

APPROVED

POSSUM POINT PLAYERS

EXECUTIVE COMMITTEE MINUTES

MARCH 16, 2021

- I. **CALL TO ORDER** – Zoom meeting. Chairperson Micheal Murnin called the meeting to order at 4:41 PM Members present were: Michael Murnin, Andrew Hertzberg, Louise Hartzell, Jim Hartzell, Anthony M Policastro, Kenney Workman, Cheryl Graves, Rosanne Pack, Dawn Conaway, Nina Galerstein and Gwyneth Sharp. Quorum was confirmed.

II. APPROVAL OF MINUTES

A. Approval of February 16, 2021 minutes - There was one typographic correction. In Item IV A 5 Michael Morning should be Michael Murnin. After properly moving (Kenney Workman) and seconding (Cheryl Graves) the minutes were approved as corrected. **CLOSED**

B. Approval of e-mail vote March 6, 2021 minutes - After properly moving (Kenney Workman) and seconding (Cheryl Graves) the minutes were approved. **CLOSE**

III. REPORTS

A Treasurer

1. Financial report (Attachment 1) was presented. After properly motioning (Nina Galerstein) and seconding (Kenney Workman) the report was accepted. **CLOSED**

B. Executive Administrator

1. The Radio Theater show streaming on the You Tube channel has had three views. We made approximately \$19 in profit. **CLOSED**

2. With the building not being used as much under COVID-19 protocols, the cleaning service was suspended for a period of time. The cleaning service will be coming in for the Diamond Dance production of Cinderella. Now that there is more activity in the building it makes sense that it be started up again. The committee members agreed with the Executive Administrator's plan to restart the cleaning service that she had temporarily suspended. **CLOSED**

3. The Delaware Division of the Arts' "Do More in 24" program garnered 42 donations for a total of \$6,595. We are waiting to hear how much funding we will receive from them for the amount collected. Payment is expected by March 30th. **OPEN**

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4. A discussion took place about the show times for Silent Sky. It will be taking place outdoors in June. The Sunday performances are currently scheduled for 2 PM. That might make it too hot for people to spend that long in the hot sun. The committee agreed that the Friday and Saturday performances should remain at 7:30 PM. The Sunday performances would be moved to 6 PM. Kenney Workman made those show times as a motion that was seconded by Andrew Hertzberg. The motion was approved. **CLOSED**

5. A discussion took place about planning for summer camps this year. It is currently unknown whether the school year will be extended. If that happens it may run into the summer camp dates. In addition if COVID-19 precautions continue the number of students would be capped at 25 instead of the usual 40. It makes sense to proceed with the usual procedures for advertising and setting up the camps. That would include things like publicity and contacting former students to see if they wish to return. Rosanne Pack indicated that both the News Journal and Delaware Today publish a schedule of these events. We should try to get on that schedule. Jim Hartzell made a motion seconded by Rosanne Pack that we proceed with plans to operate summer camps again this year. Motion was approved. **CLOSED**

6. Tickets for Broadway Springs Back have just gone on sale. Season ticket holders were contacted to see if they desire tickets. So far there have been 62 tickets requested. Some of those tickets will go to season ticket holders who rolled over their subscription into this year. Therefore, these will not generate revenue. With the stage at the side of the theater, seating will be set up to mimic that in the theater. Then social distancing can be followed just like it is in the theater. This will allow for patrons to have better seats without being far away like with the bubble pattern for Godspell. **OPEN**

C. Artistic Committee

1. The PJ's (Possum Juniors) had presented a concept for a show to the Artistic Committee. The committee approved their concept. A building use form (Attachment 2) was then submitted for review. The plan is to put together a production of their own. That will allow them to learn the various aspects of doing so. After properly moving (Jim Hartzell) and seconding (Rosanne Pack) the building use form was approved. **CLOSED**

2. The Committee approved John Hulse as director of Silent Sky **INFO**

3. Broadway Springs Back presented a budget proposal. The original plan was to use more than the 12 body mikes that we already own. That would have required additional mike rental. That rental was included in the original proposal. However, that is no longer necessary so that item is no longer part of the budget. After properly moving (Jim Hartzell) and seconding (Kenney Workman) the budget was approved. **CLOSED**

4. Jim Hartzell's proposal for arranging and displaying plaques of previous performance playbills was approved by the Artistic Committee. **INFO**

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5. Gina Shuck has been approved as a co-chair of props **INFO**

D. Fund Raising Committee

1. Cheryl Graves reported that the official name of the production is A Country and Blues Broadway Jamboree. She also reported:

a. She is scheduling a formal committee meeting later this month. She is looking at March 30th but there may be conflict on that day for Kenney Workman and Rosanne Pack. She will work at finding a time that will work. **OPEN**

b. Donna deKuyper and Doug Yetter are going to be meeting about the production. **INFO**

c. Discussion took place about the possibility of moving into the theater if the COVID-19 restrictions are eased by that time. Dawn Conaway pointed out that as long as social distancing restrictions stay in place, we are limited by that more than by allowed capacity. **CLOSED**

E. Building and Grounds

1. Jim Hartzell reported:

a. The plaques project is underway. They are currently being separated and sorted. Future seasons will be arranged in a single frame. The project is ongoing. **OPEN**

b. We will be looking at a formal presentation to the Trustees on Communication when the COVID-19 restrictions are eased. **INFO**

c. The stage has mostly been completed on the side of the building. There is still a need for some refinement of the structure. Louise Hartzell suggested that it would look good to have the sides of the stage painted a color to match the building. The Possum Point logo could also be painted on it. Anthony Policastro suggested Whitney Cook be contacted since she has done scenic design painting in the past. The stage floor would be painted black. If a director desired a different color, it would then need to be repainted black after the performance. After properly motioning (Nina Galerstein) and seconding (Kenney Workman) the motion to decorate the stage in that manner was approved. **CLOSED**

IV. OLD BUSINESS

A. 50th Anniversary Committee - The committee had met. The concept and the timeline are at Attachment 3. Highlights included

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1. The 50th Anniversary season would take place between the summer of 2022 and the fall of 2023.

2. It would begin with a 50th Year Anniversary Musical Review.

3. That would be followed by tribute shows, one from each of the five decades

4. It would conclude with an Ultimate Anniversary Celebration.

5. That final show could be a production of Carnival which was the very first show produced by Possum Point Players

6. Louise Hartzell indicated that she thinks she has the four puppets from Carnival still stored. These puppets could be used as characters to introduce the various shows and actually be part of the celebration.

7. A Carnival scrapbook has already been completed.

After properly moving (Nina Galerstein) and seconding (Gwyneth Sharp) both the concept and timeline were approved. **OPEN**

B. Diamond Dance building use Trustee coverage - A schedule has been set up to allow a Trustee to provide oversight during the times that Diamond Dance is using the building. They will begin on Tuesday March 23rd and end on Sunday March 28th. Coverage has been arranged to this point for all times except for the 5:50 PM to 10 PM shift on Wednesday March 24th. **OPEN**

C. COVID protocols for rehearsals - A proposed set of guidelines can be found at Attachment 4. Since they are guidelines they are suggestion for directors and their cast members. Dr Policastro suggested that we add a reminder for people about hand cleaning when they touch common use items like doors and restrooms. After properly moving (Jim Hartzell) and seconding (Nina Galerstein) the proposed guidelines were approved with the suggested changes for common use items added. **(CLOSED)**

V. NEW BUSINESS

A. The budget for building the outdoor theater was presented:

1. The costs for building the stage amounted to \$314. There were two donors that provided the funds for that. **INFO**

2. There was also a need for \$700 to support sound/lights requirements. These were primarily for outdoor speakers that could later be used indoors as well. There was also a need for \$100 for face shields. Jim Hartzell made a motion that was seconded by Kenney

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Workman that we approve the \$800 to complete the necessary purchases. Motion was carried.
CLOSED

B. Seaford Community Concert Association (SCCA) - SCCA has over 1000 members from across the county. They are looking for an on line performance that they could stream to their audience. Anthony Policastro had asked them about setting up a video of Broadway Springs Back for their membership to view. They had discussed individual viewing payments vs a flat rate for their board to pay. Dawn indicated that there would be expenses to Possum Point Players for setting something like this up. They included ASCAP fees and fees payable to You Tube. She will research the costs so that we can provide an amount to SCCA to see if they are still interested **OPEN**

C. Voting of Artistic Committee Representatives at Executive Committee meetings - A question arose as to whether the two representative of Artistic Committee on Executive Committee could vote on both committees. The concern was that some of the items were approved by both committees and so it would be like two of the Trustees getting more than one vote. The Bylaws list both of them as members of the Executive Committee. While some of the items might be duplicated at both committees that was not true for all items. For those reasons, it made sense that as members of both committees, they should be voting on both committees. That is what has traditionally been done. Any clarification of that would require a formal bylaws change. As of now they will continue voting on both committees. **CLOSED**

D. The Producers - a concern was raised by the directors of The Producers about COVID-19 restrictions. The production is expensive. It has a large cast. It has a great deal of sets and costumes. That means it will be not be able to recoup all those expenses if the audience is restricted. Given the COVID-19 budgetary issues, it might not make sense to take the project on knowing that we will lose money. There is a need for the Artistic Committee to weigh in on this. Therefore, it needs to be referred to them. Jim Hartzell made motion that was seconded by Nina Galerstein that the question of possibly postponing the production be referred to the Artistic Committee. The motion was approved. **OPEN**

VI. ITEMS FOR ARTISTIC COMMITTEE NOTIFICATION OR INFORMATION

- A. Plan for The Producers
- B. Concept and timeline for the 50th Anniversary celebration
- C. Show time changes for Silent Sky
- D. PJ's summer show approved
- E. COVID protocols for information

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VII. ANNOUNCEMENTS - None this month

VIII. NEXT MEETING DATE - April 20th at 4:30 PM **INFO**

IX. ADJOURNMENT -There being no further business a motion was made (Jim Hartzell) and seconded (Kenney Workman) to close the meeting at 6:37 PM

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Attachment 1

2:07 PM
03/16/21
Cash Basis

Possum Point Players Balance Sheet Prev Year Comparison As of March 16, 2021

	Mar 16, 21	Mar 16, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
County Bank-Checking	19,592.75	56,939.97	-37,347.22	-65.6%
County Bank-MONEY MARKET	77,429.50	87,562.77	-10,133.27	-11.6%
Petty Cash	50.00	50.00	0.00	0.0%
Total Checking/Savings	97,072.25	144,552.74	-47,480.49	-32.9%
Accounts Receivable				
Accounts Receivable	129.00	129.00	0.00	0.0%
Total Accounts Receivable	129.00	129.00	0.00	0.0%
Other Current Assets				
DELAWARE COMMUNITY FOUNDATI...	-824.18	-824.18	0.00	0.0%
Undeposited Funds	8,133.50	8,133.50	0.00	0.0%
Total Other Current Assets	7,309.32	7,309.32	0.00	0.0%
Total Current Assets	104,510.57	151,991.06	-47,480.49	-31.2%
Fixed Assets				
Accumulated Depreciation	-493,875.00	-493,875.00	0.00	0.0%
Building	925,855.55	925,855.55	0.00	0.0%
Equipment	138,616.51	137,116.51	1,500.00	1.1%
Furniture & Fixtures	4,056.75	4,056.75	0.00	0.0%
Furniture and Equipment	5,626.28	3,089.90	2,536.38	82.1%
Land	20,000.00	20,000.00	0.00	0.0%
Total Fixed Assets	600,280.09	596,243.71	4,036.38	0.7%
TOTAL ASSETS	704,790.66	748,234.77	-43,444.11	-5.8%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	-1,237.37	-1,083.37	-154.00	-14.2%
Total Accounts Payable	-1,237.37	-1,083.37	-154.00	-14.2%
Other Current Liabilities				
Overdraft Loan	-156.75	-156.75	0.00	0.0%
Payroll Liabilities	713.88	719.69	-5.81	-0.8%
Total Other Current Liabilities	557.13	562.94	-5.81	-1.0%
Total Current Liabilities	-680.24	-520.43	-159.81	-30.7%
Long Term Liabilities				
Mortgage	27,719.57	39,034.21	-11,314.64	-29.0%
Total Long Term Liabilities	27,719.57	39,034.21	-11,314.64	-29.0%
Total Liabilities	27,039.33	38,513.78	-11,474.45	-29.8%

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2:07 PM
03/16/21
Cash Basis

Possum Point Players
Balance Sheet Prev Year Comparison
As of March 16, 2021

	Mar 16, 21	Mar 16, 20	\$ Change	% Change
Equity				
Retained Earnings	671,081.04	655,231.13	15,849.91	2.4%
Net Income	6,670.29	54,489.86	-47,819.57	-87.8%
Total Equity	677,751.33	709,720.99	-31,969.66	-4.5%
TOTAL LIABILITIES & EQUITY	<u>704,790.66</u>	<u>748,234.77</u>	<u>-43,444.11</u>	<u>-5.8%</u>

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2:04 PM

03/16/21

Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 through March 16, 2021

	Jan 1 - Mar 16, 21	Jan 1 - Mar 16, 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Advertising & Sponsors	1,000.00	0.00	1,000.00	100.0%
BAR				
Concession	0.00	189.63	-189.63	-100.0%
Tips	12.00	236.00	-224.00	-94.9%
BAR - Other	125.00	1,012.34	-887.34	-87.7%
Total BAR	137.00	1,437.97	-1,300.97	-90.5%
CONVENIENCE FEES	6.80	168.06	-161.26	-96.0%
Direct Public Support				
Corporate Contributions	56.09	26.55	29.54	111.3%
Individ, Business Contributio...	375.00	12,485.00	-12,110.00	-97.0%
Total Direct Public Support	431.09	12,511.55	-12,080.46	-96.6%
Donations - Cash	517.50	10.00	507.50	5,075.0%
Government Grants				
State Grants	10,620.62	14,780.00	-4,159.38	-28.1%
Total Government Grants	10,620.62	14,780.00	-4,159.38	-28.1%
Grants	0.00	20,000.00	-20,000.00	-100.0%
Interest Income	6.26	11.75	-5.49	-46.7%
Other Types of Income				
Advertising Sales	0.00	300.00	-300.00	-100.0%
Total Other Types of Income	0.00	300.00	-300.00	-100.0%
Program Income				
Membership Dues	15,965.00	7,820.00	8,145.00	104.2%
Total Program Income	15,965.00	7,820.00	8,145.00	104.2%
Ticket Sales				
GIFT CERTIFICATES	0.00	-50.00	50.00	100.0%
Ticket Sales - Other	1,430.00	26,160.00	-24,730.00	-94.5%
Total Ticket Sales	1,430.00	26,110.00	-24,680.00	-94.5%
Total Income	30,114.27	83,149.33	-53,035.06	-63.8%
Gross Profit	30,114.27	83,149.33	-53,035.06	-63.8%
Expense				
Awards and Grants				
Cash Awards and Grants	400.00	0.00	400.00	100.0%
Total Awards and Grants	400.00	0.00	400.00	100.0%
Bank Fees	92.22	180.73	-88.51	-49.0%
Building & Grounds mainten...	567.46	257.10	310.36	120.7%
Business Expenses				
Business Registration Fees	135.00	25.00	110.00	440.0%
Taxes - Not UBIT	25.00	0.00	25.00	100.0%
Total Business Expenses	160.00	25.00	135.00	540.0%
Contract Services				
Outside Contract Services	1,632.77	3,122.06	-1,489.29	-47.7%
Total Contract Services	1,632.77	3,122.06	-1,489.29	-47.7%
Costumes	0.00	199.98	-199.98	-100.0%

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2:04 PM
03/16/21
Cash Basis

Possum Point Players Profit & Loss Prev Year Comparison January 1 through March 16, 2021

	Jan 1 - Mar 16, 21	Jan 1 - Mar 16, 20	\$ Change	% Change
Facilities and Equipment				
Equip Rental and Maintenance	1,581.01	208.00	1,373.01	660.1%
Janitorial Services	378.09	1,426.32	-1,048.23	-73.5%
Mortgage Interest	427.77	690.83	-263.06	-38.1%
Rent, Parking, Utilities	1,025.86	146.25	879.61	601.4%
Total Facilities and Equipment	3,412.73	2,471.40	941.33	38.1%
Lighting & Sound	0.00	29.98	-29.98	-100.0%
Music	0.00	156.03	-156.03	-100.0%
Operations				
Postage, Mailing Service	281.83	863.62	-581.79	-67.4%
Printing and Copying	78.40	189.59	-111.19	-58.7%
Supplies	0.00	276.31	-276.31	-100.0%
Telephone, Telecommunicati...	604.25	437.64	166.61	38.1%
Total Operations	964.48	1,767.16	-802.68	-45.4%
Other Types of Expenses				
Advertising Expenses	0.00	600.99	-600.99	-100.0%
Insurance - Liability, D and O	1,591.00	0.00	1,591.00	100.0%
Memberships and Dues	100.00	0.00	100.00	100.0%
Other Costs	40.00	25.00	15.00	60.0%
Total Other Types of Expenses	1,731.00	625.99	1,105.01	176.5%
Payroll Expenses	815.76	895.69	-79.93	-8.9%
Props	26.99	365.88	-338.89	-92.6%
Royalties-Scripts-Scores	138.20	4,292.15	-4,153.95	-96.8%
Set	0.00	439.44	-439.44	-100.0%
Utilities	3,019.25	2,965.89	53.36	1.8%
Wages	10,483.12	11,014.99	-531.87	-4.8%
Total Expense	23,443.98	28,809.47	-5,365.49	-18.6%
Net Ordinary Income	6,670.29	54,339.86	-47,669.57	-87.7%
Other Income/Expense				
Other Income				
PPP Readers Theater	0.00	150.00	-150.00	-100.0%
Total Other Income	0.00	150.00	-150.00	-100.0%
Net Other Income	0.00	150.00	-150.00	-100.0%
Net Income	6,670.29	54,489.86	-47,819.57	-87.8%

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Attachment 2

POSSUM POINT PLAYERS

PERFORMANCE APPROVAL AND USAGE AGREEMENT-PAGE 1 OF 2

(For building, facilities and/or resources by PPP affiliates or PPP associated special events coordinators.)
(Approved November 7, 2019-AC, November 19, 2019-EC)

AFFILIATE OR
SPECIAL EVENTS COORDINATOR NAME Possum Juniors

EVENT Experiment: AWorkInProgress

LOCATION OF EVENT POSSUM HALL ☒ OTHER LIST

PRIMARY CONTACT Gianna Voges PHONE (302) 503-1095 E-MAIL gianna.voges@gmail.com

ALT. CONTACT Lorraine Leavel PHONE (302) 745-0235 E-MAIL rainyanne7@gmail.com

USAGE - Please enter dates and times of areas AND personnel that you are requesting

1. AREAS (Date(s) and time(s))

Kitchen Green Room April 2021-August 1 Lobby

Shop June 2021-August 1 Theater April 2021-August 1 Lights/sound/EFX June 2021-August 1

2. PERSONNEL (Dates and times)

Makeup April 2021-August 1 Costumes April 2021-August 1 Props April 2021-August 1

Lights/Sound/EFX April 2021-August 1 Set construction April 2021-August 1 Bar and refreshments July 30, 2021-August 1

3. OTHER

Please list equipment and resource needs not listed above including special lighting/sound/efx needs

Publicizing help

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PERFORMANCE APPROVAL AND USAGE AGREEMENT-PAGE 2 OF 2

CONDITIONS:

1. The Group will leave all areas used as clean and orderly as they found them upon arrival.
2. The Group will not make alterations or attachments to, or holes in existing structures.
3. At no time will fire exit doors be blocked with equipment or materials.
4. The Group will not use or store hazardous materials or permit the use of an open flame WITHOUT PRIOR EXPLANATION TO, AND APPROVAL FROM, THE PPP EXECUTIVE ADMINISTRATOR IN CONSULTATION WITH APPROPRIATE TRUSTEES.
5. The Group is responsible for damages to the facility during the Group's use.
6. If the Group is not using PPP personnel for areas they are using, the Group will obtain clearance from the Artistic Committee chair responsible for that area, prior to the use of the equipment. If a Group requires more than a general wash with left-right-center control and/or spot lights, detailed lighting requirements will also be attached under OTHER SPECIAL INSTRUCTIONS. The Group will not "re-patch" sound or lighting equipment without prior approval of that particular chair.

Agreement to the foregoing is indicated by the signatures below:

Executive Administrator _____ Date: _____

Fund Raising Chair _____ Date: _____

REQUESTING GROUP NAME: Possum Juniors

REQUESTING GROUP CONTACT: Grinda Noyes Date: 3/6/21

ARTISTIC COMMITTEE CHAIR: _____ Date: _____

EXECUTIVE COMMITTEE CHAIR: _____ Date: _____

AC APPROVAL DATE _____

EC APPROVAL DATE _____

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Attachment 3

The 50th anniversary committee met via Zoom on Thu Feb 25. In attendance were all members (Beth H, Donna D, John H, Louise H, Gwyneth S) except Andrew H. (Andrew and I spoke prior so I had his feedback). There were 2 main issues that needed discussion immediately so the Reading Committee, which gears up very soon, would know how to proceed for both 2022 and 2023. (Also, depending on the outcome of all this, our 2023 RC might not need to read anything new at all). Since RC is essentially a 6-7 month process, these questions are time sensitive.

I posed two main questions to the 50th Comm:

- 1) Do we want our 50th season to be special shows indicative of our history, or do we want a season of regular shows with special 50th events attached.....or both?
- 2) Do we want our 50th season to be 2022 or 2023? (we do know what Exec voted....but considering the possibilities and the timeline for getting stuff done....did we think changes should be made?)

The committee had some great discussion, including a lot of great ideas. We discussed the fact that early, strong, creative publicity was important for all the reasons Exec did. But - we also felt that to do what we really wanted to do for the 50th, 2022 was probably too early to start that special season (especially since we don't even really know what the season is considering we have to move *Hay Fever*). We were also taking into consideration that we already have 5 shows slated for 2022, plus 3 hanging in limbo (*Hay Fever*, *Cobb*, and *A Murder Is Announced*). While we don't have a serious commitment to any but *Hay Fever*.....they are still on the books, so to speak, and *Cobb* had started to rehearse).

Taking everything into account, and after discussing some great ideas, we unanimously agreed on the following:

- 1) we wanted our 50th anniversary to consist of selected past shows, probably one from each decade.
- 2) we wanted to kick off the celebrations in the late spring or early summer of 2022 with a fundraiser similar to the 20th anniv show: songs from our past musicals (not fleshed out yet, but something of this nature).
- 3) we want our 50th anniv year to be a bit longer than a year, so publicity could gear up in spring 2022, start with the fundraiser....but the actual 5 shows would go from the Holiday Show in 2022 and end in Nov of 2023. The decades would go backwards, so the final BIG celebration would be a musical, maybe our first ever musical (to be determined at a later date, together with the RC). We understand that there are season tickets to consider, and we think this can be done in a way that does not effect this at all (please see possible timeline at the bottom of this email).
- 4) each show that we do would have some sort of celebratory and/or historical aspect. We haven't figured all this out yet. We still intend that the season include 5 of the types of shows we usually do: big musical, comedy/small musical, drama/mystery, and holiday.

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5) If Exec agrees that we can proceed with this, then I will likely have a different type of RC this year. It will consist of members of the 50th plus anyone else from RC who feels they can look at past shows and decide what could be the best for our 50th season.

We know this is a lot to digest, but we are looking for Exec to give us the go-ahead for the season-and-a-half celebration we want to do (outlined below). Then RC can proceed, and we can get to work figuring out the actual shows we all want to do.

Thanks,
Nina

Possum Point Players' 50th Anniversary Celebration – 2022 – 2023 - DRAFT

Winter 2022 – “new” comedy or drama

Spring 2022 – “new” comedy or drama

Summer 2022 – **Gala 50th Year Musical Revue** – celebrating PPP’s musical history

Fall 2022 – **2020s Decade show** “new” musical

Holiday 2022 – **2010s Decade show**

Winter 2023 – **2000s Decade show**

Spring 2023 – **1990s Decade show**

Summer 2023 – **1980s Decade show**

Fall 2023 – **1970s Decade show, musical, Ultimate Anniversary Celebration**

Holiday 2023 – “new” holiday show

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Attachment 4

POSSUM POINT PLAYERS COVID PROTOCOLS

CAST & CREW

Our minimum guidelines for cast, crew, and other show staff are as follows:

- Director will discuss COVID protocols with cast and crew at first scheduled rehearsal.
- Any cast and crew members experiencing symptoms related to COVID - 19 or having had contact with anyone who has tested positive for COVID - 19 (within the 14 days prior to our event) must not attend.
- All cast and crew members must enter through the stage (side) door.
- Masks must be worn at all times, unless actors are on stage or in a rehearsal situation where it is appropriate.
- Crew members must wear masks during all performances.
- Where reasonably practical, rehearsals shall be scheduled to minimize the number of participants.
- Where reasonably practical, blocking will be conducted, to the extent possible, while maintaining physical distancing.
- Performers may also be asked to limit interactions with people outside of the production to reduce risks to the broader community.
- Cast and crew members are encouraged to bring hand sanitizer, which will also be provided by PPP.
- Actors shall bring items (such as pen, notebook, water bottle, mug, towel) for personal use during rehearsals.
- Headsets/body mics will be assigned and must be sanitized and stored in assigned containers when not in use.
- Cast and crew members cannot leave any personal belongings overnight.
- Set pieces and props will be sanitized following every performance. As during normal rehearsals and performances, props should only be handled by the cast member using it.
- Cast members will not greet patrons following performances.
- No visitors, including family members, are permitted backstage.
- Stage managers will enforce all guidelines for cast and crew members.