

PERFORMANCE RULES

Everybody has their own way of getting ready and usually there is a lot of prep to get the stage ready. To make it possible for everyone to do their job and to shine, we ask that you follow these rules:

- Leave all valuables at home. TCP is not responsible for lost or stolen property.
- Check in with the stage manager when you arrive.
- Use the stage door. Patrons should not see you in costume. The lobby is off limits after 1 hour prior to curtain.
- "Walk" your props and costumes before the house opens.
- Keep dressing rooms neat and costumes hung up.
- No guests in the green room, dressing rooms, or backstage.
- The appropriate response to all calls, such as "15 minutes" is "thank you". This lets the stage manager know you've heard the call. If you are not ready, inform the stage manager.
- Be quiet backstage and in the green room. Voices and sounds carry - walk softly.

TICKETS

As a cast or crew member, or volunteer, you are entitled to one free ticket that you can use for any regularly scheduled performance of your show. Private performances are excluded.

To use your comp ticket you must call the box office, 269-429-0400, and leave a message with your name and the date/time you would like to use your ticket. Comp tickets cannot be used online. If you need additional tickets, also leave your phone number and you will be contacted to complete your purchase. Tickets are not confirmed until paid for. Credit card works online and by phone. You can also pay by cash/check when the box office is open (one hour prior to curtain until curtain).

Important: TCP does not make refunds, but the box office can work with you to reschedule seats for another performance of the same show if seats are available.

CODE OF CONDUCT

It is an honor to be chosen for a TCP show, and it is a privilege to perform for a paying audience. As a result, you have an obligation to make your show the best it can be. If you have questions or problems during rehearsal, see your Director or Assistant Director. The stage manager is your go-to person during performances.

ADULTS - Set a good example:

- Support your fellow players.
- Treat everyone with respect.
- Watch your language. Voices carry at TCP, so be sure what you say is appropriate for all ears.
- Do not harass, intimidate, or discriminate.

KIDS - Be responsible for yourself:

- Don't mess around. Don't do anything you wouldn't happily do in front of your parents.
- Keep your hands to yourself. Don't touch others.
- Watch your language too.
- Use your boundless energy and talent to create a super show.

BE QUIET, STAY FOCUSED, CREATE SPACE FOR OTHERS
NO SMOKING, NO ALCOHOL, NO DRUGS

TWIN CITY PLAYERS

VOLUNTEER HANDBOOK

600 W GLENLORD RD
ST. JOSEPH, MI 49085
269.429.0400
TWINCITYPLAYERS.ORG

WELCOME TO TWIN CITY PLAYERS

WELCOME

Hello and welcome to those of you becoming part of a TCP production for the first time and welcome back to those of you who have participated before. This brochure contains many of the things you'll want to know about participating at TCP.

Everyone is welcome to volunteer, and all are encouraged to become members for a yearly fee of \$15. Please see our membership brochure for a list of benefits. TCP holds membership meetings and the Tiffany Awards, our annual award ceremony. At membership meetings we look toward the future, elect board members (September) and conduct other business that needs to come before the membership. At the Tiffany Awards we celebrate the highlights of the past season, recognize outstanding performances, and honor people who made things happen.

In between, the best way to stay up to date is to join our Facebook group, Twin City Players, our Facebook Page, Twin City Players-St. Joseph, MI, and sign up for our monthly e-newsletter the Curtain Call (twincityplayers.org). A list of board members is on our website and you can contact any of them to ask about volunteering, to share a concern, or offer a suggestion. Many people volunteer for a short time to work on a show, then are gone until another show piques their interest. This can make it difficult for newcomers to figure out how to get involved or even whom to ask. It's the nature of the organization and not because we don't want you! So, take the initiative. Be patient but persistent. We want you to be involved.

THINGS TO KNOW

ANIMALS: We love our pets. But in consideration of those who may feel differently and those with allergies, and to respect TCP property, only service animals and animals that are part of a TCP production are allowed in TCP facilities.

AUDITIONS: Every effort is made to cast Mainstage plays from open auditions. At the discretion of the Director and TCP Board, open auditions may or may not be held for Second Stage, special events, and TCP junior Players productions.

CURTAIN TIMES: 7:30 pm regularly scheduled evening performances; 2 pm matinees.

Exceptions are announced by your Director. Curtain time for private performances varies.

FAMILY: Family members are encouraged to help with set construction, painting, costumes, crew, props, ushers, etc. Ask your Director to find out how they might get involved.

MEETING THE AUDIENCE: Cast members who wish to meet family & friends after the show are asked to do so from the stage and not in the lobby to keep it clear for those wishing to exit.

PARKING: During the run of the show, cast & crew are asked to park along the approach to the parking lot leaving the close-in parking for patrons.

PHOTOGRAPHY/VIDEOTAPING: For copyright and other reasons, videotaping and still photography of TCP shows is prohibited. Still photograph may be permitted at rehearsals with Director approval.

PUBLICITY: Our best publicity is YOU. We provide posters for you to distribute and encourage you to promote the show with emails and social media. Please keep your comments positive.

STRIKE: All cast & crew are expected to help with strike which is scheduled immediately after the last performance and takes 3-4 hours. A potluck usually follows strike.

REHEARSAL RULES

The rehearsal period is a process. Each rehearsal builds on the previous one and prepares you for the next. Please come to rehearsal prepared and ready to work. In an effort to make everyone's experience as pleasant, fun and creative as possible, we ask that you respect the following rules:

- Arrive 5 minutes early to start on time. Bring script, pencil with eraser, good attitude, open mind, & full attention to every rehearsal.
- Be responsible for keeping up with schedule changes.
- Let Director know if you will be late or miss a rehearsal. Use contact info provided to keep them informed. Tech and dress rehearsals are mandatory.
- Turn cell phones off or to silent.
- Be respectful of scenery, props, TCP property. Pick up after yourself and keep the theater clean.
- No eating in the playhouse.
- The costumer is clothing your character not just your body. No alterations to your costumes or personal appearance without their input. This includes tanning, haircuts, tattoos & body piercings. To aid your character, wear appropriate clothing for rehearsals (heels vs. sneakers, etc.) Ask your costumer for help.
- Return all props to the prop person or prop table. Props should never leave the theater without approval. Never touch props that are not assigned to you.
- Only combatants may work with weaponry chosen for a production and then only in a controlled rehearsal or for a performance.
- Label items you loan for a production with your name. Please do not offer precious or sentimental items. Accidents do happen. Donations are always welcome and will be acknowledged.