

Policies and Procedures

Tickets

Tickets are available through our box office or online at www.riverviewtheatre.org. Online orders accept credit card payments only and ordering is cut off (2) hours before curtain for same day ticket orders. Reservations can be made by calling our box office at 815-354-7796. We cannot accept credit card payments over the phone at this time. Therefore, please note that while you may have a reservation, prepaid orders have priority seating. Ticket requests can be mailed in with payment (check or money order only, please), ONE FULL WEEK BEFORE OPENING NIGHT to Riverview Theatre Company, 919 Royal Drive, McHenry, Illinois 60050. Please include with your payment: number of tickets, the date of performance and your contact information including phone number. We will call to confirm your purchase and hold your tickets for you at the box office. After opening night, no further mail-in requests will be processed. Tickets can also be purchased at our box office during all live performances. All ticket purchases are final. There are no refunds or exchanges.

Riverview Theatre Company has a policy of granting free tickets to show participants. Cast and crew members each receive (2) complimentary tickets. The final decision on who receives comp tickets and how they will be administered will be made by the Producer(s). Please see the Producer(s) to make arrangements.

The cast and crew will be notified by the Producer(s) of any other group discounts, student discounts, or other special promotional offers based on the particular needs of each production.

Videotape and Photographs

Riverview Theatre Company maintains the policy that any audio or video taping of either dress rehearsals or performances is strictly forbidden. Recording and taping are prohibited by our contracts with the licensing agencies who lease us the shows. From time to time, we may arrange for photographs to be taken of rehearsals, final dress and/or performances on a professional level for archival purposes. We will make every attempt at making these images available to cast and crew whenever possible. FOR THE SAFETY OF ALL CONCERNED, NO FLASH PHOTOGRAPHY IS ALLOWED DURING ANY OF OUR FINAL DRESS OR LIVE PERFORMANCES.

Review/Preview Night

The Thursday final dress rehearsal is also sometimes referred to as Review/Preview night. Riverview Theatre Company and our licensing agents may have to restrict this viewing on a show-by-show basis. From time to time, we may hold special events on this night. The

Producer(s) will inform the cast and crew regarding any special events, meet-and-greets or Q&A sessions in which the cast and crew may be participating.

Ushers/Front of House Volunteers

Anyone interested in ushering or volunteering as part of our front of house staff should contact the Riverview Theatre Company Box Office at 815-354-7796 immediately as these positions fill quickly. These are strictly volunteer positions, however, by donating your time, you are able to see the performance for free.

Set Construction

While the cast is rehearsing the set is being built. We make every effort to have the set completed and up on the stage as soon as possible so that cast and crew have more time to work with the space. Volunteers familiar with painting and basic woodworking are encouraged to help us build our sets. Please tell the Technical Director, Stage Manager, Producer(s) or Executive Producer if you are interested or if you know of anyone who can help.

Backstage Crew

We welcome everyone, whether you have past theatrical experience or not, to work on our backstage crew. We are always looking for volunteers with make-up, hair, costumes, dressers, stage crew, properties, fly crew, lights and sound. Volunteers can help prepare for the show or sign-up to work during live productions. Please tell the Technical Director, Stage Manager, Producer(s) or Executive Producer if you are interested or if you know of anyone who can help.

Costumes & Make-up

Riverview Theatre Company rents most of the costumes for our productions. You may, on occasion, be asked to find some article of clothing for your costume out of your own wardrobe and we ask that you find your own shoes, as we usually cannot supply them. You will not be asked to pay for or sew your own costumes but you will be responsible for taking care of them and keeping them clean during the run of the show. Each person will supply their own personal makeup. We recommend you do not share these items as this practice is unsanitary. Riverview Theatre Company will supply any specialty makeup and wigs.

Children's Coordinator

For productions that include children in the cast, we will have one or two children's coordinators backstage. These volunteers help get the young performers ready on time, assist with costume changes, and be in the right place for entrances. The coordinator will also help keep children amused and quiet backstage.

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Rehearsal and Backstage Visitors

Rehearsals and performances are complicated. Members of cast, crew and orchestra are all backstage sometimes all at the same time. Therefore, for the security of our people and all of the property backstage, **we allow NO BACKSTAGE VISITORS BEFORE, DURING OR AFTER PERFORMANCES.** If cast or crew members wish to greet guests after a performance, they must first clean up, change out of costume, and HANG UP THEIR COSTUMES before coming out to the house to greet the audience. Visitors are discouraged from attending rehearsals without prior permission from the Artistic Director and Producer(s).

Tech Week

Tech Week is the most difficult time for any production. We schedule (5) tech week rehearsals; from the Sunday prior to opening night right up until the Thursday Preview/Review Night. Realistically this is only (4) rehearsals to get everything right. For particularly tech-heavy productions, we may add-on to tech week, by scheduling extra rehearsals the week before tech week. Please allow for this and realize that the closer we get to tech week, the less we will be inclined to approve of time away from rehearsals. Our tech rehearsals may not always end when we'd like them to...please plan accordingly.

Board of Directors/Officers

| | |
|----------------|--|
| Angie Kells | President and Executive Artistic Director |
| Vicki Cummings | Secretary |
| John Kells | Treasurer |

Our mailing address:

Riverview Theatre Company
919 Royal Drive
McHenry, IL 60050

Website: www.riverviewtheatre.org

Phone: 815-354-7796

Email: act1@riverviewtheatre.org

Riverview Theatre Company, NFP is a 501(c)(3), non-profit organization. We are a resident theatre company at Richmond's Memorial Hall Civic Theatre. Our home office located in McHenry.

The Wave Club

Anyone interested in becoming a member of Riverview Theatre Company can do so by joining The Wave Club – Riverview's Exclusive Membership Circle. More

information regarding this organization, including perks and opportunities can be found on our website. Please see any member of our Board of Directors if you have any questions or are interested in joining.

Conflict Policy

Riverview Theatre Company maintains the policy of asking for all rehearsal conflicts at auditions and at our first rehearsal. This is to ensure that we schedule all rehearsals around any known conflicts. **All rehearsal conflicts MUST BE TURNED IN to the Producer(s) BY THE FIRST REHEARSAL OR READ-THROUGH.** Any additional rehearsal conflicts will be counted as unexcused. After (3) unexcused or missed rehearsals, Riverview Theatre Company maintains the right to recast your part.

Tech Week rehearsals (and when specified, the week before Tech Week) are MANDATORY REHEARSALS! NO ONE IS TO MISS ANY OF THESE REHEARSALS WITHOUT PRIOR PERMISSION FROM THE DIRECTOR AND PRODUCER(S).

T-shirt

Riverview Theatre Company will arrange for show T-shirts shortly after auditions. T-shirt money is due the first week of rehearsals. The Producing Team will let the cast know when T-shirt money is due. You are not obligated to purchase a shirt, but many do as a souvenir of the show experience. We maintain every effort to keep the cost of the shirt as affordable as possible. Cast and members of our Wave Club have the benefit of purchasing the show T-shirts at a lower, reduced rate.

Scripts

Cast member and some designated crew members will require a script during the course of production. In some cases (for musicals mostly) a DEPOSIT is required while you work with the script. The licensing agent will determine what the cost for each loaner script will be. In accordance with the rental agreement, we are to only write SOFTLY in the scripts with PENCIL ONLY. ALL SCRIPTS MUST BE RETURNED TO THE ASSISTANT DIRECTOR DURING TECH WEEK BEFORE YOUR DEPOSIT CHECK IS RETURNED TO YOU. You will NOT receive a script to work with until we receive your script deposit.

Most often with straight plays, a script fee will be collected before you will receive your script. In these situations, the script is yours to keep.

Production Staff hierarchy

***Please see attached for the hierarchy of production staff.

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Posters and flyers

We rely on the help of all cast and crew to assist with the publicizing of our productions by taking posters and flyers to hand out to business, stores, libraries, banks, and other public places where posters are allowed. You are allowed to keep (1) poster for yourself, but PLEASE DO NOT TAKE MORE THAN ONE. The posters and flyers are intended to get out into the hands of the general public to hear and read about our show to ensure larger audience attendance.

Headshots and publicity photos

Riverview makes arrangements with local professional photographers to photograph our cast for headshots and to take pictures for publicity purposes. The Producer(s) will alert the cast when the headshots and the publicity photos will be taken.

Programs – CAST BIOS & STAFF BIOS

Riverview prints cast bio's and sometimes staff bio's in our show programs. The Producer(s) will alert the cast and crew when the bio forms are due. We work closely with our print house and deadlines must be adhered to. Please take note of the deadline and have your completed bios turned in PRIOR TO THE FINAL DEADLINE DATE GIVEN TO YOU. If you fail to turn in a bio, there will be a blank space next to your picture in the final show program.

Memorial Hall Civic Theatre

***Please see attached for additional rules and regulations for our resident theatre home. As we get closer to Tech Week, we will review these rules for all cast and crew to ensure that everyone has a pleasant show experience.

Mailing List and Future Auditions

Please join our mailing list by visiting our website at www.riverviewtheatre.org. It's the easiest way to hear the latest news regarding auditions, promotional events, volunteer opportunities and shows! And, of course, there's always THE WAVE CLUB!

Attendance and Commitment

Joining a community theatre production is a big decision and one that should not be entered into without serious consideration of one's schedule and availability. We've all been in shows where, after a period of time, someone drops out for one reason or another. We at Riverview Theatre Company look to avoid this at all costs. Please consider your personal and work schedule very carefully before committing to the rehearsal and performance schedule. Putting together a musical or play is a time-consuming event, not only during rehearsals, but on your own time as well. It requires a total commitment of the ENTIRE cast and crew to ensure a successful production. Dropping out during the process lets down the group as a whole; it interferes with the schedule, and adds more work to the team to find a replacement and to bring that new person up-to-speed. Emergencies and personal crisis do occur. Likewise, some changes in casting are unavoidable. Before agreeing to a role, please carefully consider the total obligation. Your acceptance of a role in a Riverview production is your promise of dedication and dependability.

To all our Cast, Staff & Crew:

We thank you for your hard work,

...your integrity and your willingness to commit,

...your talent, skills, resources and creativity,

...and your ability to overcome hurdles with a positive outlook.

Thank you for being a part of our show experience!

YOU ARE RIVERVIEW!