

**Performances**

Date, Time

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**Show Synopsis**

This show is about.....

**Use of Doors/Entrances**

Any cast entrances in the house?  
 Limited use of doors by the audience?  
 Audience path to seats if special

**House Opening**

House will plan to open 30 minutes before the performance starts. PSM will radio the House Manager 3 minutes before the house opens to confirm we are ready for the house to open. Please confirm with PSM via radio when the house has officially opened.

**Run Times****Act 1:****INTERMISSION:** 15 minutes**Act 2:****Total Run Time:****Fire Announcement/Curtain Speech**

Once the house has closed, the lights will dim to half and the fire speech recording will start.

**Production Personnel****Director:****Music Director:****Production Stage Manager:****Assistant Stage Managers:****Production Assistant:****Scenic Designer:****Lighting Designer:****Sound Designer:****Costume Designer:****Hair and Makeup Designer:****Props Manager:****Technical Director:****Content Notification**

Haze? nudity? Alcohol? Drugs? Strobe? Weapon  
 Use? Loud noises? Foul Language? Slurs?

**Late Seating**

Latecomers will be seated after.... time

**Communication**

**Preshow:** PSM will radio 5 minutes prior to top of the show confirming the house will close on time, and again at 2 minutes to top of show. The House Manager will confirm when the house is closed via radio and the show will commence.

**Intermission:** After the first act is finished PSM will radio the House Manager with stop time of first act and when the second act will start. PSM will radio House Manager 5 minutes prior to the top of Act 2 to confirm the house is ready to close, at this time the PSM will also ask for the house count for the show. House Manager will radio PSM with confirmation when the house is closed for the top of Act 2.

**Recording/Photography**

There is no photography or video recording permitted during the performance. We will have professional photographers/ videographers ....

**Emergency Protocol**

Fire:

Severe Weather:

Audience Accident/Injury:

Onstage Accident/Injury:

**Accessibility Performances**

ASL? Seated where

Described performances??

Director:

MD:

PSM:

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showemail@gmail.com

ASM:

ASM:

PA: