

## APPENDIX A INFORMATION SHEET FOR PERFORMERS

Colonial Players Theater  
108 East St.  
Annapolis MD 21401  
Back Stage 410-263-0533  
Box Office 410-268-7373  
www.cplayers.com

Colonial Players Annex  
2132 Renard Ct  
Annapolis MD 21401  
410-224-2065

The Colonial Players, Inc. is a not-for-profit, all volunteer community theatre. No members of the Board of Directors or teams receive a fee for their involvement with the theatre. Likewise, directors, actors, singers, crew, production designers and staff are unpaid. But we have a lot of fun!

### **Auditions and Rehearsals:**

1. Most auditions and rehearsals are held at the CP Annex, 2132 Renard Ct., Annapolis MD 21401. The director will let you know if any rehearsals will be held elsewhere.
2. Be familiar with your conflicts at auditions; list them honestly on the audition form. Try to be as flexible with your schedule as possible to accommodate the director and other cast members.
3. Be prompt to rehearsals, ready to work at the appointed time. If you are going to be late (without prior mention to the director) call the director or stage manager at the Annex: 410-224-2065. Cell phones do not generally work at the Annex or are turned off during rehearsals and/or auditions.
4. Any unforeseen rehearsal or performance conflict must be reported to the director and/ or stage manager as soon as you become aware of it.
5. The director of the show is your point of contact. Actors should not give character notes, line readings, or interpretations to other actors. Discuss any and all concerns you have with the director and/or the assistant.
6. Performers shall be members of the theatre. The first year that you perform or work at CP, you will have a complimentary membership to the theatre, which will ensure you receive the "News and Cues" and an invitation to our annual (usually summer) banquet to celebrate the season. This membership does not extend beyond that season, and is only available the first season you perform at CP.
7. 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. No rehearsal pictures may be taken by anyone other than the official photographer without the permission of the CP Production Director.

**At the Theater:**

1. No friends or family members may visit backstage.
2. No alcohol, illegal drugs or firearms are permitted backstage or in the theater, except alcoholic beverages supplied by Human Resources for CP sanctioned events. Smoking of tobacco products in any CP facility is also prohibited except as noted in section 2.3 of the Production Manual.
3. All props, costumes and set pieces are the property of either Colonial Players or some generous lender who has allowed us the use of their private property for the show. These items do not belong to the actors, and should never be removed from the props table or other appointed resting place except for use on stage in a play.
4. Because CP is a not-for-profit, all-volunteer organization, we work on very lean budgets. For that reason, actors are expected to supply their own undergarments, make-up and oftentimes, shoes. Exceptions are made for extreme character makeup, period costumes, etc. If these materials need to be purchased, a designated member of the design staff will do so. No actor will be reimbursed for personal purchases or expenses incurred for costumes, hand props or make up. Occasionally, the designer may ask for your input, or your availability to try on costumes at a shop. Again, only the design staff can purchase or arrange for purchase and reimbursement of such items.
5. During the run of the show, all costume, prop, set or makeup issues should be reported to the stage manager immediately.
6. During the rehearsal period, questions should be directed to the Production Manager and/or Director. During the run of the show, all questions, issues, or concerns you have should be addressed to the stage manager. He or she will either take care of the situation, or contact the appropriate people at Colonial Players.
7. No beverages are allowed in the house or on stage throughout the rehearsal period, with the exception of food props used during the play. Coffee, tea, soft drinks, etc. can be consumed backstage, upstairs or in the lobby during rehearsal period.

8. Standard “call” is 1 hour prior to curtain. If you will be late for any reason, contact the stage manager back stage at (410) 263-0533, or at the phone number the stage manager has designated.

9. A sign-in sheet is posted back stage. All actors sign in upon arriving at the theater. Sign in prior to each performance during double-run Sundays.

10. Parking is at a premium in Annapolis! Many CP-ers choose to park at the Maryland State garage on Calvert Street (when it is available for free – currently M-F after 6pm and all weekend). The walk to the theater is about six blocks. There are also garages on West Street and Main Street that charge fees for parking (currently there are reduced fees of \$2 after 4 pm). Colonial Players is not able to pay any transportation, parking or citation fees related to your involvement in any production. Please be aware of the challenges for parking, and plan your transportation to allow plenty of time.

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

1. Be very quiet back stage, upstairs, in the lobby...everywhere except on stage! This is a very small and intimate theater, which requires us all to work quietly for fellow actors and audience.
2. The double doors from the lobby to the theater are considered a “wall” during performances; do not open them. Access to the stage through E1 is from the alley backstage, or the “A” section alley.
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. During “double-run Sunday” (the fourth weekend of the run), CP will provide for dinner for cast and crew. The stage manager for the production will arrange with the Treasurer for payment of a per diem to the cast and crew.

### **Parties and Tickets:**

1. CP sponsors an opening night reception for cast, crew, staff and audience of the opening night performance. The party is generally held in the theater building immediately after the show. There is no admission charge.
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 the closing night party to cover all of the people involved with the production; if a show decides to go beyond that budget, it is at their own cost.
3. CP provides two complimentary ticket vouchers to actors and production staff

working on a show. The vouchers may be used to reserve tickets via the Box Office for the first weekend of the run. For other weekends, tickets are available for purchase online or at the Box Office.

4. Please learn the policies CP has established regarding ticket reservation and purchase, stand-by ticket purchase, and the seating of latecomers. We are not able to make special exceptions for your out-of-town guests, or first-time CP audience members. Make sure your friends and family are on time for the show, so that they get to see your full performance. They will not be seated after the show begins.

5. There will be at least one dress rehearsal held the week preceding opening night. Each cast/staff/crew member is allowed to invite people to come to Invited Dress. The director and stage manager of your show will be able to tell you about the particulars of the Invited Dress rehearsal for your production.

Please ask your director, stage manager or production manager if you have any questions regarding your involvement with Colonial Players. We want to provide a fun, relaxed atmosphere for play making, with support and information available to everyone. Don't hesitate to let the senior staff know if there's something not listed here that you're curious about.