



Booth Policies

1. The Stage Manager is in charge of all cast and crew, including booth crew, during the entire production run.
2. For performances, crew should dress in nice clothes. Jeans or khaki shorts are okay as long as they do not have holes, tears, paint or other stains. Shoes are to be worn at all times in the lobby and backstage. Dark colored clothing is preferred to help minimize distracting the audience. Full-length pants are recommended for all crew that will work up in the house grid during the performance (throwers, upper spot operators, etc.).
3. Honor the 4th wall of the stage from the time the house opens until the conclusion of the performance. No walking across the stage or conversing with crew or cast on stage from the house. If you need to go backstage, go through the yellow room or go outside and in through the shop.
4. Generally the booth call time is 1 hour before curtain for all booth staff. The call time for sound operator(s) during musicals is the same as the call time for actors, unless you have negotiated a different time with your designer or the Stage Manager. Crew are expected to call the Stage Manager if they are going to be late to a performance.
5. Upon arriving at the theatre please report to the booth by your call time (so other booth crew know you have arrived) and perform your show pre-checks and setup (i.e. check your spotlight, turn on your equipment and make sure make sure everything is operating normally, etc.) before you engage in other activities. If you find any issues with your pre-checks, report them immediately to the Stage Manager and/or designers.
6. No video games, TVs or other distractions are allowed during the performance.
7. The booth is open to production staff only. Production staff includes backstage crew, booth crew, actors, directors, designers and front of house staff. If you have visitors that would like to "tour" the booth you may do so at the conclusion of the performance, with the prior approval of the Stage Manager.
8. Keep the noise level to an absolute minimum during the performance. Remember that your voice travels into the house much easier than you think.

9. Please report to the booth, or to your position up in the grid, once the Stage Manager has called “places”. If you need to leave the booth during the performance, please ensure that you return in time to quietly re-enter the booth with plenty of time for your next cue, as due to issues on stage your next cue may come much earlier than you anticipate.

General Booth Strike Guidelines

The following are the general guidelines of booth crew strike duties. The Stage Manager or sound/light designers may specify other assignments as needed.

1. Round up and take out trash and remove food items from the booth. (Trash bins are located outside of the shop.)
2. Clean up and organize your workspace.
3. Wipe down and clean counters.
4. Vacuum the floor.
5. Clean and sanitize mics and mic packs.
6. Return all equipment to their proper storage locations. If you are unsure of where equipment should be stored, ask the sound/light designers or leave the equipment in a tidy manner on the booth counter with any large items (totes, lighting equipment, etc.) on the floor.
7. Once the booth strike is complete booth crew is expected to check in with the Stage Manager or stage strike manager for other duties that need to be done in the rest of the theatre. Only when the Stage Manager or strike manager releases the strike crew are you free to leave the theatre.