

# Barnstormers Theatre, Inc.

A Not-For-Profit Corporation  
"Entertaining our community since 1952"

## 2025-2026 HANDBOOK FOR DIRECTORS AND STAGE MANAGERS

Barnstormers Theatre is pleased to have you as a Director or Stage Manager for our 73rd Season of shows. We have confidence that your work will enhance our reputation for quality theatrical performances and that you will find the experience fulfilling and fun.

This handbook outlines the procedures and support available to help you manage your production within the framework of our organization.

Please complete the **Contact Form, Volunteer Waiver, Photo Release, Volunteer Code of Conduct and Policy Acknowledgment**. Directors and Stage Managers have been placed in an important leadership role within our organization. You are responsible for modeling ideal behavior for the rest of our volunteers.

### CONTACT INFORMATION

**Board of Directors:** board@barnstormersgp.com

**Executive Director :** Niki Richards: barnstormersgp@gmail.com

**Production Coordinator Lisa Miller :** production\_coordinator@barnstormersgp.com

**Theater Email:** barnstormersgp@gmail.com

**Theater Box Office:** 541-479-3557

**Theater website:** <https://www.barnstormersgp.org>

**Barnstormers Resource Worksite:** <https://tinyurl.com/ystzbwkb>

**Barnstormers Resource Worksite** is intended to provide information to our board of directors, officers, employees and volunteers regarding policies, handbooks, forms, resources and procedures within our theater.

**Comps:** Each Director will receive four comp tickets to their show. All other crew ( including Asst. Director and Stage Manager) and cast will receive two comps. Contact the Executive Director, preferably by email, to reserve seats for your show's performance(s). **Comps may NOT be utilized on Opening Night Gala or Pay What You Want Night**

**Playbills:** Please have the playbill document complete no later than 2 weeks before your opening. This document will be sent out via email with instructions on or around the date of your meet and greet.

**Photographer:** The Executive Director will give you contact information in an email, this info will go out with the playbill email, it is up to the stage manager and director to coordinate with a photographer. We would like one standard headshot for the program and one "fun" headshot for marketing. Publicity photos are taken in preliminary costumes in front of a backdrop within the first few weeks of rehearsals. Production photos should be taken during a dress rehearsal.

**Publicity:** All publicity materials (show poster, promotional photos) are due to the Executive Director by the **4th week** of rehearsal. Send rehearsal videos and pictures throughout the process to the Executive Director to be posted to social media pages. Provide a lot of content! Come up with creative ways to promote your show on social media. Please “Share” the Barnstormers posts on your personal pages and “Comment” on Barnstormers posts; these actions extend our social media reach!

**Media Promotion:** Unless given written consent, you may not represent, in any way, that you are speaking on behalf of Barnstormers Theatre. Barnstormers Theatre has designated the Executive Director as spokesperson in all media statements to ensure consistent messaging. Directors are typically interviewed by the Daily Courier a few weeks prior to the show opening, the Executive Director will introduce the director and someone from the Daily Courier via email. Directors will be provided with written consent to promote their show with the Daily Courier. *All social media promotion needs to be shared directly from the Barnstormers instagram or facebook for legal reasons related to licensing requirements.*

## YOUR PLAY'S IMAGE

Barnstormers strives to create a uniform public image for each play. As soon as the season is approved, each Director may select a design to be used consistently in all audition and performance ads, the poster, and the cover of the playbill. For consistency in advertising, we will not alter nor add to the graphic chosen.

## MAKING CHANGES TO THE SCRIPT

Any changes made to the script must have written permission from the licensing company. Please send any script changes to the Executive Director as soon as possible. Include page number, character(s), the current text, what you would like to change it to or eliminate, and why you need to make this change. The more detail you can provide, the better.

## DIRECTORS STIPEND

Directors will receive a stipend to help cover the costs of your time and monies spent on gas, etc. You will receive your stipend check on the opening day of your show.

Non Musical \$500

Musical \$750

Music Directors \$ 750

## DIRECTORS SHOW BUDGET

You will receive a Director's budget of \$800 for non-musicals and \$1200 for musicals.

**The Director's production budget** covers:

1. Unusual set materials, i.e. special doors, windows,
2. Props and stage food
3. Costumes not in our costume rooms
4. Equipment rental
5. Extraordinary lighting, sound and special effects
6. Other specific expenses not covered by the general budget
7. Set paint other than black and white and what we have already in the paint shed.

**The Director's production budget is NOT to be used for paying Cast or Crew for anything. If you have questions, please ask the Production Coordinator in advance of allocating the money.**

**Your Budget:** At the Meet and Greet, you will receive your budget check. Use this money to pay for all purchases. Return all receipts and a simple breakdown of the purchases and return to the Executive Director no later than a week after your show strike. Any amount not spent or identified by receipts is to be refunded to Barnstormers no later than your show strike.

**If you expect to spend more than the \$800, contact the Executive Director prior to the start of rehearsals. This may or may not be approved.**

**Pay What You Want Night** proceeds and tips from all shows are divided evenly among cast and working crew. The Director or Stage Manager will receive the cash and distribute the monies. No staff members are responsible for the safety of the tip monies nor their distribution, but we do keep them in the safe for access by the Director or Stage Manager. **We highly recommend that tips be divided evenly between positions, not people.** This way if there is need for any substitutions for any number of performances, the original person assigned to the role can choose to share their portion of tips with their fill-in person.

## **PRODUCTION STAFF**

Positions you may wish to include in your production staff are listed below. Please try to fill these positions yourself, but if you need assistance, please contact the Production Coordinator as soon as possible.

**If you plan to include children under the age of 18 in your stage crew or tech crew, please meet with our Production Coordinator as an additional Parent Information Meeting needs to be scheduled prior to their first day volunteering.**

ASSISTANT DIRECTOR, STAGE MANAGER, ASSISTANT STAGE MANAGER, CHILD WRANGLER (for shows with two or more children), ASM(S), LIGHT TECH, SOUND TECH, PROPS, MAKE-UP AND WIGS, BACKSTAGE CREW

LIGHTING DESIGNER, SOUND DESIGNER, COSTUME DESIGNER, SET DESIGNER/BUILDER, PROPS MASTER- Please contact our Production Coordinator for a list of recommended individuals to fulfill these roles.

Designers receive a small stipend for their work as outlined in the stipend chart below. Designers need to complete and sign a **Contact Form, Volunteer Waiver, Photo Release, Volunteer Code of Conduct and Policy Acknowledgements, and Designer Contract** for each production. Directors have up to \$375 in stipends to compensate designers., separate from the directors budget. Please contact the Production Coordinator or Executive Director if you have any questions. Please make sure you give a list of names of your designers to the Executive Director at least a week before opening night so that checks can be distributed on Opening Night, the checks will be given to the director to hand out.

<u>Role</u>	<u>Stipend Amount</u>
Light Designer	\$75
Sound Designer	\$75
Set Designer	\$75
Costume Designer	\$75
Props Designer	\$75

**Be aware that, by board resolution, no person under the age of 18 is to be in the building alone without an adult present.**

**Be aware that, by board resolution, adults should be cautious to never be alone with a child under the age of 18 unless they are the parent/guardian of the child(ren).**

**Be aware that, by board resolution, no person under the age of 18 is to be given the role of a Lead Designer or Stage Manager. Assistant Stage Managers may be under the age of 18.**

## **PRODUCTION SCHEDULE**

The schedule outlined next is one that allows for tasks being accomplished within a comfortable time frame. Your schedule may vary but **be sure to allow the Production Coordinator, program/Poster Designer and other volunteers time to accomplish their tasks.** All of them are on deadlines, so please submit information in a timely manner. Last minute additions or changes affect many people.

## **AUDITIONS**

Barnstormers auditions are open to everyone. The Artistic Committee and the Board of Directors ask that you **limit cast size to 25 persons or fewer.** More than that puts undue stress on our facility and its volunteers.

**We discourage Directors from casting themselves and pre-casting, although neither is forbidden.** However, if you plan to do either, please meet with the Production Coordinator in advance of auditions or as soon as it comes up.

**We discourage casting actors or using Stage Managers that are in the show just before yours.** It has been our experience that both shows suffer when this is done.

**If you are open to casting children under the age of 18, please meet with our Production Coordinator as an additional Parent Information Meeting needs to be scheduled prior to auditions. Additional supervising adults (aka Child Wranglers) are required for any production with two or more children under the age of 18.**

**Auditions are usually held 8-9 weeks for a non musical and 10-12 weeks for a musical, before opening, depending on the season schedule.. You will be given suggested audition dates by the Executive Director.** Auditions are held on Monday and Tuesday, with potential callbacks on Wednesday and/or Thursday. Depending on the schedule of productions and what is going on at the theatre, auditions will be held at either the theatre or Brighton Academy. If you need to hold your auditions on different days please see the Executive Director for other arrangements. Contact the

Production Coordinator and Executive Director about the audition format you are using and what you will request from actors along with a character/role breakdown. All of this information should be shared at least 6 weeks before your audition date. You may prepare sides for cold reads from the script, please email these sides to the Production Coordinator and Executive Director so copies can be made and a digital version to be made available on the Barnstormers website. Audition sides will be put in the rack outside the box office for people to take.

Barnstormers will provide the audition forms, anything above and beyond what is on our form, you will need to create on your own.

You will be given a set of keys and an alarm code either prior to or on the day of your auditions. These keys are for the Stage Manager and Director ONLY, they are not to be shared or given to anyone else.

**Prepare a tentative rehearsal schedule** (just days and times, not scenes, etc) along with production dates, including buyouts and Pay What You Want Night (if applicable). Give a copy to the Executive Director to post on the online company calendar.

## THE MEET AND GREET

The first time you assemble your entire Cast, Crew, and Designers is a Meet and Greet. You may structure it however you see fit, but the **Executive Director and/or the Production Coordinator and a designated Board Member liaison will attend** so they may welcome your group and pass out necessary forms and other information.

**If you cast children under the age of 18 or plan to include children under the age of 18 in your stage crew or tech crew, a parent/guardian is required to attend the Meet and Greet.**

*The Executive Director and/or Production Coordinator will address the following items at the Meet and Greet:*

**Complimentary Tickets:** Cast, Crew, Stage Manager(s) and Asst. Director will receive 2 comp tickets for the performance run. Directors will receive 4. Please contact the box office via phone or email [barnstormersgp@gmail.com](mailto:barnstormersgp@gmail.com) to utilize the comp tickets. Please request your comps at least one week in advance of the performance date you wish to use your comps. The comps will be listed in the production members name, not the name of your guest using the ticket, so your guest that is using your comp will give your name to the host when they arrive for the performance. Comps are not to be utilized on Opening Night Gala or Pay What You Want Night.

**Parking:** During performances, Cast and Crew should park in the Robinson's Orthodontics parking lot or in the PetMart parking lot.

**Designated Smoking Areas:** 10 feet away from doors - at the benches located at the top of the walkway down to the greenroom and back porch by outside sheds.

**Fire Extinguishers and Fire Protocol:** Make the cast and crew aware of the location of fire extinguishers. Tell them to meet at the park across the street in case of fire during rehearsals or performances. If a fire occurs during a performance, notify hosts to evacuate patrons, call 911, call the Executive Director and then account for all Cast and Crew at the park. See Appendix C for Fire Safety Map.

**Rehearsal locations:** Rehearsals take place both at the theatre and Brighton Academy until such time as you are allowed to move onstage at Barnstormers. If rehearsing at Brighton Academy, your "move in" date at the theatre will be the day after the previous show's strike.

**Theatre Cleanliness and use of Kitchens:** Everyone must help to keep the theatre clean during rehearsal times. Cast and Crew must provide their own water bottles, or use the coffee cups in the green room kitchen. We have an excellent water cooler by the back door. The Concessions kitchen and any food or beverages, including the coffee and tea is not to be used by Cast and Crew. Please provide your own snacks and refreshments and coffee during your rehearsal run. The green room kitchen is for the Cast and Crew. Absolutely no paintbrushes are to be cleaned in any of the indoor sinks. There is a utility sink located just outside the back door. ALL dishes must be done by Cast and Crew members. This is not the responsibility of the Production Coordinator or the Executive Director.

**Office Access:** The theatre office is off limits to cast, crew, directors and stage managers, unless it's a performance night and the stage manager needs to get in to get the concession money bag, print a door list and to put away the cast and crew tips after the performance. We will have an assigned box office person on performance days that can also assist with these duties. The office door should be closed and locked during rehearsals and performances and any other time Barnstormers staff is not in there working. Any office supplies needed, such as scissors, tape, pens, etc. can be found at the stage manager desk by the stage door. Please keep track of these supplies and return them to the stage manager desk for the next crew to be able to use. If supplies are low or missing please let the Executive Director or Production Coordinator know. If you need anything printed from the office computer, please talk to a staff member and arrange this.

**Guests:** Barnstormers Theatre does not allow guests during rehearsals for safety and security reasons. This includes friends, significant others, children, and pets. Friends and family members are welcome to attend the Invited Dress Rehearsal the Wednesday prior to opening night.

**Animals:** Barnstormers Theatre does not allow animals on the premises unless it is a service animal. In the case of service animals, please follow [Oregon guidelines for service animals](#) and accommodate the needs of volunteers and patrons.

**Contact Form, Volunteer Waivers, Photo Release, Volunteer Code of Conduct and Policy Acknowledgments, Cast and Crew Contract:** Collect a list of all Cast and Crew names, addresses, phone numbers, roles using the Contact Form. Copies will be given to all people associated with the production, including the Executive Director and Production Coordinator, **by the first rehearsal night**. Make sure all Cast and Crew fill out the contact form, volunteer waiver, volunteer waiver and release for minors (18 and under only), photo release, volunteer code of conduct and policy acknowledgments, and cast and crew contract. **New forms must be signed for each production during the season.**

**Playbill:** Please have the playbill document complete **no later than 2 weeks** before your opening. This document will be sent out via email with instructions on or around the date of your meet and greet.

**Promo Photos:** Headshots and publicity photos should be scheduled within the **first two weeks of rehearsals**. These will be used in the playbill, on the website, and on our social media pages. The Executive Director will arrange for publicity in newspaper and radio stations. Timeliness on the part of all involved will help publicize our production most efficiently.

**Rehearsal Reports and Performance Reports** should be sent to the Executive Director, Designers, Cast and Crew. They are the main tool for keeping everyone on the same page and addressing any problems early. A digital form is best for reports. An example format for rehearsal reports is included in this document, See Appendix A. *Please do not*

*use a Social Media group or Social Media App as your primary form of communication for the show. Email and Google Docs is Barnstormers' preference.*

**Exit Checklist for the theatre:** See Appendix D.

## PRODUCTION MEETINGS

The Production Coordinator and the Director should schedule meetings of crew and Designers to share the Director's vision, clarify duties, and keep everyone aware of what is going on with the production. Coordination between set, costume, lighting, sound and props is essential for an effective stage picture so the earlier these Designers can meet and talk through the show with the Director, the better. It is a good idea to have regular production meetings (a minimum of 3-5 are recommended) during the rehearsal process to keep everyone on the same page and address any problems/needs early. A **Designer run-through** the week after the basic set is up and blocking is complete will be helpful for all involved.

## DURING FIRST FOUR WEEKS OF REHEARSALS

- Your rehearsal location will depend entirely on the timeline of how your show and the show before you overlaps. While the previous show is running, you will be rehearsing at Brighton Academy. The Production Coordinator will make arrangements to get you keys and have you learn how to use the rehearsal room at Brighton.
- Approve the set design and start putting together your set build team. The Production Coordinator will assist with building your team if needed. On set build days, make sure your builders are aware that safety is a key priority. Have them wear closed toed shoes, and plan on tying back long hair.
- White and black paint will be provided. If you need more black or white paint, please let the Production Coordinator or Executive Director know. If you need paint colors beyond what is in the shed, the Director or Stage Manager for each show is responsible for purchasing those colors with the provided show budget. The cost for these paint colors comes out of the show budget. If you need sealant for the set floor, contact the Production Coordinator with specifics on sheen and type of sealant. They will purchase that for you.
- At the end of a set paint day, all brushes and rollers should be cleaned in the sink outside - clean enough for you to be able to reuse throughout your production. At the end of each production, please make sure the leftover paint gets put back in the shed with the chop saw and the rollers and brushes, if not reusable, are disposed of in a trash bag and put in the dumpster out back.
- Discuss costumes with your Costume Designer
- Search for props. Any items borrowed outside of Barnstormers should be inconspicuously labeled for return afterwards.
- We can mention businesses and individuals in the program in exchange for 'rent' of special items: keep a list so that no one is left out.
- Ads in the program or complimentary tickets are available for significant contributions. Contact the Executive Director if you have questions or ideas. If

you have any connections for potential ads, connect with the Executive Director as soon as possible.

- Develop a properties plot and lay out the prop shelf backstage.
- Develop light, sound and special effects plots. Discuss with the Sound Designer, Light Designer and other tech crew members.

## TWO WEEKS BEFORE OPENING

- Playbill information is due **two weeks** before opening night.

## TECH WEEK

- **We encourage ( but not required) giving the responsibility for overseeing the show to your stage manager**, having them follow the opening and closing the theatre procedures.
- Start observing **performance** conditions so everyone knows what to do.
- Cast and Crew should use only the stage door or green room door and remain backstage or in the green room during the show, listening on the stage monitor.
- **Cast and Crew should park their cars in the Robinson's Orthodontics parking lot or in the PetMart parking lot.**
- Cast and crew should only use the downstairs kitchen and bathroom.
- Crew should be rehearsing the technical aspects of the show -- calling the show, lighting, sound, special effects, costume changes, props -- all of the technical requirements for the show.
- Rehearse a curtain call and the use of the main curtain, if you have chosen to do so.
- Our cleaning crew will clean the theatre prior to opening. Please have all clutter in the house removed and stored by Monday of tech week.
- Thursday night is Preview Night during a regular schedule. Please plan to have a full performance run as if it were opening night: you will have an audience. Thursday is \$5 admission.

## PERFORMANCE SCHEDULE

### Regular Performance Schedule:

### Opening Weekend:

- Wednesday before opening: Invited Dress for special groups to be determined by the Director and Executive Director. Typically, Cast and Crew invite family and friends.
- Thursday before opening: \$5 Preview– door opens at 7:00 PM, 7:30 PM curtain
- Friday Gala – door opens at 6:30 PM; 7:30 PM curtain; Saturday –door opens at 7:00 PM, 7:30 PM curtain; Sunday - door opens at 1:30 PM, 2:00 PM curtain

### Second Weekend:

- Thursday: Pay-What-You-Want night - door opens at 7:00 PM, 7:30 PM curtain
- Friday and Saturday – door opens at 7:00 PM, 7:30 PM curtain
- Sunday - door opens at 1:30 PM, 2:00 PM curtain

#### **Closing Weekend:**

- Friday and Saturday – door opens at 7:00 PM, 7:30 PM curtain
- Sunday - door opens at 1:30 PM, 2:00 PM curtain (followed by strike)

In addition, the Wednesday or Thursday after opening and the final Wednesday or Thursday are **potential buyouts**, the director and cast will be apprised before opening. The deadline for purchasing buyouts is one month before opening. You will know how many performances you have by then.

There is also always the possibility that if a show is selling out and there is a waitlist we will add an additional performance within the 3 weeks, with exception to our Christmas show which runs for 4 weeks. This will be discussed and arranged with the director to make sure it works for everyone first before adding an additional regular performance.

### **OPENING NIGHT and BEYOND**

- The Opening Night Gala is a time to celebrate. Barnstormers will provide hors d'oeuvres and beverages for the audience, starting at 6:30 p.m. and for actors after the show.
- The Director or Stage Manager will give a brief curtain speech prior to each show. At a minimum, the curtain speech should include references to: silencing cell phones, restroom locations, water cooler, art displays, show sponsors, emergency exits, intermission length, concessions, upcoming shows and auditions, volunteer opportunities at the theater, and the cast and crew tip jar. For buyouts, please give a brief curtain speech, but also invite the organization who contracted the buyout to greet the audience and promote their organization. Organizations may bring in their own concessions. Barnstormers will provide at least one volunteer to provide coffee and tea service and answer any questions about the facility.
- The Director's immediate responsibilities are over for the run of the show. You may wish to attend several performances to see that all is running smoothly. If it is not, please inform the Stage Manager so corrections can be made.
- During a **Regular Performance Schedule**, Directors, Co-Directors, and Designers are welcome to attend any regularly scheduled performance on a standing room only status. They may take any empty seat when the house closes. They may not bring additional non-ticketed people with them. Please do not attend buyouts except to make the curtain speech. These performances are private, contracted events.
- On performance nights, there will be one volunteer running the box office, 1-2 volunteers acting as hosts to greet and seat people, and another 1-2 volunteers for concessions. The volunteer list with contact information will be shared with you by the Production Coordinator. Box Office volunteers will arrive no later than 6:00pm on show nights (1pm for matinees). Host and Concessions volunteers will arrive no later than 6:30pm on show nights (1:30pm for matinees). Volunteers are trained in their positions, but you may need to assist them in getting cash out of the safe or printing a door list for ticket sales for that day's performance. The Executive Director will make sure the Stage Manager knows how to do this before opening night.

## THE STRIKE

- Please plan to participate in the strike. Make sure all the necessary tasks have been completed to return the theatre to its pre-production condition.
- Contact the next Director or his/her Set Designer or Stage Manager to see if they wish to use any parts of your set. If so, those items can be stacked neatly on the stage. **Any items that need to be returned to the storage sheds must be done in an organized manner.**
- Cast and Crew are required to participate in the strike. For strike, make sure your builders are aware that safety is a key priority. Have them wear closed toed shoes, and plan on tying back long hair.
- The Stage Manager will compile a list of Strike Duties and post it in the green room and various areas backstage. See Appendix B.
- **Tip distribution: the tips and pay what you can monies are distributed by the Director or Stage Manager** to all members of the Cast and Crew who were there for the entire run. If some tips came in as checks, those should be cashed in so you have the money to distribute at the end of the strike. Please make arrangements with the Executive Administrator. *A report of how much money was collected and how it was distributed needs to be made.*
- Return Director and Stage Manager keys to the Production Coordinator.
- Cast and Crew should take personal items home at the strike (or they may be absorbed by Barnstormers). Barnstormers is not responsible for misplaced items.
- Return borrowed items (set pieces, props, costumes, etc.) as soon as possible.
- **The theatre should be completely emptied and ready for the next production by the Wednesday after closing.**
- **Complete a simple budget accounting sheet, and return it with all receipts and any remaining cash in a marked envelope to the office by no later than the Wednesday following closing.**

## PRODUCTION TIMELINE (you will receive your own personalized timeline)

*Director's and/or Stage Manager's responsibilities are in italics.*

- \_\_\_\_\_ *Read handbook and note crew needed and audition requirements (10 weeks from opening)*
- \_\_\_\_\_ *Audition dates will be dictated by the Executive Director, decide on audition format, pick sides for duplication and have a tentative rehearsal schedule*
- \_\_\_\_\_ *Audition notice to Executive Director for website and Facebook*
- \_\_\_\_\_ *Production meeting: Production Coordinator and Director(s), Stage Manager (8-10 weeks before opening)*
- \_\_\_\_\_ *Meet and Greet*
- \_\_\_\_\_ *\$800 check and accounting envelope to Director*

- \_\_\_\_\_ Consumables for the show will be made available by the Production Coordinator. The full list is included on page 11 of this document.
- \_\_\_\_\_ *Contact sheet to Executive Director and Production Coordinator and all Cast and Crew members (due following week)*
- \_\_\_\_\_ *Arrange photo session for headshots and publicity photos*
- \_\_\_\_\_ *Finalize rehearsal schedule based on Cast conflict sheets*
- \_\_\_\_\_ Poster design sent to printer (work with Production Coordinator and Poster Designer on this, **four weeks** from Opening)
- \_\_\_\_\_ Poster distribution
- \_\_\_\_\_ *Deadline to complete the playbill document (2 weeks from opening)*
- \_\_\_\_\_ *Set, props and lighting work days*
- \_\_\_\_\_ *Production meeting 1*
- \_\_\_\_\_ *Production meeting 2*
- \_\_\_\_\_ *Production meeting 3*
- \_\_\_\_\_ *Production meeting 4 (if needed)*
- \_\_\_\_\_ *Production meeting 5 (if needed)*
- \_\_\_\_\_ *Designer Run-Through (as soon as show is blocked and set roughed in)*
- \_\_\_\_\_ *Remind Cast and Crew about comps (three weeks before opening)*
- \_\_\_\_\_ *Schedule promotional video (three weeks before opening)*
- \_\_\_\_\_ *Set, props, and lighting deadline (ten days before opening)*
- \_\_\_\_\_ *Auditorium cleared for cleaning (Monday of opening week)*
- \_\_\_\_\_ *Schedule production photos during a dress rehearsal*
- \_\_\_\_\_ *Strike after final matinee*
- \_\_\_\_\_ *Accounting and any extra monies due in office (Wednesday after closing)*

## WHERE THE HECK'S THE.....???

Alarm on the wall just inside the stage door entrance. Enter your code. Light goes from red to green.

**Batteries:** In the stage manager box located on the floor to the left of the large tool box back stage. If the supply is low please let the Production Coordinator know.

**Extra toilet paper, folded paper towels, and paper towel rolls** are stored in each bathroom.

**Headsets:** Headsets are kept up in the tech booth in a rack on the wall, there are instructions for use in the case they are in. You are responsible for keeping them in good condition. Please treat them with care.

**Ramp lights** should be left on at all times for safety reasons. The switch is located on the upstage back wall near the wide backstage opening to the hallway.

**Green Room light switch:** at the top of backstage stairs. **Dressing rooms, green room sink and bathrooms** have their own switches. Turn them off individually.

**Thermostat:** on the right outside wall by the kitchen. Use the arrow keys to temporarily raise or lower temperatures. Please don't reprogram! After you are done using the theatre, **Please reset to cool to 65° F in summer and heat to 60° F in winter**

**House fan controls:** by house right rear exit door.

**Circuit breaker box:** on stage, extreme up left. Auxiliary panel for the kitchen is by the first bathroom door.

**House and some work lights switches:** up stage left near the door. More work lights are plugged into the power strip turned on by its own switch (These can be controlled from the booth).

**Fluorescent work lights:** In the middle of the stage right wall is another switch, which will turn on fluorescent lights for the backstage area. (These cannot be controlled from the booth so should be off before performances).

**Light bulbs** (both white and blue): Are located in the cubby under the theatre seats at the far end closest to the back door.

**The stage monitor switch:** On Stage Left wall up stage by circuit breaker.

**Dumpster & Bathroom Paper Towel keys:** in the upstairs kitchen cash box drawer.

**Fire extinguishers:** throughout the building. Maps posted backstage, in the kitchen, and green room. A map is also provided in the Appendix C.

**First Aid Kits:** backstage, in the kitchen, and in the green room. All over the counter and prescription medications need to be locked up and out of reach of children. The stage manager and director will have a key to a locked RED medication box which is kept in the first aid kit in the green room above the washer and dryer. Barnstormers keeps liquid benadryl and ibuprofen on site for adult use and self-administration. ***No one may administer medication to a child under the age of 18 unless Barnstormers has the consent of the parent/guardian.***

**AED:** located in the upstairs kitchen on the far wall where the refrigerator is

**Spike, gaff and glow tapes are in the black Stage Manager's box or the large tool box**

**Paintbrushes and rollers** are in the green room, on the rack by the rear bathroom.

**Set flats and platforms** are in the shed behind the theatre (the one on your left if you standing with your back to the theatre).

**Raw materials, paint, chop saw, jig saw, table saw, sander and other woodworking tools** are in the shed closest to the alley. Please ask your set crew to keep sawdust swept up and paint cans closed. Drills are in the tool crib backstage as are small hand tools.

**Quick change area** is in the copy room or the corner of the back hall below the dimmer packs. Drawing the curtains helps muffle dimmer pack noise.

**Insurance Incident Form:** Use for any injuries or incidents which may create liability for the theatre. This form is available on the Barnstormers Resource Worksite.

## CONSUMABLES LIST

- 6 paint brushes (2-3" wide)
- 12 rollers
- 2 rolls of 1" blue painters tape
- 1- 5# box of 3" T-25 screws
- Bag of rags
- Replenished first aid kits
- basic white and black paint

## APPENDIX A: SAMPLE REHEARSAL REPORT

File ID: [Name of Production] [Rehearsal #]

### LOGISTICS

Day / Date: [Day, Month, Date, Year]

Location: [Brighton Academy, Barnstormers, etc]

Time:

### ATTENDANCE

Design/Production/Company Staff:

Called Cast:

Absent:

### SPECIAL NOTES

Rehearsal Plan: [e.g. Blocking, Scene #, Page #, etc]

Director Announcements:

Stage Manager Announcements:

### REHEARSAL NOTES

[Blocking Notes, Tech Notes, Prop Notes, Scenes run, etc]

End of Rehearsal:

Total Rehearsal Time:

===== End of Notes =====

## APPENDIX B: STRIKE LIST AND PROCEDURES

# Barnstormers Strike List

**Take this with you, feel free to use a dry erase marker as you go.**

*Delegate to your cast and crew, check for completion by Stage Manager. Do not leave until the Stage Manager dismisses you. **Director splits tips.***

*Anything left behind may be discarded or absorbed by the theater.*

### Green Room Area & Dressing Rooms 3 - 4 PPL

- Cast and Crew remove all personal items
- SWEEP & MOP Kitchen area floor
- CLEAN & Empty Refrigerator, food & food scraps are labeled or trashed
- CLEAN used dishes/mugs leave in dry rack
- CLEAN Coffee pots, OFF, & UNPLUGGED, used grounds IN TRASH
- CLEAN Makeup table, Windex Mirrors, sanitize surfaces, light is OFF
- CLEAN 2 bathrooms, Windex Mirrors, sanitize surfaces, lights are OFF
- VACUUM Dressing Rooms, Windex Mirrors, lights are OFF
- Cast Costumes are hung neatly, Laundry is in basket by washer
- VACUUM Costume Tunnel, Windex Mirrors, light is OFF
- Any appliances (box fans, iron, garment steamer) are OFF & UNPLUGGED
- EMPTY all small trash containers into large TRASH, TAKE TO DUMPSTER
- Pick up items that can get caught in vacuum (bobby, safety, push pins)
- VACUUM Green Room, light is OFF (switch is at top of stairs backstage)

### HOUSE DUTIES: Host volunteers should do this as a part of their closing duties. Please have 1-2 PPL double check & HELP.

- House ceiling fans OFF (turned all the way to the left)
- Bathroom doors are propped open and LIGHTS OFF
- Coffee pots are clean, OFF, & UNPLUGGED, used grounds IN TRASH
- Any used dishes/mugs are clean in dry rack
- EMPTY all small trashes into large KITCHEN TRASH, TAKE TO DUMPSTER
- Drink cooler is OFF
- Hallway and Kitchen light switches are OFF
- House ramp entrance crash bar is locked
- “Performance in Progress” magnet is inside
- VACUUM House carpet and sweep between seats
- House Lights TURN OFF at switch by piano

## **Stage Area: 5-10 PPL - “Drillers” and “Movers”**

- Strike all set pieces, store in sheds, or lean on wall for next show
- Strike all furniture pieces, store downstairs, or leave in house for pickup
- Strike all props and set decor, place on prop staging area downstairs
- Prop dishes get washed in Green Room sink, leave in dry rack or on table
- Props belonging to cast or other lenders, leave labeled in house for pickup
- SWEEP & MOP stage floor
- 3 Fluorescent work lights are OFF (1 switch @ Stage Right)
- Monitor is OFF (1 push button on left of monitor box on wall)
- 1 “Work” Light is OFF (1 switch @ Up Stage Left doorway)
- Leave one blue light ON in this Up Stage Left area
- Backstage lighting is taken down and stored Up Stage Right
- EMPTY all smaller trash into LARGE TRASH BAG TAKE TO DUMPSTER
- Erase white board @ top of Green Room stairs
- Leave a list of low inventory items on the office whiteboard
- VACUUM backstage carpet and stairs

## **BOOTH Area: 1-2 PPL**

- Stair Lights, Art Wall Lights, and Overhead Lights OFF
- Light Board, Grand Master slider on right all the way down ( do not power off)
- TURN OFF Dimmers, Amps, and lights
- All garbage in TRASH, EMPTY INTO LARGE KITCHEN TRASH
- DUST/SANITIZE counter, small items stored in Tool Box
- Remove show specific paperwork
- Headset HUB is OFF (hold power until red light is gone)
- 4 Headsets are stored in booth
- VACUUM floor

## **FINAL CHECKS**

- Distribute tips as cast & crew is dismissed or at your closing party
- Stage Door crash bar is LOCKED
- OFFICE is LOCKED and lights are OFF
- Sign out on Alarm Tracking Sheet
- Set alarm, TURN OFF light switch for backstage area (switch on left)
- Walk out and shut door firmly behind you
- Give the door a small tug to be sure it is closed properly

## **APPENDIX D: EXIT CHECKLIST**

# Barnstormers Exit Checklist

**Take this with you, feel free to use a dry erase marker as you go.**

*Ask for help, some of these items can be delegated to your cast and crew but should be checked for completion by you.*

## Back of House

- Sheds are locked
- Back door exit crash bar is locked
- House ceiling fans OFF (turned all the way to the left)
- Bathroom doors are propped open and LIGHTS OFF
- Coffee pots are clean, OFF, & UNPLUGGED, used grounds IN TRASH
- Any used dishes/mugs are clean in dry rack
- Drink cooler is OFF (unless there is a show the following day)
- Hallway and Kitchen light switches are OFF

## Booth Area

- Stair Lights, Art Wall Lights, and Overhead Lights OFF
- Light Board, Grand Master slider on right all the way down ( do not power off)
- All garbage in TRASH
- Small items stored in Tool Box

## Front of House

- House ramp entrance crash bar is locked
- “Performance in Progress” magnet is inside
- Ramp Light is ON (if it is OFF, turn on at Up Center Stage switch)
- House Lights TURN OFF at switch by piano

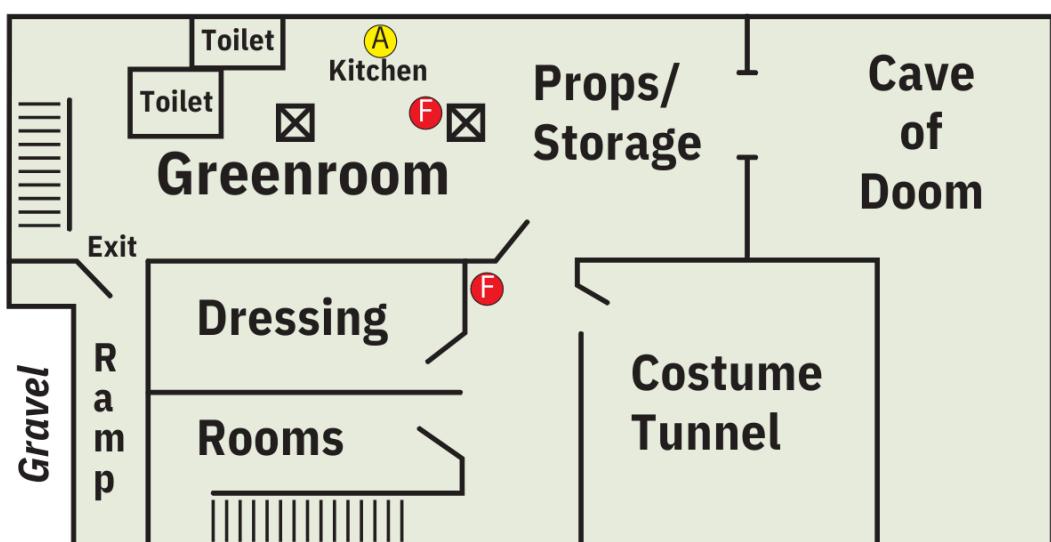
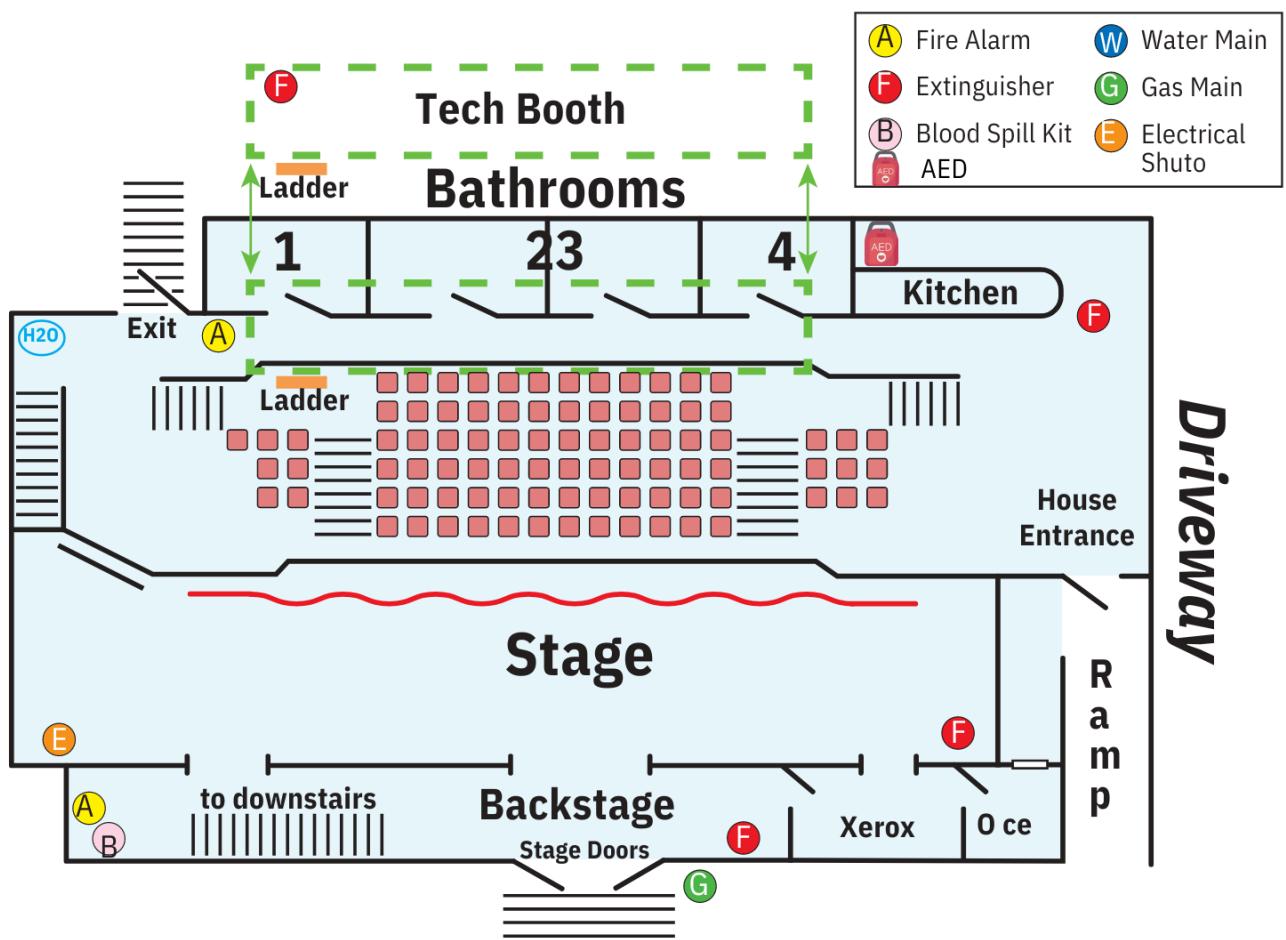
## Stage Area

- 3 Fluorescent work lights are OFF (1 switch @ Stage Right)
- Monitor is OFF (1 push button on left of monitor box on wall)
- Dimmers are OFF (2 labeled fuse switches: IN is ON, OUT is OFF)
- 3 Sound amps are OFF (3 switches, one on each amp)
- 1 “Work” Light is OFF (1 switch @ Up Stage Left doorway)
- Leave one blue light ON in this Up Stage Left area
- All other backstage lighting is OFF
- Headset HUB is OFF (hold power until red light is gone)
- OFFICE is LOCKED and lights are OFF

APPENDIX C: FIRE/SAFETY MAP(s)

# Barnstormers Map

Rev. 04/2023



# Barnstormers Evacuation Map

Rev. 04/2023

