To: Everyone  
From: Anthony Johnson Production Coord. Beier and Small Auditorium  
Date: May 5th 2015  
Subject: Backstage Policies and Guidelines

BACKSTAGE POLICIES AND GUIDELINES

1. Food and drink in backstage areas not acceptable. If the length of rehearsals or performances necessitates food and drink please confine their use to the Shop areas only. There will be absolutely no food or drink allowed anywhere else in the facility, other than water in a closed container. Each individual is expected to cleanup after eating. No drinks are to be left unattended at any time.

2. COMPANY’S performers and staff are required to enter performance venues only through the appropriate backstage doors. Performer entrance through the front of the house, particularly after the house is open, is strongly discouraged.

3. Do not bring valuables to the venue. UMW is NOT responsible for their safety. Valuables are the responsibility of the COMPANY. Designate someone to collect items of value and keep them together in a safe place. The UMW Production Coordinator can provide a safe room.

4. Dressing rooms must be kept neat and broom clean at all times. They must also be cleaned at the end of the performance. COMPANY’s performers and staff are expected to pick up after themselves. COMPANY will be charged a cleaning fee if this policy is not followed or dressing rooms are not cleaned on closing night of production.

5. Do not enter any area of the facility not included in the UMW Facility Usage Contract.

6. Children are not to run or play in the venue unless necessary for the performance and must be supervised by an adult at the rate of one adult for every ten children under the age of eight (8), at all times.
7. No one is allowed in the house unless directed by the director or stage manager for a specific purpose. Placing feet on seats and/or furniture is prohibited. More than 25 persons in the auditorium constitutes a public performance and will be billed accordingly.

8. Before leaving the venue police all areas you have used for forgotten personal items, cleanliness, etc. UMW is not responsible for forgotten or lost personal items.

9. All use of theatre lighting equipment, sound equipment, and staging equipment will be supervised by the UMW Production Coordinator. Under no circumstances is anyone, not part of the UMW staff, allowed to move or adjust any equipment or allowed access to support areas of the building, including fly/loading rails and catwalks.

10. UMW House Management arrives 1 hour prior to curtain. House Management is provided for performances only. No one will be admitted backstage after this time without prior clearance. Security during rehearsals is the user’s responsibility. Do not “Dog” or block open doors. Audience members are not allowed backstage after the performance has begun.