



GEORGE WASHINGTON CARVER, BOYD VANCE THEATRE

Expectations of Theatre Partners

- **LOAD IN**
 - Load in happens generally the same week of the show.
 - All renters must complete pre checklist while loading in.
 - Ensure that all doors are closed after items are brought in
 - If touch-ups or repairs need to be done to set pieces, they should be done on the dock, if possible.
 - Please let staff know when load in is complete so that all gates can be re-secured.
- **NO FOOD OR DRINK IS PERMITTED IN THE THEATRE**
 - Under no circumstances is food permitted in the theatre.
 - Concessions/intermission foods should be eaten outside the theatre and all trashed put in the receptacles.
 - If guests have intermission food or a reception prior to a performance, a volunteer should be at the doors to remind the audience that no food is allowed.
 - Food is permitted in the dressing rooms, but must be put cleaned after each production. Food can be stored in the theatre refrigerator **MUST** be completely emptied at **MOVE OUT**.
- **PLEASE RESPECT THE SPACE. THROW AWAY ANY AND ALL TRASH AFTER EACH PERFORMANCE.**
 - Theatre must be cleared of all programs and other miscellaneous items after each show.
 - The dressing rooms should be left neat and in order in between shows.
 - Trash should be emptied from the backstage area and taken to the dumpster outside.
- **ANY EQUIPMENT USED MUST BE RETURNED IN THE SAME CONDITION IN WHICH IT WAS GIVEN.**
 - All microphones must be checked out from the Theatre Technician.
 - While lights are not checked out, they must be free of gels at **STRIKE**. Please do not leave other colors in the fixtures.
 - Please check with the Theatre Technician if additional equipment is to be added to the Carver's equipment. This is a safety precaution.
- **IF CREW MEMBERS ARE NEEDED FOR RENTERS. PLEASE CALL THE THEATRE TECHNICIAN IMMEDIATELY.**
 - Staff does not generally assist with load in and out, however, if assistance is needed with any equipment belonging to the Carver, please contact the Theatre Technician or Theatre Attendant on duty.
 - Staff does not assist in running shows, however, if assistance is needed while hanging lights, adjusting sound or operating the fly system, please contact the Theatre Technician.
 - If any malfunctions or technical issues please contact theatre technician or part time staff.

➤ **STAGE USE.**

- No pyrotechnics are allowed in the Boyd Vance Theatre.
- Fog machines are permissible.
- For gun-shot sound effects a sign must be posted at the front stating that loud sounds are a part of the production.
- Absolutely NO nails are to be placed in the stage floor.
- The black floor can be painted but must be returned to semi-gloss black upon **STRIKE**.
- All lights must be returned to their original position, leaving six areas of light on the stage.

➤ **LOAD OUT/STRIKE**

- Theatre Partners must complete the **Post Check Out** form prior to leaving the theatre.
- The stage floor must be swept.
- All mics and cables must be returned to the Theatre Technician.
- All items must be taken away from the space in order for the **LOAD OUT** to be complete.
- All dressing rooms are to be cleared of all costumes, props and food items.
- The theatre house should be cleared of all programs and other debris.
- Any items left in the dressing rooms, backstage or on the dock will be logged into lost and found. The Theatre Partner will be notified. If the items are not picked up in 24 hours the PARD Lost and Found Policy and Procedure will be followed.