Crew Protocols

“A professional quality department promotes professional quality work.”

- Crew Calls will be announced by the Stage Manager and posted on the Call Board in the lobby and on the T&D web site.
- Being “on time” means you should arrive fifteen minutes before your scheduled call time.
- Upon arrival, sign in on the sign-in board.
- The Stage Manager will lock the back door 35 minutes prior to curtain up. Do not leave the theatre building until the show is over and the audience have cleared.
- Do not leave the premises after you have signed in unless you are told to do so by the Stage Manager.
- No eating or drinking in the shops, backstage, or in the booths. Bottled water with screw-top lids are acceptable. Eat your meals before you come to the theatre.
- When house opens, the performance begins:
  - Keep quiet
  - Stay on headset
  - Do not leave your station unless necessary
  - You may use the restroom only during intermission and then must return to your station immediately.
- Practice good hygiene. Shower daily and use deodorant. This applies to both actors and crew.
- Do not wear perfumes or colognes.
- Each crew member must wear black clothing for dress rehearsals and performances. No white socks, white shoes, shorts, or short-sleeved shirts, or clothing with logos or writing: solid black only.
- Conversation on the headsets must concern the rehearsal or performance only. No chatter or gossip.
- Be courteous to performers and they will be courteous to you.