

Ebell Club Theater Stage Manager Guidelines

Name of Production: _____

Name of Stage Manager running the production (print): _____

Contact phone number: _____

1. The Ebell Club theater is a historical building built over 100 years ago. All structures and equipment of the theater and clubhouse building need to be treated with extra care, above and beyond what would be expected in a typical facility. Actors and backstage crew should get a briefing on these issues before the first performance:

- Backstage and side stage stairs have a slightly smaller tread height than more modern buildings. Take care going up and down stairs and always use the handrail.
- The wing curtains are very fragile. Do not touch them when entering or exiting the stage or moving scenery.
- Conversations in the hallways or banquet room can be heard in the theater. Whisper or don't talk when not on stage.
- Running up and down backstage stairs to get to the costume change area can also be heard in the theater.
- Setting props or costumes on backstage stairs is likely to cause falls and injuries. Work with backstage crew and dressers to find safe places to set props and costumes.
- Don't walk or move on stage or off-stage in total darkness. Wait for dim set change lights or other illumination.
- There is little space in the wings. If you find you can not get off or on due to actor traffic jams or set pieces moving, talk with the director about changing sides of the stage or re-blocking.
- When going across any upstage crossover behind a curtain or backdrop, walk slowly and stay as far away from the fabric as possible. Due to lack of space, a person walking close enough to a curtain can create a wave of air to billow the material.
- Don't sit on the backs of the auditorium seats, or put your feet up on the row in front. The seats are very old and easily broken.

Initial _____

2. Co-operation for success of your production is a two way street. Ebell staff will attempt to accommodate your needs – BUT YOU MUST ASK YOUR ON-SITE VENUE REP BEFORE TAKING ACTION INVOLVING MODIFICATION OF ANY FACILITIES. Before and after photos will be recorded on any approved actions to facilitate restoring conditions at your strike.

Such actions specifically include:

- Tape: Do not use any kind of adhesive tape on walls, doors, or any surface other than the stage floor. Using clean release gaffer's tape or spike tape is allowed on the stage floor without special permission (must be removed at strike).

Painter's masking tape, duct tape, and others are NOT allowed anywhere in the theater. If you need to post scene lists or set change diagrams, use the bulletin boards provided in back stage

areas. If you need to cover wires in foot traffic areas, get permission from venue rep. and use Gaffer's tape or suitable floor mats.

Do not apply glow-in-the-dark or phosphorescent tape to any theater surface without permission. If you are concerned about visibility on backstage stairs or passages, using inexpensive battery powered tea lights is one option.

Initial _____

- Set Pieces: Sets should have been designed according to the Ebell Set Design Guidelines. **Any requirement to move or reposition any curtains or permanent facility equipment must be approved** with before and after photos recorded. Curtains are **very fragile** on both sides and should not contact set pieces, especially during set movement or storage.

Backstage space is very limited; do not load in too much scenery to fit in the wings. Get approval for storing any set pieces in hallways or in front of electrical panels. Moving set items through interior clubhouse hallways and blocking fire exits or audience access is not allowed.

Ebell staff needs clear access to the backstage electrical lighting control panel. Make sure no set pieces, tools, or props are blocking a path from the stage right audience steps to the electrical panel. Leaving obstruction "booby traps" may cause staff to fall or injure themselves in poor lighting.

Initial _____

- Set Support: Do not drill, screw, glue, or attach lumber or metal items to theater walls or floor without permission. Build sets and props to be free standing. Provide your own sandbags if required.

Initial _____

- The theater does not have any backstage communication system, wired or wireless. If you wish to communicate from the tech booth to the backstage area, Peacock room, or spotlight operators, you'll need to provide your own headset radios. Rentals are available from BOT (see info below)

Initial _____

- Don't have actors or set people moving on stage in blackout, always have some light for safety. Using overhead low level blue strip lighting is one option.

Initial _____

- Do not bring any food or beverage other than water into the theater. This includes the creative staff, parents, children, technical staff, volunteers, **everyone**. No coffee, tea, energy drinks, soft drinks, and especially **NO GUM**. This is a standard theater practice everywhere and it needs to be followed by all. Take coffee or food breaks outside the theater if needed.

Initial _____

- Actors and others should never be barefoot on the stage or in backstage areas. Splinters or sharp objects may cause injuries.

Initial _____

3. Show Running Guidelines

- Most stage managers “call the show” from the rear of the theater in or next to the tech booth. Contact Ebell rep. if you want an additional card table and chair to place next to the tech booth.
- House lights and main curtain are not automated and must be operated by hand. Someone will need to be stationed backstage right to open or close the main curtain and turn the house lights up or down using knobs. Your Ebell rep. can demonstrate the procedure.

Broadway On Tour Youth Theater (BOT) has wireless microphone systems and two-way walkie talkie headset radios for rent in the Ebell theater. If you are interested, email support@broadwayontour.org for information and a quote.