

L A K E W O O D
PLAYHOUSE
Building community through theater.

Production Handbook

This is a living document and is reviewed and updated regularly.

UPDATED: May 24, 2023

LAKWOOD PLAYHOUSE

Physical Address: 5729 Lakewood Towne Center Blvd. SW, Lakewood WA 98499

Mailing Address: P.O. Box 99041, Lakewood, WA 98496

Main Phone/Box Office: 253-588-0042

LAKESWOOD PLAYHOUSE HISTORY

Lakewood Playhouse was founded in 1938 and was incorporated in 1941 under the name Lakewood Community Players as a community theatre group serving Lakewood. Later the Lakewood Community Players began doing business as Lakewood Playhouse after finding a permanent home at 5729 Lakewood Towne Center Blvd. SW in what is now known as the Lakewood Towne Center.

The Lakewood Playhouse was constructed, as a theatre, in the mid 1960s. Currently, the Playhouse is configured for in-the-round productions with a seating capacity of 185.

In 2012, Lakewood Playhouse's Youth Education program became the Lakewood Institute of Theatre

OUR MISSION

Building Community Through Theatre

OUR VISION

To maintain a safe environment for diverse artists to collaborate in the creation of theatre.

OUR CORE VALUES

Empathy

Empathy drives theatre experiences and needs to drive our professional and community interactions. Our world needs more empathy and theatre is a perfect tool to teach it. Theatre is not a mirror that reflects one's limited human experience, rather it is a lens upon which we can see the experience of others and feel our shared humanity.

Collaboration

Theatre is a collaborative art in which individual artists can work toward a greater goal.

Accountability

Being accountable means that the safety of each individual depends on the accountability of **every person** engaged in our mission. It means teaching our community about the kinds of behavior that cannot be tolerated. Accountability is an essential part of theatrical collaboration. Each individual artist must be accountable for their contribution to the greater purpose of creation, be it onstage or within the context of building community. Accountability as an organization begins with clear policy and transparent communication.

Respect

One cannot collaborate without understanding the importance of open-mindedness and respect. As members and leaders in our artistic community we must foster a culture of respect, fueled by open-mindedness, for all the theatre artists we serve: Audience Members, Donors, Actors, Designers, Technicians, Carpenters, Stage Managers, Directors, and Playwrights. We must demonstrate respect in everything we do and celebrate the diverse artists in our greater community.

Resiliency

We must learn greater resilience. We are creating theatre in a turbulent world filled with mistruths, digital interactions, political polarization, and infectious disease. Our response to this turbulence requires empathy, collaboration, accountability, respect, and *appropriate planning*. Organizationally, we need to prepare for a new era of theatrical engagement – one that requires all of us to hold the entire artistic community accountable and understand the value of our greater mission and of each person’s relationship to that mission.

Joy

Joy nurtures self-esteem, authentic artistic expression, and a stronger community. The core values expressed above are the essential elements we need to bring joy to the artistic community we serve.

DIVERSITY, INCLUSION, EQUITY & REPRESENTATION

Theatre engages the full spectrum of humanity. Telling the stories of complex human experiences often include representations of violence, racism, homophobia, abuse, or other challenging content. We seek an ethical atmosphere when engaging in this content, working with diverse groups of participants, and particularly when producing culturally sensitive work.

Background Checks

All participants - volunteers, staff, production team members, and artists - must submit to a background check once selected for a position at Lakewood Playhouse.

IMPORTANT ACTOR AND CREW INFORMATION

ALLERGIES

The medical needs of you and those around you matter. This includes allergies. You can assist by not wearing strong fragrances and perfumes (deodorant is okay and requested). This can also include not eating allergy-triggering foods without checking with those around you.

ATTIRE FOR REHEARSALS

Follow the instructions of the Director, Stage Manager, or Costume Designer. Please DO NOT wear open-toed shoes, flip flops, or go without shoes unless informed that it is safe to do so and is required for the production. The stage floor is often an active construction site so it can be unsafe to be without proper footwear.

HEADSHOTS

- The Playhouse will take headshots before the 2nd Dress Rehearsal.
- Playhouse headshots are used for the playbill and lobby display for style continuity.
- Your headshot will be used to promote the show on social media and made available to reviewers and other members of the press.
- Actors may request a download link to their headshot for personal use.

Your headshot is scheduled for: _____

Please fill out the biography and headshot consent on the signature form.

BIOGRAPHIES

Your biography due date is: _____

- If you miss this due date your biography may not appear in the program.
- Submit your bio via email to both your Stage Manager and Operations Manager, Maggie Knott at maggie@lakewoodplayhouse.org.
- Though we have no word limit, Lakewood Playhouse reserves the right to edit submissions in order to fit the program.
- The biography you write will be used to promote the show on social media and made available to reviewers and other members of the press.

Please fill out the biography and headshot consent on the signature form.

Biography Guidelines:

- Indicate your name as you wish it to appear publicly. After your name, add the role you are portraying in parentheses.
- Refer to this theatre as “Lakewood Playhouse” or “the Playhouse”.
- Make mention of past theatre experience as in the sample below; **please do not put titles in quotation marks, use bold, italics, or underlining, or abbreviate theatre company names (i.e., use Tacoma Little Theatre, not TLT)**, proper formatting will be done when the playbill is created.

Sample Biography:

Rhonda Shelby Kurtz (Maude)

Rhonda is beyond elated to join the Lakewood Playhouse for their 111th season. Rhonda received her B.A. in Improvisational Clown Work and Melodrama from the Theater Is Life Institute in sunny California. After graduation, Rhonda relocated to the Pacific Northwest to enjoy a spot of rain and nature walks. Rhonda’s previous roles at the Playhouse include Blanche in Brighton Beach Memoirs and Roxie Hart in Chicago, and she was in Merry Christmas, There Aren’t Any Presents (Dancing Elf #8) at Tacoma Experimental Theatre. Rhonda wishes to thank her partner of ten years—Milo the cat—for their support, cuddles, and insect catching.

BOX OFFICE

Box Office can be reached at 253-588-0042 or boxoffice@lakewoodplayhouse.org

CLOSED REHEARSALS

Rehearsals at Lakewood Playhouse are closed to observers. If you have a friend, partner, child, or parent who comes to rehearsal with you, they will be asked to wait in the lobby space unless otherwise arranged with the Director or Stage Manager. Parents of young actors (minors) are welcome to observe rehearsals from the audience, provided that it does not impact the experience of their young actors. Parents will refrain from coaching a young person's performance and allow for the director to direct. Parents are encouraged to assist with line memorization should their young actor ask them to do so.

COMMUNICATION

- Verbally acknowledge information from the Stage Manager or Assistant Stage Manager (“Thank you, five.” or “Thank you, places.”)
- Your Stage Manager is your liaison and the hub of show information. If they don’t have the answer to a show-related issue, they know who to ask.
- Notify your Stage Manager, Director, or Production Manager if you notice anything or anyone unsafe in or around the building.

COMPS

Each member of a production is provided four (4) comp tickets. Two (2) for Opening Weekend and two (2) for any weekend of the production.

FACILITIES

The Lakewood Playhouse theatre building and the offsite rehearsal space include bathrooms, first-aid kits, water coolers, air conditioning/heating, and refrigerators.

FIRST READTHROUGH

Actors will often hear about the director’s vision for the production, and meet their fellow actors. Actors will receive their Actor Performance Agreement virtually via HelloSign which refers them back to this document for expectations and policies. The Artistic Director or other playhouse representative will be available for questions and discussion.

LATE ARRIVALS

As a cast or crew member, please call your Stage Manager if you are going to be late for rehearsals or performance call time. Even if it’s just 5 minutes, please call or text so the Stage Manager does not have to call you.

PER DIEM

Lakewood Playhouse will provide actors with a per diem type payment for mileage to and from home, meals, and sundry items relating to the show – up to a maximum of \$100 per actor. Funds will be distributed on closing night.

SMOKING

Smoking is only allowed outside, more than **25** feet away from any entrance to the building. Please do not smoke in costume (as this violates the Costume Use Policy) unless you bring a coat or robe from home to protect the costumes.

SAFETY

Personal safety is of utmost importance at Lakewood Playhouse. As each production is unique, there are often changes between shows, or repeated use of show elements can lead to wear and tear. If you notice a potential hazard or danger, even a broken prop or torn costume, please report it to the Stage Manager or playhouse staff immediately.

Lakewood Playhouse makes health and safety a regular topic at all meetings, and to maintain awareness of procedures that contribute to a safe environment at all times. We seek to prevent injuries, identify and remedy situations that might be considered unsafe or unhealthy, and respond to injuries and medical events, and seek medical attention when required.

DRUGS AND ALCOHOL

Lakewood Playhouse is committed to providing a safe, efficient, and productive drug-free work environment. Lakewood Playhouse expects cast, crew, staff, and volunteers to arrive at call, as scheduled, in a sober and reliable state, free of the influence of alcohol or drugs.

Smelling of alcohol at rehearsals/performances or arriving less than sober can create a dangerous and stressful work environment for others in terms of their safety and your ability to responsibly carry out your work.

Lakewood Playhouse has a zero-tolerance policy for anyone found to be consuming drugs or alcohol on property or arriving at the theatre in a less than sober state. Doing so will result in disciplinary action up to and including immediate removal from theatre property and/or the production.

PARKING LOT SAFETY

Please be vigilant and self-aware in Lakewood. Our theatre is located right next to a Pierce Transit Center and many passengers walk through our parking lot. Lock your car, and keep valuables with you. When leaving the theatre, use the buddy system, including making sure the last person to leave will not do so alone. Please watch out for your fellow actors and crew.

SAFETY ON STAGE

This includes stage combat or violence, sexual and intimacy coordination, and fast movement. Choreography and staging of a violent or intimate nature is only rehearsed with consent from all actors involved and should include open communication between the actors, director, intimacy coordinator, fight director, stage manager, and other support staff as needed.

PLEASE RECEIVE CONSENT before touching or otherwise having ANY physical contact with another actor or crew member, including on-stage interactions. Any agreed-upon staging and choreography is to be rehearsed and locked-in with full approval from all the artists involved and shall not change.

TECH WEEK AND PERFORMANCES

COSTUME CARE

As some of our costumes may be vintage clothing or borrowed/rented from a Costume House/Shop. It is imperative that we keep all items in good repair and cleanliness.

- If repairs are needed, please indicate them on the Costume repair sheet located in your dressing room(s) and make sure to communicate any mending/cleaning needs to your Stage Manager.
- The Costumer will arrange to launder, press, and freshen your costumes throughout the run of the production and may leave instructions for freshening up between performances.
- Please do not eat, smoke, or drink beverages (other than water) while wearing your costume.
- Please hang up your costumes properly after every use.
- Do not take your costumes home as they are the property of or being rented by the Lakewood Playhouse.
- Occasionally personal items will be used as costume pieces, these items may be taken home during the week for cleaning but they then become the responsibility of the actor to bring them back by the next performance.

CURTAIN CALL AND GREETING GUESTS

Our mission is to build Community through Theatre. After the Curtain Call, actors are encouraged to meet audience members in the lobby before changing out of costume. Actors may meet friends, family, and patrons in the lobby. After greeting patrons, actors may return backstage to change out of costume.

DRESSING ROOM - COURTESY

Dressing room space is at a premium and is a shared space.

- Keep your area clean and respect the privacy and property of others.
- Your production team will develop a collaborative plan for dressing room accommodations. We will do our best to make everyone comfortable. Please notify your production team if you have any concerns or need different accommodations
- Please maintain appropriate personal hygiene.
- Please do not wear perfume or cologne.

- Please notify your SM or ASM if the trash is full or the water cooler is empty. Knock/ request entry before entering a dressing room that is not assigned to you.
- The access needs of the production crew vary from show to show. In general, crew should not hang out in dressing rooms.
- Please maintain **silence** backstage once the House opens.
- The back patio is available as a “green room” and actors are able to speak outside without being heard in the audience.

NO FOOD BACKSTAGE

- Eating is not allowed in the dressing room as it is in direct violation of the Costume Use Policy and can be inconsiderate to your fellow actors.
- Any foods that require a napkin, fork, knife, or spoon and can be described as creamy, saucy, soupy, drippy, aromatic, greasy, oily, savory, or spicy are restricted. Also, no open-top beverages. Anything that should not be eaten in costume should also stay out of the dressing room.
- If you are uncertain if your food constitutes a food restricted from the dressing rooms, please ask your Stage Manager. Thank you for your cooperation and for being considerate to crew and fellow cast members!
- You may eat in the theatre before the House opens or on the back patio. Any leftovers should be stored in the backstage refrigerator.
- **LEAVING FOOD OUT ENCOURAGES RATS** and other rodents to enter the building.

FOOD AT REHEARSALS AND TECH

Concessions are only available during performances. Actors are encouraged to bring snacks and drinks to rehearsals (especially longer weekend and tech rehearsals).

Potlucks are often coordinated for Cue to Cue and weekend tech, participation is voluntary, and there are refrigerators at both the Lakewood Playhouse and at our offsite rehearsal space. Please clean up appropriately and refrain from disposing open liquid containers in the garbage.

MAKE-UP

For sanitary purposes, Lakewood Playhouse does not supply make-up kits unless specific special effects makeup is required for a role and part of the production budget. Actors are expected to provide for themselves.

A plan for visible make-up will be discussed between the costumer and director and communicated to the cast.

PARKING

Starting Tech Week, actors, crew, etc. are asked to park across the street in the parking area across from Maurice's to leave our small parking area clear for patrons.

PROPS

Props will be pre-set by the actors prior to House opening and returned to the appointed prop area after each rehearsal and performance.

- Actors are responsible for checking their own props. Alert the Stage Manager of any issues or missing/broken props.

SIGNING IN

Signing in at the back entrance allows the Stage Manager and Crew to check who is running late. Please do not sign in for anyone else or ask anyone else to sign you in. If you need to leave the theatre after signing in, notify the Stage Manager.

CLOSING PERFORMANCE

Be sure to remove all personal items from the dressing room. And check with stage management before you leave.

PERSONAL SAFETY POLICIES

ADULT / MINOR INTERACTIONS

Productions at Lakewood Playhouse may be made up of both adult and underage cast/crew. While interaction during rehearsals is expected, we **strongly discourage** contacting/interacting underage cast/crew outside of rehearsal.

- Sharing of any media sites (i.e. “friending” each other on Facebook, joining personal YouTube channels), and personal communication using any multi-media, social networking websites, or phones (both calling and texting) between adult and underage cast/crew is inappropriate without knowledge and approval from a Parent or Guardian of the minor.
- **RULE OF THREE. At no time should any adult be alone with anyone under the age of 18, during rehearsals or performances. Working in pairs requires a 3rd party be present at all times.**

Violation of this policy may result in disciplinary action up to and including immediate dismissal from the production. Lakewood Playhouse is a mandatory reporting facility. Any report or accusation of assault or molestation of a minor on our premises will result in the involved parties being separated, Child Protective Services notified, and the police being called.

CHICAGO THEATRE STANDARD (CTS)

The Lakewood Playhouse has implemented The Chicago Theatre Standard (CTS) to prevent and respond to unsafe and/or abusive events, environments, or individuals.

Specific policies are summarized in this document but each potential or active participant in any production is encouraged to familiarize themselves with the Chicago Theatre Standard available at notinourhouse.org. While we strive to uphold the ideals and standards in this important document, we want to ensure that the policy meets the reality of our organizational size.

If you experience harassment of any sort, or witness harassment, please report your experience with one of the following people who will follow-up with Staff, Board Members, or others as required:

- **Your Director or Stage Manager**
- **Managing Artistic Director, Scott Campbell**, 253-318-5500
scott@lakewoodplayhouse.org
- **Board Member, Erin Chanfrau**, 253-691-3567
erin.chanfrau@gmail.com

DEFINITIONS *from the Chicago Theatre Standard*

HARASSMENT (online and in-person)

Includes, but is not limited to:

- Inappropriate or insulting remarks, gestures, jokes, innuendoes, or taunting about a person's racial or ethnic background, color, place of birth, citizenship, ancestry, creed, or disability,
- Unwanted questions or comments about an person's private life,
- On-line posting or display of materials, articles, or graffiti, etc. which may cause humiliation, offense, or embarrassment to others.

SEXUAL HARASSMENT

Defined as:

- One or a series of comments or conduct of a gender-related or sexual nature that is known or ought to reasonably be known to be unwelcome/unwanted, degrading, offensive, intimidating, hostile, or inappropriate. Comments and jokes of this nature are not tolerated.
- Artists have the right to be free from sexual solicitation or advances made by a person in a position to confer, grant, or deny a benefit or advancement,
- Reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made by a person in a position to grant, confer, or deny a benefit or advancement.

Sexual Harassment includes but is not limited to:

- Unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, gender, or sexual orientation,
- Unwanted touching or any unwanted or inappropriate physical contact such as touching, kissing, patting, hugging, or pinching,
- Unwelcome enquiries or comments about a person's sex life or sexual preference,
- Leering, whistling, or other suggestive or insulting sounds,
- Inappropriate comments about clothing, physical characteristics, or activities,
- Online posting or display of materials, articles, or graffiti, etc. which is sexually oriented,
- Requests or demands for sexual favors which include, or strongly imply, promises of rewards for complying (e.g., job advancement opportunities), and/or threats of punishment for refusal (e.g., denial of job advancement or opportunities).

All or part of the prohibited conduct outlined in CTS creates an offensive, hostile, or intimidating climate for individuals or groups. It should be noted that a person does not have to be the direct target of such conduct to be adversely affected by such conduct.

IN-PERSON AND ONLINE COMMENTS

This applies to all actors, crew, and staff who use multi-media and social networking websites including, but not limited to: Community websites where reviews may be posted, Facebook, Twitter, Instagram, Pinterest, YouTube, TikTok, etc. or any other online sites that allows you to share photographs, videos, sound clips, or live journal narratives.

Abusive, negative, derogatory, or any otherwise insensitive comments ON-LINE and IN-PERSON are strictly prohibited. This includes inside jokes that may be misconstrued (or misinterpreted) and considered hurtful to those who are unaware of the context in which it was first verbalized.

Lakewood Playhouse follows an “ask first” policy with regard to social media posts; meaning one must obtain permission from all persons appearing in photos, videos, music clips, or journal entries whether it be their image, voice, or quoted text. We require that all posting be respectful toward your fellow cast members, crew, and the patrons of our theater.

Due to privacy concerns, please do not take pictures/videos in dressing rooms while others are dressing/changing (check/ask first). Also do not post rehearsal photos until we have announced the full cast/crew of any given production.

Official production photos will be taken by the Lakewood Playhouse photographer and any publicity images are acceptable to use and repost on personal accounts. These images are specific to “onstage” production photos. Backstage images, recordings, and candid “out of character” images should only be posted with permission of the subjects.

THANK YOU

Lakewood Playhouse understands that you are central to our mission. We want your experience to be safe and rewarding. As Lakewood Playhouse continues to learn, change, and grow, please let us know how we can improve.