain to sign in immediately when you arrive At each rehearsal and performance.
3. The key word is teamwork. Remember the crew members are your teammates and they work hard to keep the production running as smoothly as possible. Extend to them the same courtesy you would give your director or fellow actors.
4. You must never eat, drink, or smoke in costume. Also, be certain that your garment is always hung up properly after each performance. If you are unsure of how it should be done, any dresser can instruct you. Many hours and a great deal of work go into the construction and maintenance of each and every garment.
5. “Places” means places! Know that when the stage manager calls “places”, you must go to your place immediately. If you are prompt and efficient, you will always be ready when “places” is called.
6. No loitering in the wings! This is a nuisance to the crew and a distraction to your fellow actors. Between your scenes, you should wait in the make-up room, being sure to maintain your focus on the production.
7. Your cues are your responsibility. There is a monitor in the make-up room so you can hear the action on stage; however, if it is not on or not functioning, you must still remain on alert for your cues.
8. The back hallway phone is reserved for emergency use only.
9. Your props are your responsibility. They must be checked prior to and put away after each performance. The properties are not toys; handle them with care, as many of them are irreplaceable. Give your attention only to those props assigned to you.
10. No visiting in costume. Your friends and family are welcome to visit you in the Walsh Studio Theatre after the performance, but only after you have removed and hung up your entire costume and have put all your props away.
11. Support your cast. Nothing brings down a cast’s energy faster than a negative comment about the energy level of an audience. Not all crowds are vocal, so do not become discouraged. Be assured you have an audience enjoying your performance.