



LAKEWOOD  
PLAYHOUSE

**Actor Handbook**

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LAKEWOOD PLAYHOUSE  
5729 Lakewood Towne Center Blvd. SW, Lakewood WA 98499

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**This is a living document and should be reviewed  
and updated regularly.**

## **THEATRE**

### **LAKEWOOD 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 Theatre building where all Lakewood Playhouse productions are performed turned 50 years old in 2016 and has a capacity of 167 seats. A black box with in-the-round capabilities, the Lakewood Playhouse is most often staged in deep thrust (with 151 seats) where audiences surround the stage on three sides.

In 2012, Lakewood Playhouse expanded its Youth Education program to include youth and adults. Under the new name of Lakewood Institute of Theatre, the program now includes youth theatre summer and winter break camps, youth and adult theatre education classes, seasonal productions, technique classes, and workshops.

### **MISSION STATEMENT**

#### ***OUR MISSION***

Lakewood Playhouse: Live theatre and theatrical education, telling our stories and inspiring our community.

#### ***OUR VISION***

In our small theatre, we imagine, empathize, engage, and educate.

# **FOR ACTORS AND CREW**

## **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 encouraged). This can also include not eating allergy-triggering foods without checking with those around you. We've run into peanuts, citrus, and perfumes that can turn into aerosols that affect allergic persons just by being in the room with it. When in doubt, ask!

## **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.

## **BIOGRAPHIES AND HEADSHOTS**

Biographies are due: two weeks prior to opening night.

The purpose of a biography in our playbill is to inform our patrons of who you are and what wonderful things you have accomplished in your theatrical career. Though we have no word limit, Lakewood Playhouse reserves the right to edit submissions in order to fit the program.

Guidelines:

- Unless actors provide a preferred headshot file in an acceptable format, headshots will be taken before the 2<sup>nd</sup> Dress Rehearsal by the theatre photographer.
  - Personal headshots are for the program only, theatre headshots are used for the lobby board for style continuity.
- Indicate your full name (or stage name).
- After your name, add the role you are portraying in parentheses.
- Refer to the theatre as “Lakewood Playhouse” or “the Playhouse”.
- Make mention of previous productions you have been a part of: include show title, role, and theater company 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.
- Include your theatre education and awards (if applicable).
- Inside jokes and other such humor may be removed.
- All Bio submissions should be sent electronically to both your Stage Manager and James Venturini at [jventurini@lakewoodplayhouse.org](mailto:jventurini@lakewoodplayhouse.org).

### **Sample Bio:**

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.

## **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 Production Staff (Director, Stage Manager, AND Production Manager). Outside observers can cause distractions to the rehearsal process.

## **COMMUNICATION**

Communication is vital to any production.

- 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.
- Use your Concern Resolution Path for any problems with another actor or crew.
- 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 other weekend of the production.

LIT SPOTLIGHT productions receive two (2) comp tickets for a two-week run.

## ***BOX OFFICE***

Box Office can be reached at 253-588-0042 or [boxoffice@lakewoodplayhouse.org](mailto:boxoffice@lakewoodplayhouse.org)

## **FACILITIES**

The Lakewood Playhouse theatre building and the offsite rehearsal space known as ‘The Barn’ include bathrooms, First-Aid Kits, water coolers, air conditioning/heating, and refrigerators.

## **FIRST READTHROUGH**

Actors will often see the set design, discuss 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 Production Manager or other theatre representative will be available for questions and discussion.

## ***CONCERN RESOLUTION PATH***

The first draft of a Concern Resolution Path will be handed out at First Readthrough and explained. It will include the Stage Manager, Director, Non-Equity Deputy, Production Manager, Managing Director, and Board contact.

## ***NON-EQUITY DEPUTY (NED)***

The appointment of a \*NED will be explained and should be elected before the end of the first week of rehearsals. This individual is not meant to resolve issues but is available as an anonymous channel to report concerns to the Stage Manager or Production Manager.

\*This differs from the Chicago Theatre Standard because Lakewood Playhouse only has theatre contracted individuals and staff at rehearsals so the NED is best available to others when it is an individual in the cast and present both at rehearsals and during all performances.

## ***PERFORMANCE AGREEMENT***

Lakewood Playhouse may reimburse actors for mileage for travel to and from the theatre at the current Federal rate (56 cents in 2021/2022) per mile, up to a maximum of \$100 per actor, when requests for reimbursements are accompanied by a record documenting mileage. Reimbursements will be mailed the Monday following Strike as long as appropriate documentation was turned in by Strike to the Production Manager.

## **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 that the Stage Manager does not have to call you.

## **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 theatre 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. Even off-the-job involvement with alcohol or drugs may impact the environment within the theatre. 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 illegal 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 fellow actors and crew.

### ***SAFETY ON STAGE***

This includes any form of violence, sexual and intimacy blocking, and fast movement. Choreography and blocking of a violent or intimate nature is only rehearsed with consent from all actors involved and should include open communication between the actors, director, choreographer, stage manager, and production manager.

Any agreed-upon blocking and choreography is to be rehearsed and locked in with full approval from all involved and shall not change. Any changes or accidents that may occur during rehearsals or performances will be immediately addressed and put back to approved choreography. This could require pickup rehearsals and additional fight calls.

### ***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.

## **STRIKE**

Actors are expected to participate in Strike in a way that they are capable of. This can mean clearing out and sanitizing dressing rooms, assisting with the removal of costumes from the dressing rooms, assisting with the collecting of props and the moving of furniture back to the offsite storage space, and assisting with the striking of the set.

Strike traditionally takes 30-60 minutes from start to finish.

## **TECH WEEK AND PERFORMANCES**

### ***ACTOR ENTRANCE***

Actors begin entering through the side gate used for outside crosses and entering the theatre through the back door.

### ***COSTUME CARE***

As some of our costumes may be vintage clothing or borrowed 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 Grievance 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 properly hang up your costumes after every performance.
- 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.

We do take into consideration that accidents do happen from time to time and repeated wash and use can wear costumes down. However, if a costume is damaged or destroyed due to misuse or neglect on the part of the actor, they will be held responsible for the replacement/fees incurred as a result.



## ***CURTAIN CALL AND GREETING GUESTS***

After the Curtain Call, actors are encouraged to change out of costume so that we may clear the audience from the stage and lead them out to the lobby. Actors may meet friends, family, and patrons in the lobby in plain clothes. Please remember to sign out!

Some productions lend themselves to actors staying in costume to greet guests. That is usually discussed during tech week dress rehearsals. In those instances, actors will greet guests in the lobby and then return backstage to change and sign out.

## ***DRESSING ROOM - COURTESY***

Help keep your theatre clean. Dressing room space is at a premium and is a shared space.

- Keep your area clean and respect the privacy and property of others.
- Please notify your Production Manager about dressing room comfort accommodations. We will do our best to make everyone comfortable.
- 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 your assigned one. The backstage water cooler is in the downstairs dressing room and can be accessed without entering the dressing room from the USL entrance. Use the curtain as a shield and inform others that you are there.
- Crew shouldn't "hang out" in backstage dressing rooms without a reason to be in there though they will provide actors with time updates and are the Stage Manager's eyes and ears backstage.
- Please speak quietly once House Opens. Patrons can hear laughter and loud talking anywhere backstage.
- The back patio is available as a "green room" and actors are able to speak outside without being heard in the audience.

## ***DRESSING ROOM - RESTRICTED FOODS***

Please refrain from bringing restricted and/or odoriferous foods and open-top beverages into your dressing rooms as this 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!

Restricted foods may be eaten in the theatre before the House opens or al fresco on the back patio. Any leftovers should be stored in the backstage refrigerator.

## ***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 the offsite rehearsal space known as The Barn that are for the use of actors, crew, and students.

## ***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.

Visible make-up will be discussed with the costumer and director prior to first dress rehearsal and requires approval from both.

## ***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 Stage Manager and Crew prior to performance.

- Actors are responsible for checking their own props. Alert the Stage Manager of any issues or missing/broken props.
- Prop movements are usually tracked and set during tech rehearsals and actors may be assigned to ensure that the props are put in the right place.

## ***SIGNING IN / OUT***

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.

Sign out before leaving after changing out of costume and clearing personal items from the dressing room.

# **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.
- All communication with anyone under the age of 18 must go through their Parent or Guardian. If you wish to have any practice outside of scheduled rehearsals, you must ask permission of said Parent or Guardian, and there must be a 3<sup>rd</sup> party present at all times.
- At no time should any adult be alone with anyone under the age of 18, during rehearsals or performances. Working in pairs requires a 3<sup>rd</sup> party be present at all times.

Violation of this policy may result in disciplinary action up to and including immediate dismissal from the production.

The 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 ADOPTED IN 2020/2021**

The Lakewood Playhouse has chosen to implement The Chicago Theatre Standard (CTS). This is in response to recommendations from our community to adopt procedures 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](http://notinourhouse.org).

## **DIVERSITY, INCLUSION, AND REPRESENTATION – CTS**

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.

We seek to address concerns with generosity and humility through the channels of the Concern Resolution Path (actors will receive a Concern Resolution Path at First Readthrough)

### ***CAST AND CREW***

Whenever possible, diversity and inclusion shall be considered both in casting and assembling production teams.

### ***CASTING BY DIRECTOR***

The Lakewood Playhouse hires directors with a clear vision for a show who are encouraged to cast the best actors for the roles while being open to being surprised and inspired during the audition process.

Whenever possible there should be a Lakewood Playhouse representative at auditions and callbacks to monitor the process.

### ***DECLINING A ROLE WITHOUT FEAR OF REPRISAL***

Prospective participants have the right to inquiries about how their cultural personhood will be used within the production. If a potential participant discovers that they are uncomfortable with production elements as they relate to their personhood, they have the right to decline casting offers without fear of reprisal such as losing future opportunities. It is not the participant's responsibility to explain why they chose to decline the offer.

## **HARASSMENT AND SEXUAL HARASSMENT – CTS**

We acknowledge theatre environments can court confusion about the difference between chemistry, artistic freedom, and harassment. We seek to provide procedures to prevent sexual harassment and outline recourse when it occurs (actors will receive a Concern Resolution Path at First Readthrough)

As laid out in the Chicago Theatre Standard:

### ***HARASSMENT***

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 a person's private life,
- Posting or display of materials, articles, or graffiti, etc. which may cause humiliation, offense, or embarrassment on prohibited grounds.

### ***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, offensive, intimidating, hostile, or inappropriate. 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,
- 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 above grounds may create a negative environment for individuals or groups. This may have the effect of "poisoning" the work environment. It should be noted that a person does not have to be a direct target to be adversely affected by a negative environment. It includes conduct or comment that creates and maintains an offensive, hostile, or intimidating climate.

## **SOCIAL MEDIA AND PICTURES POLICY**

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

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.

Abusive, negative, derogatory, or any otherwise insensitive comments 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.

Due to privacy restrictions, 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 can only fulfill its mission and produce quality live theatre because of participants like you! We want your community theatre experience to be as safe and rewarding as possible, and your participation and cooperation is part of what makes that possible.

The Lakewood Playhouse continues to learn, change, and grow. Please let us know how we can improve. Theatre is a community and we cannot do it alone.

Special thanks to Tacoma Little Theatre and its staff, as well as the contributing institutions and individuals involved in the creation and testing of the Chicago Theatre Standard. Thank you to the members of our local community who recommended and encouraged us to adopt the Chicago Theatre Standard and for helping us have the difficult conversations.