

## DP Team Member Responsibilities

(Familiarize yourself with the Technician Responsibilities)

- 1) Arrive one hour prior to show time, and open the front door for the cast and crew as they arrive (the technician on duty will disarm the front door when he/she arrives).
- 2) On both Sunday's and the second Thursday, the sanctuary will need to be set up for the show:
  - The piano needs to be moved from up front to the side of the room on the left hand side by the window
  - The two chairs and the wood tables need to be removed from the stage and placed over by windows on the left hand side of the room
  - The Chalice and it's table need to be moved off the stage over by the water fountain
  - The podium needs to be removed from the stage (this takes several people) and rolled back to the same location as the piano
  - The paintings on the stage need to be moved out to the ends of their sliding rack and covered with the painting covers located in the closet at the back of the sanctuary (a ladder is located in the closet at the end of the hall which is needed to cover the paintings...put the ladder back when you are done)
  - The curtains need to be closed in the sanctuary on both sides
  - The chairs in the sanctuary need to be straightened into three sections with two aisles bordering the center section (the chair arrangement drawing is located on the back of the sanctuary closet door)
  - The large folding partition needs to be closed in the back of the sanctuary between the sanctuary and the narthex
  - The stage needs to be arranged for the production with props and set pieces located in the DP storage closet downstairs according to each director's specific notes (**work with each director to set up the stage**)
- 3) Arrange the lobby for the production (if not pre-set from the previous evening):
  - The membership table gets moved to in front of the stairs just opposite the front door
  - Several chairs should be in the lobby for patrons to sit on
  - The Dignity Players display boards for the past productions (located downstairs in the DP storage closet) should be put on display on the table right up against the right hand window in the front.
  - Playbills for the current production need to be placed on the membership table for the box office (playbills can be found in the DP drawers in the John Henry Room downstairs)
  - The small table in the DP storage closet should be brought upstairs and placed next to the membership table opposite the front door. The current show production display board should be placed on that table along with 2010 season brochures and subscription forms.
- 4) Walk through the building and make sure the bathrooms and narthax are all clean and that lights are on where they need to be throughout.
- 5) The box office personnel should arrive between 45 and 30 minutes prior to the production. Work with the box office personnel to gather the cash box, assign seats, and prepare for the audience's arrival.
- 6) At show time...the technician will let you and the box office personnel know when places have been called and the show is ready to go up. At this time, walk up the aisle of the sanctuary to the front of the house and present the pre-show announcement. When you are finished, walk back down the aisle at which point the technician will lower the houselights and begin the show.

## Pre-Show Announcement

Good evening/afternoon, and my name is [XXXX] and I am a member of the Dignity Players Organizational Team. On behalf of all of us here at Dignity Players and the Unitarian Universalist Church of Annapolis, we want to welcome you to our production [XXXX].

We hope you will take note of our upcoming Fifth Anniversary Celebration which will be held here on December 12 at 8:00pm. We will feature performers both past and present doing work from past productions and productions we hope to produce in the future. Guests will be provided wine and cheese throughout the performance and we hope you will all join us to celebrate our successful completion of five years of doing theatre for the purpose of inspiring change.

We hope you will take note of our upcoming productions. The season shows are listed on the back of your playbill and our season brochure is available in the lobby. Subscriptions are still available and Subscription forms can be found on line at our website, in the lobby, or at the back of the season brochure.

Now, if I could remind you to turn off any cell phones and pages, we invite you to sit back and enjoy [XXXX].

- 7) During the first half hour of the production or intermission, work with the box office personnel to seat late comers, and close out the box office. Total the money and fill out the deposit slips. Sign the deposit slips and the deposit envelope as the second signature. (Box Office personnel should leave one deposit slip in the cash box and one goes into the deposit envelope which gets placed in the safe in the inner church office)
- 8) Make sure the box office personnel put the cash box back into the office in the file cabinet with the one signed deposit slip inside, and put the playbills back downstairs in the John Henry room from which they came.
- 9) At intermission....work with the technician to make sure everyone gets re-seated after ten minutes. Check the bathrooms when the technician is ready to make sure they are clear.
- 10) On both Saturday nights and both Sunday's, the lobby and sanctuary will need to be cleaned up for services or the following week:
  - All DP display materials such as the DP display boards, the 2010 season brochures, the survey basket and sign need to returned to the DP storage closet and John Henry room downstairs.
  - The membership table needs to be rolled back into the lobby corner by the plant and the small display table needs to be folded and put downstairs in the DP storage closet.
  - All set and prop materials on the stage need to taken downstairs to the DP storage closet.
  - The chalice, podium, round wood tables, chairs, and piano need to be replaced in their proper location either on stage or just in front of it.
  - Remove the coverings from the paintings, fold them, and place them in the closet at the back of the sanctuary. Roll the paintings back out into their positions.
  - Make the chairs are all straightened up in three sections with an aisle on either side of the center section.
  - Open the sanctuary curtains.
  - Open the partition at the back of the sanctuary.

- 11) Walk through the building to check that bathrooms are clean, lights are out throughout the building and the cast has straightened up downstairs in the John Henry room and the storage closet. (The technician will arm the front door and close down the booth and sanctuary)
- 12) Double check that the front door is armed and locked when you depart.