

## DEAR CAST AND CREW MEMBERS of PM&L THEATRE,

PM&L's Board of Directors wishes to welcome you to our community theatre. We appreciate your volunteering to be a part of this current show. Please note that we are a non-profit theatre and do not financially compensate cast/crew members. We do monetarily compensate music directors/pianists and sometimes other musicians. You are entitled to one free pass to the show. Please tell the box office which performance you will use for your complimentary ticket, as a reservation must be made.

In order to keep PM&L a friendly family operation, please note the following rights and responsibilities of those engaged in our productions:

1. **Membership** is encouraged, but not mandatory. A new member must have a board sponsor to present their membership request to the board for approval. If interested, request an application from the producer.
2. Please be on time for **rehearsals and performances**, and use the back entrance. Talk quietly (downstairs only) during rehearsals and, especially, performances.
3. You are expected to help **strike** the set after the final performance. One hour of your time is suggested/expected.
4. If you are having a problem with what is happening (or not happening) during rehearsals, please seek a private meeting with your director, stage manager, or producer to air your concerns. **Never take direction from anyone other than your director** unless he/she has authorized someone else to work with you. **Do not give unauthorized direction**—behind the scenes directing leads to unnecessary conflicts that can harm the show.
5. **Learn your lines** at home and be prepared for all rehearsals. Please follow your director's rehearsal/performance schedule. Not being ready at designated dates (ie. "off book by...") negatively affects your fellow actors and the show.
6. **Remember that during performances, the stage manager is in charge** of making sure the show runs smoothly. When he/she says "move"...move! Please say thank you when the stage manager reminds you, "30, 10, 5 minutes to show time" and "places". This is common theatrical courtesy.
7. **Please check all personal props/costumes before each show.** Do not discount the importance of this chore. It will save headaches and stress for you and everyone else.
8. **Please respect other cast/crew members' need for quiet time** before and during a performance. Unnecessary talk destroys focus.
9. When children or teens under age 18 are a part of the show, please ensure that your **language and behavior is appropriate**. Their safety and a positive, age-appropriate experience is something we must keep in mind at all times.
10. Please **do not bring in any non-cast/crew friends/family backstage** or in the

dressing/makeup areas before or during a performance. Little children at rehearsals are allowed only during appropriate productions and only if they are supervised by non-cast/crew members.

11. **During performances, please use the actors/crew rest room** located downstairs at the back of the building during performances. You may use the other restroom facilities during rehearsals, but please be sure to turn out lights when finished. The men's downstairs rest room has an automatic on/off switch, do not manually turn on/off that switch.
12. **Do not play with, examine, or remove from the building any props, furniture, set pieces, musical instruments or costumes** located throughout the theatre unless you are a designated crew member who is responsible for any of the above and have a legitimate reason to do so. If you need to borrow something, contact the board president (Adam Armstrong).
13. In order to keep the auditorium clean for our patrons, please, **no eating or drinking other than water in our auditorium**. Confine consumption of food/beverages to the backstage or downstairs. **Clean up after yourself** and put garbage in the provided receptacles. Also, feel free to put full garbage bags in the dumpsters located behind our building. PM&L does not have a cleaning service, and is cleaned by volunteers from our membership
14. **Paint clean up only at the sink backstage** or the sink outside the actors/crew restroom downstairs.
15. **Coffee pots for hot water to make instant coffee or tea** (which we provide) are available in the refreshment/concession area. Feel free to use these supplies, but be sure to unplug the coffee pots and clean up after yourself.
16. Please **turn off lights** when not in a room that you have been using.
17. Please **do not adjust our thermostats**. They have been programmed for your comfort. If there is a problem, contact the maintenance committee head, VP of Operations, or the President. If it is not an emergency, leave a note at the box office about the problem.
18. Please **refrain from publicly posting inappropriate photos or comments** on Facebook or elsewhere online related to PM&L Theatre. These can harm not only PM&L's reputation but your own as well.

Once again, thank you for your participation in this production. Without you, there is no PM&L. The above guidelines are intended to keep things working smoothly for all concerned. Have a great show and Break-a-Leg!

*The PM&L Board of Directors*