



SAINT JOAN OF THE STOCKYARDS



Company Rules #3

Crew Guidelines

The Ohio State University Theatre, 1849 Cannon Drive, Columbus, OH 43210
The company of Saint Joan of the Stockyards
To be performed May 22nd – June 1st, 2002
In Thurber Theatre

WELCOME to the crew of *Saint Joan of the Stockyards*. A copy of the company rules will be posted on the callboard for this theatre. Does anyone not know where the callboard and sign in sheet are located?

1. Beginning with the first technical rehearsal, on May 15, 2002, you will be required to sign in each night and for each performance. Do not sign in for another person.
2. If you run into an emergency and might be late, call in! The Stage Manager's cell phone number is 679-1964.
3. For security reasons, in Thurber Theatre, use the stage door through the green room to enter the stage, not the lobby doors.
4. When not backstage or in the booths, your "area" to be shared with the actors is the green room. Be aware of their preparatory needs for the show. Guests are not allowed in the green room areas after 7:00 p.m. on final dress rehearsals and performance nights.
5. Do not speak to the stage manager or ASM during the execution of lighting cues, sound cues, fly cues, or set changes, unless you have an emergency. Make note of the comment or problem, and seek him or her out later. If you believe your comment may be critical to the execution of the shift, then speak to the assistant upon completion of the sequence. Otherwise, wait until later.
6. Do not talk backstage during rehearsal or performance. If you must communicate, whisper.
7. A reminder, there is no smoking in the Drake.
8. Be alert to the monitor system and more reliably, the ASM regarding your cues. The stage manager is responsible for warns only before acts, not before individual cues once the act has begun.
9. Stay out of the entrance areas during entrances and exits of other actors and fellow crewmembers during scene shifts.
10. Be aware of audience sightlines. If you can see them, they can see you.
11. Get to know the names of all cast members. Calling a cast member "hey you" or "actor person" is unacceptable. Mutual respect between crew and cast will go a long way over the performance run.

12. This production is the department's show, not "my" show, "our" show, or Lesley's show. Please refer to your connection with the production as "the" show, or by *St. Joan of the Stockyards*.

13. If you have any problems during the technical or dress rehearsals with your scene shift, sound or light console operation, etc. notify the ASM backstage. Do not call into the auditorium to the stage manager at the tech table, unless you are in an emergency situation. Utilize the ASMs, as they will be backstage with you each night.

14. If you have a guest interested in attending tech or dress rehearsals, contact me and I will confirm this with the director.

15. The departmental complimentary ticket policy is as follows: for Thurber Theatres, each undergraduate crewmember is entitled to one complimentary ticket for a performance any night except Friday or Saturday. Graduate student crewmembers are entitled to two complimentary tickets for any night of the performance run.

16. Safety. If you walk across campus to and from rehearsals, be careful and protect yourself. Travel in groups and/or use the OSU Escort Service, 2-3322. If you drive, you are strongly advised to get a C-sticker, which will enable you to park in the lot directly across from Drake Union after 4:00 p.m. To purchase a sticker, go to 160 Bevis Hall, 1089 Carmack Rd. The office is open 7:30 a.m. - 5:30 p.m., M-F. If you are not an OSU student, see me during a break and I'll provide information about a temporary sticker.

17. A note of courtesy, and please know this information has been given to the actors as well: my role is the stage manager for this production. That means when I or a designated assistant call places, or breaks, or have any kind of announcement, there are only two responses that are acceptable. They are either "thank you" or "I have a problem. This is required of EVERYONE. This is the only way we can know you have heard us. We do not treat this as a joke; this is the best way to ensure that your time and my time is not wasted. If you have any questions during the process, do not hesitate to ask - we are here to make your theatre experience as productive and rewarding as possible. Thank you.

Eric H. Mayer
Stage Manager

Kate Buquo
Assistant Stage Manager

Becky Rhinehart
Assistant Stage Manager

Initials	Full Name	Role	Phone	Email
	Tim Burhenne	Wardrobe Run Crew	(614) 297-6729	Flash716@hotmail.com
	Heather Burley	Set Run Crew	(614) 975-8580	burley.17@osu.edu
	Daphne Calvin	Wardrobe Run Crew	(614) 783-5473	calvin.21@osu.edu
	Cindy Jacobson	Set Run Crew	(614) 527-1680	jacobson.78@osu.edu
	Benjamin Jones	Sound Board Operator	(614) 471-9974	konietzko@hotmail.com
	Sharon King	Set Run Crew	(614) 447-0246	king.388@osu.edu
	Brandon Lewis	Follow Spot Operator	(614) 216-2456	lewis.683@osu.edu
	Jordan Lightner	Wardrobe Run Crew	(614) 299-4282	lightner.11@osu.edu
	Joe Lonardo	Wardrobe Run Crew	(614) 424-4683	lonardo.6@osu.edu
	Rob Peck	Light Board Operator	(614) 291-1993	peck.80@osu.edu
	Tia Marie Protopapa	Wardrobe Run Crew	(614) 688-7648	protopapa.2@osu.edu
	Maureen Quinn	Set Run Crew	(614) 688-6667	quinn.136@osu.edu

Initials	Full Name	Role	Phone	Email
	Lindsey Reed	Wardrobe Head	(614) 291-1633	reed.449@osu.edu
	Adrian Shepherd	Follow Spot Operator	(614) 868-1513	xcaliba_osu@hotmail.com
	Trisha Smith	Wardrobe Run Crew	(614) 291-9961	smith.3626@osu.edu
	Amy Lynn Stauffer	Set Run Crew	(614) 688-1173	short_techie@yahoo.com
	John R. Steiner III	Video Projectionist	(614) 688-2520	golph12@aol.com
	Elisha Teague	Wardrobe Run Crew	(614) 832-9082	teague.21@osu.edu