

**Rules & Regulations
for Riverview Theatre Company Productions
at Memorial Hall Civic Theatre**

Memorial Hall Civic Theatre does not employ staff to man the premises. Therefore, we at Riverview Theatre Company have come up with our own rules and regulations in order to protect ourselves, our property and our audience members from any possible injury or liability while we inhabit the building. These security measures are for the benefit of everyone.

Please take a moment to review the following Company Rules prior to Opening Night. Thank you for your cooperation.

- Nametags & lanyards are to be worn by all CREW members during every performance. No one is allowed backstage without proper identification. This especially serves as an extra safety measure for the young performers during our RiverKids Children's Theatre programs.
- Once the house is open, **NO ONE IS TO COME IN OR OUT THROUGH THE MAIN CURTAIN.** No cast members are allowed in the house once the house is open.
- The box office and front of house opens one hour before curtain. The main curtain will be drawn at this time and staff and performers downstairs need to be quiet as sound travels easily up to the main floor. Group vocal warm-ups (to be done approximately 20 minutes before curtain) are the only exception.
- No guests are allowed backstage for a "tour" at any time without prior approval from the Front of House Manager. Tours are **ONLY** to be given after a show, after the house is closed and we can properly open the curtain and turn on the lights for maximum visibility.
- Only the musicians and orchestra conductor are allowed in the orchestra pit.
- Please do not move or handle any musical instruments, costumes, props or backstage set pieces unless authorized to do so.
- **NO ONE IS ALLOWED IN THE LIGHT/SOUND booth** except the light and sound technicians and engineer/operators.
- Please instruct your family and friends coming to see the show that any gifts or flowers intended for delivery backstage are to be **LABELED WITH THE CAST MEMBER'S FULL NAME** and left with the concession area attendant for an authorized crew member to take back to the dressing rooms to deliver.
- **ONLY CAST AND CREW ARE ALLOWED BACKSTAGE** before the show, during the show or during intermission. Only individuals with proper CREW identification will be allowed into the downstairs green room or dressing rooms.
- If a cast member wishes to greet guests following a performance, **they must first change out of their costume AND HANG UP ALL COSTUMES before coming out to the house.**