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To: Everyone

From: Jarrod Larsen, Director, CSA Production Services

Date: March 15, 2008

Subject: Backstage Policies and Guidelines

BACKSTAGE POLICIES AND GUIDELINES

1. Food and drink in backstage areas is strongly discouraged. If length of rehearsals or performances necessitates food and drink please confine their use to backstage and annex areas only. There will be absolutely no food or drink allowed anywhere else in the facility. Each individual is expected to clean up after eating. No drinks are to be left unattended at any time.
2. COMPANY's performers and staff are required to enter performance venues only through the appropriate backstage doors. Performer entrance through the front of the house, particularly after the house is open, is strongly discouraged.
3. Do not bring valuables to the venue. The CSAPS is not responsible for their safety. Valuables are the responsibility of the COMPANY. Designate someone to collect items of value and keep them together in a safe place. The CSAPS Production Coordinator can provide a safe room.
4. Dressing rooms must be kept neat and broom clean at all times. COMPANY's performers and staff are expected to pick up after themselves. COMPANY will be charged a cleaning fee if this policy is not followed.
5. Do not enter any area of the facility not included in the CSAPS Facility Usage Contract.
6. Children are not to run or play in the venue unless necessary for the performance and must be supervised by an adult, at the rate of one (1) adult for every ten (10) children under the age of eight (8), at all times.
7. No one is allowed in the house unless directed by the director or stage manager for a specific purpose. Placing feet on seats and/or furniture is prohibited. More than 25 persons in the auditorium constitutes a public performance and will be billed accordingly.
8. Before leaving the venue, police all areas you have used for forgotten personal items, cleanliness, etc. CSAPS is not responsible for forgotten or lost personal items.
9. All use of theatre lighting, sound, and staging equipment will be supervised by the CSAPS Production Coordinator. Under no circumstance is anyone not part of the CSAPS staff to move or adjust any equipment or allowed access to support areas of the building, including fly/loading rails and catwalks.
10. CSAPS House Management arrives 1½ hours prior to curtain. House Management is provided for performances only. No one will be admitted backstage after this time without prior clearance. Security during rehearsals is the user's responsibility. Do not "dog" or block open doors. Audience members are not allowed backstage after the performance.