

## Performer and Staff Information Sheet

The Colonial Players, Inc. (CP) is a not-for-profit, all-volunteer community theatre. We are here “For The Love Of It!”. This sheet has been prepared to answer many of the questions you may have. Feel free to reach out to the show Director, Producer, Play Consultant, Stage Manager, or any Board Member with any questions or concerns at any time.

### Addresses:

#### Theater

108 East Street  
Annapolis, MD 21401

#### Annex

2132 Renard Court  
Annapolis, MD 21401

### Telephone Numbers:

Public Line: 410-268-7373

Backdoor Line: 410-224-2065

Note: On show nights, the Public Line rings directly into the Box Office when the office is open, rather than into the phone system. The backdoor line always rings directly into the phone system so you can enter the extension you are trying to reach.

### Telephone Extensions:

<b>Theater</b> (all phones)	x100
Box Office	x101
Theater Lobby	x102
Tech Booth	x103
Backstage	x104
Green Room	x105

<b>Annex</b> (all phones)	x200
Rehearsal Hall	x201
Board Room	x202
Costume Loft	x203

### Email Addresses:

General Information:	<a href="mailto:info@thecolonialplayers.org">info@thecolonialplayers.org</a>
Box Office	<a href="mailto:boxoffice@thecolonialplayers.org">boxoffice@thecolonialplayers.org</a>
Board of Directors	<a href="mailto:board@thecolonialplayers.org">board@thecolonialplayers.org</a>

### General Information:

1. All performers and production staff are encouraged to become members of the theater. The first year that you perform or work at CP, you will receive a complimentary membership valid through the end of the current season. Membership ensures, among other things, that you receive the “News and Cues” member newsletter, expanded benefit complimentary tickets when you work on a production, and an invitation to our annual season celebration.
2. CP has a zero-tolerance policy regarding alcohol, firearms, and illegal and recreational drugs. These items are not permitted in the Theater or Annex. The only exceptions are alcoholic beverages supplied by Human Resources for CP sanctioned events and firearms designated for use as props.

3. Smoking is prohibited inside all CP facilities, except when non-tobacco and non-THC products are approved for stage performances. Remember to remove or cover your costume if you take a smoke break outside during rehearsals or performances.
4. Colonial Players provides for photographs of cast, crew, and staff. For continuity and compliance with copyright laws, only photographs taken by the CP designated photographer will be hung in the lobby, used in the programs, or sent to publications for the purpose of marketing the show. Photography of costumed rehearsals or performances is prohibited without the permission of the Producer or Stage Manager.
5. Any costume, prop, or set piece purchased or reimbursed by CP becomes CP property. Sale of any such items after the show must be approved in advance by the Production Director. Coordinate with the Producer of your show if you would like to make any such purchase.
6. Parking is at a premium in Annapolis, so please allow enough time. The Maryland State garage on Calvert Street is available for free at certain times (currently Mon-Fri after 6pm and all day on weekends). There also are paid garages on West Street and Main Street. Colonial Players does not pay any transportation, parking, or citation fees related to your involvement with the theater.

**Rehearsals:**

1. Rehearsals are held at the CP Annex until scheduled to move to the theater. The Director will advise you if any rehearsals will be held at another location.
2. Report any unforeseen rehearsal or performance conflicts that arise to the Director, Producer, and/or Stage Manager as soon as you become aware of it.
3. Arrive promptly to rehearsals. If you are going to be late, call the Director or Stage Manager to let them know.
4. Actors should not give character notes, line readings, or interpretations to other actors.
5. During rehearsals, the Director is your primary point of contact.

**Costume Information:**

1. The Costume Designer is responsible for deciding how the character will dress and will provide clothing for you to model for the Director's approval.
2. If the Costume Designer is unable to locate suitable outfits, you may be asked to shop for the character, with guidelines for budget and what is appropriate. The Costume Designer or Producer will coordinate with you for reimbursement.
3. You may volunteer, or the Costume Designer may ask you, to bring in personal wardrobe items for use in the show. If your personal item is approved for use and you request it, the Costume Designer will take care of washing or dry cleaning your item as appropriate on the same schedule as other costume pieces.
4. Actors are expected to supply their own undergarments, hosiery, dance shoes, and makeup. The Costume Designer may make exceptions for period costumes and accessories, special character makeup, and in unusual circumstances.
5. Unless authorized by the Costume Designer or Producer, no actor will be reimbursed for personal purchases or expenses incurred for costumes or makeup.

**At the Theater:**

1. Friends and family members are not permitted in the backstage areas.

2. Upon arriving at the theater, all actors and stage crew should sign in on the sign-in sheet posted backstage by the Stage Manager.
3. During the production run, props, costumes, and set pieces should never be removed from the props table or other appointed resting place except for use on stage in the production. Do not touch a prop that is not yours, unless you are assigned to set or strike that piece.
4. Coffee, tea, soft drinks, etc. may be consumed backstage, upstairs, or in the lobby during rehearsals and performances. Drinks may be brought into the theater during rehearsals in a covered container. If you spill it, you clean it. While in costume, only water should be consumed.
5. During the production run, no food or beverages are allowed in the theater house proper, on stage, or on the Prop table, except for food and beverage props used during the show. No food is allowed in the dressing rooms other than cough lozenges, hard candies, or the like; follow the instructions of the Stage Manager. Meals may only be eaten in the lobby or the Green Room.

#### **During the Run of the Production:**

1. Standard "Call" is one hour prior to curtain. If you will be late for any reason, contact the Stage Manager as soon as possible.
2. Report all costume, prop, set, or makeup issues to the Stage Manager immediately.
3. Actors in costume and/or makeup are not allowed in the lobby before or after the show. Before coming to the lobby to greet family or friends, hang costumes in the dressing room.
4. The double doors from the lobby to the Theater are considered a "wall" during performances. Do not open them.
5. Be very quiet backstage, upstairs, and in the lobby! This is a very small and intimate theater that requires all of us to work quietly offstage.

#### **Parties and Tickets:**

1. CP sponsors a complimentary reception for cast, crew, staff, and the audience of the opening performance, generally held in the Theater building immediately after the show.
2. CP also sponsors a closing night party for the cast, crew, and staff of the production. CP makes a contribution to the fund for this party to cover all of the people involved with the production. If the members of a production opt to exceed the closing party budget, it is at their own expense. This party is coordinated by members of the show cast and staff.
3. CP provides members of the cast and production staff of most shows with two complementary tickets. If you are a current CP member, these tickets are available for any performance of any production within one year of opening night of the production on which they were earned. If you are not a CP member, these tickets are available for Friday, Saturday, and Sunday of opening weekend and any Thursday performance. Recipients of these Comp Tickets are notified by an email which contains instructions on how to use them. Note: Comp tickets are not available for A Christmas Carol, regardless of CP membership status. Comp tickets also may not be available for certain other non-regular season shows. The Producer will notify you if this is the case.
4. The Final Dress Rehearsal held in the days just prior to opening night generally is open to invited guests. However, be aware that the Director may elect that this be a closed rehearsal open only to Designers, Front of House staff and Board members. Check before inviting friends and family.

**Thank you for joining us!**