

## OLD TOWN PLAYERS, INC. - CAST AND CREW GUIDELINES

**We're so glad you're here and look forward to a great show! A production is a team effort and requires the cooperation and collaboration of the entire cast and crew. Please do your part to help make the production process smooth and enjoyable for everyone.**

1. Timely arrival for rehearsal and performance calls is an expression of respect for the director, cast and crew. Please notify the director of any schedule conflicts and contact the director asap if unscheduled absence or tardiness cannot be avoided.
2. No alcohol, drugs or firearms are allowed on OTP property. No smoking or vaping in the building.
3. Visitors and guests are not permitted at rehearsal without prior permission from the director. If you must bring children to rehearsal, they are to remain in the auditorium and be supervised at all times.
4. Use of cell phones during rehearsals and performances is strongly discouraged. Cell phones should be silenced and are not permitted on stage.
5. Shoes must be worn at all times. No bare or stocking\sock feet unless called for on stage, and then, only while on stage.
6. Be courteous and respectful to the needs of all cast, crew and patrons of OTP. Inappropriate language or behavior will not be tolerated. Conversations are to remain appropriate for a family theater.
7. Leave valuables at home or locked in your car. OTP is not responsible for lost or broken items.
8. Photos and videos are not permitted in changing room areas.
9. Your participation in set construction, painting, and collection of stage props and costumes is appreciated.
10. Report broken or damaged items or property to the director immediately. Accidents happen and are easily forgiven, but the director needs to be made aware so the item can be repaired or replaced.
11. If you need to purchase an item for the production, consult with the director first. If you are reimbursed, the item(s) become the property of OTP. If you wish to keep the item(s), no reimbursement will occur. To be reimbursed, a receipt must be submitted to the director ASAP and include your name, address, phone number and show name.
12. Do not adjust A/C or heat controls. If you are uncomfortable, please notify the director.
13. Do not touch or move props, costumes or other property not belonging to or being used by you.
14. Clean up after yourself. Dispose of all trash and return any items to their appropriate storage location.
15. Other organizations use the OTP facility. Please do not disrupt their activities and be courteous to their members.
16. Friday and Saturday performances begin at 7:00pm; Sunday performances begin at 3:00pm Vincennes time. Call time for cast and crew is one hour prior to performance time. Please park away from the building to allow our patrons closest parking.
17. The theater opens to the public one hour prior to performance time. Cast members should not be seen in costume prior to the performance and should remain in the basement or backstage areas.
18. Strike occurs immediately following the final performance. Your attendance and participation is mandatory.
19. All persons involved in regular season productions will receive one complimentary ticket. There are no reserved seats for these tickets.

Show Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian signature require for cast or crew under 18 years of age)