

## SHOWCASE PROCEDURES

### PROPER STORAGE FOR SHOWCASE PRODUCTIONS

*No one should handle or use props outside of a rehearsal or performance.*

- **UNIT SET PIECES:**
  - Stack the chairs in the Black Box to clear the seat banks and allow us to store Unit Pieces on the seat banks during rehearsals.
  - After opening, store Unit Set Pieces in the rehearsal hall, stacked to take up minimum space.
- **FURNITURE PROPS:**
  - Label and tape off the storage space for each show. Stack neatly.
- **HAND PROPS:**
  - Store these in a properties box, labeled with the show title.
  - Props should be inventoried each time they are taken out of or put into the box. (Alternative storage: after the tech rehearsal, props may be left out on a clearly marked prop table.)
- **COSTUMES:**
  - Store costumes on hangers on racks clearly labeled for each show.
- **INVENTORIES:**
  - Each show's crew heads & stage manager(s) are responsible for writing out a prop and costume inventory list and to use the checklist to see that costumes, furniture and props are **stored properly before and after each rehearsal and performance.**
  - Each show's stage manager should provide tech crew with a **ground plan** for the start of the show and set changes.
  - Actors are responsible for making lists with **costume and prop flows**. Check these *before and after* each rehearsal and performance. There is a \$1.00 fine per piece for props and costumes left lying around.

### SCHEDULES

- **Call** is one and a half hours before curtain.
- **Check in** at the callboard BEFORE the call time.
- Stage Managers remind actors to **check props** before house opens.
- Although most showcase rehearsal and preparation occurs during theatre class time, **expect to stay after school** at least one day during tech week.
- Actors may have **tech responsibilities** for another show. Expect to be present for all performances.
- Each show is responsible for the **striking** of its own props.

- All tech crew members must write down their crew assignments and include them in their **production book**.

### **AFTER THE REHEARSALS AND PERFORMANCES**

- **ACTORS/CREW:**
  - **Clean up** back stage, class room, costume shop and dressing rooms.
  - You may not leave until you have received **permission to leave** from your stage manager.
- **STAGE MANAGERS:**
  - **Dismiss actors/crew members as they finish their clean up.**
  - After all the spaces are fully clean and lights are out in the theatre with doors locked, **check out with your faculty supervisor.**

### **HOUSE CREW AND BOX OFFICE**

- House crew needs to **set up house** and clean the theatre.
- Check with the director as to appropriate times to seat **late-comers**
- **Box office opens** an hour before curtain.
- **House opens** 1/2 hour before curtain.
- House will be opened, NOT by the house crew, but **by the stage manager**.
- The **hall lights** will be turned off to signify that “house is open.”
- House Manager & Stage Manager **make a plan of communication** as to how to know when to close the house.