



So you're doing a show at TOJ...

Terms & Conditions for Co-Producers

I'M A CO-PRODUCER, WHAT'S THAT MEAN AGAIN?

Theatre Off Jackson exists to advance Seattle's vibrant artistic community. We accomplish this by operating a sustainable venue, facilitating a collaborative network for artists and engaging audiences by providing accessible, innovative work.

In other words, our mission is to provide a well-appointed and affordable performance space. This is possible due to the fundraising efforts of our fabulous Board of Directors – thank them next time you see them for underwriting your performance at TOJ (and come to our annual party/auction or support our spring campaign!).

As a TOJ co-producer you're not renting the space – you're working with TOJ to produce your show. You provide the vision, the talent, the chutzpah and we provide the affordable yet awesome space and talented staff. You are a co-producer, Congrats! Some of you are short term co-producers (one night or weekend) and others are co-producing over a longer period of time. Some of the information below may not apply to short term producers. Feel free to clarify.

WE GET KEYS, RIGHT? CAN WE ACCESS THE BUILDING WHENEVER WE WANT?

- As a co-producer you can use TOJ's many rooms as rehearsal space *as available*.
- If you are rehearsing at TOJ you may get a key that accesses the space you're using through opening night (your key likely won't open the booth or extraneous rooms because you can't rehearse in them). Short term producers may not receive a key.
- Keys must be returned on opening night unless otherwise arranged.
- The Booth: You can access the booth beginning with your load in.
 - If your staff is teching the show, on the first night of your tech the Tech Liaison will be there to open the booth, and will give you a key to open it, also due back opening night.
 - On performance nights it will be unlocked for you by the TOJ staff member on site.
- Once your show is up and running, you may access the space 90 minutes prior to curtain. Additional time may be negotiated for an additional fee. A TOJ staff member will be in attendance for the entirety of the event.
- Please remind your cast and crew to leave in a timely manner at the end of the night. This helps avoid additional space fees AND keeps the friendly TOJ staff friendly.
- Party! If you'd like to have a reception to celebrate your show we're okay with that! You will be charged for any additional staff hours required to keep the space hoppin'. You must notify TOJ one week in advance to allow time for scheduling staff and availability is not guaranteed.
 - Downstairs you have two options: Get a banquet permit and bring your own booze OR TOJ can keep the bar open (but keep in mind there'll be extra time required to close down the bar).
 - Upstairs: TOJ can run the full bar, however additional fees will apply.

HOW'S BOX OFFICE WORK?

- TOJ will run your box office. That includes box office staff one hour prior to the start of the show and a starting till. There is no additional charge for this service.
 - Tickets must be sold through the TOJ Brown Paper Tickets account. Ticket prices and other details must be provided to ToJ's marketing manager.
 - A \$1 Venue fee per ticket will be charged to the ticket buyer for all advanced tickets sold. This fee is collected by TOJ to help offset our costs of running the venue.

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- You must provide an usher(s), and a house manager for each performance if needed.
 - TOJ will sell up to 130 tickets online, reserving 10 for pass-holders, gift certificate donations, staff comps, etc. More often than not, all 10 won't be used and will then be sold at the door.
 - Your staging, set, and scenic elements must allow sightlines for the entire auditorium. **No seats may be blocked off because of sightline issues without the prior approval of TOJ's Executive Director.**
 - There very well could be off night programming on your set during your run. We will work with you and the other producer to ensure that your set, props, and other items are safe and free from damage.
 - Comps: You will be set up with a comp code in the ticketing system. You must assign your comps through this system prior to sales going offline (which is usually 3 hours before curtain).
- **Please complete the form at the end of this document. Failure to submit this to TOJ will mean many, many questions from the TOJ box office staff.*

FEES THAT MIGHT APPLY...

- You will be charged for a TOJ Technical Liaison in the amount of \$20 per hour (it's generally no more than 10 hours, but this depends on how crazy your tech needs are). See below for how fabulously helpful the liaison will be and why it's totally worth it!
- **NEW:** As of 1/1/2018, we have implemented a **cancellation policy**. If you cancel your production less than 90 days from the scheduled date of your first performance, you will be charged a fee of \$250 per cancelled performance unless an approved replacement show is booked by TOJ. (TOJ will make every effort to find a replacement for your slot, but makes no guarantees that a replacement will be available given the short timetable.)
- If your show does not have an intermission an addition fee of \$35/performance may apply.
- There is a nominal fee for use of equipment that is not included in the repertory plots such as video projectors and the hazer. Please check with your Tech Liaison for a complete list of equipment included in the repertory plots and for a list of additional equipment available and the fee schedule for said equipment.
- Additional fees are possible. These might include expenses incurred for expendables (gel, spike tape, gaff tape etc.), black floor paint, replacement of broken or missing equipment or damage to the space, and staff to restore rep standards if not done correctly.
- (Hint: hiring a TOJ staff member to run your tech is a great way to reduce additional costs)

SAFETY & SECURITY

- We're located in the International District, which can be sketchy. We recommend you use the buddy system at all times, and please be vigilant about the space.
- We have nifty motion activated cameras focused on the doors into the facility. These help TOJ staff keep out those who are not meant to be in the space. These are for safety only, not for spying on your show or rehearsal.
- Please make sure your cast knows to fully close the front door and make sure it's latched.
- If you have any security concerns, please find a TOJ staff member.
- If you set off the TOJ alarm and the police respond, you will be charged \$150 if it is a false report. Also, it's loud, so don't do it.
 - If you DO set off the alarm, plug your ears, and call Patti West immediately at 206.898.1003. If you can figure out how to turn it off, do that (hint: Keep entering the code!).

CONCESSIONS

- TOJ will run the concessions bar and keep the proceeds.
- Concessions and bar sales are a part of TOJ's business. But since we like you, the coffee, bottled water, and snacks are offered at a discount to your team.
- We highly recommend that you keep your own supply of water and coffee in the green room.

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- YOU MAY NOT have booze in the green room. It's not legal. Not even a little bit
- At the end of your run, you are responsible for emptying anything you or your cast/crew have put into the fridge.
- Please ask your folks to avoid interrupting the bar staff if there's a line pre-show or intermission unless there's an emergency.

FACILITIES

You may notice some items that need love (like carpet, signs, etc.) around the building. You may also have noticed the For Lease sign on the front of the building. When and if we can sign a long-term lease these issues will be addressed! If you notice an issue that's more than cosmetic and could be a matter of safety, please advise.

- All food trash should be placed in a covered trashcan.
 - If downstairs, use the trashcan in the Green Room.
 - If upstairs, use the large trashcan near the bathrooms.
- If you're rehearsing in the space, please keep in mind that it's only cleaned once per week. That means that your leftover pho is going to sit there and stink up the joint. If you're generating a lot of garbage, please pack it out with you.
- With the exception of performances, when a TOJ staff member will always be present, the front door must be locked at all times.
- Please make sure your cast knows to pull the front door closed behind them, and to make sure it's latched (there have been thefts, and they happen quickly). This is very important.
- Doorbell policy: Last one in gets the door. The TOJ staff will become very cranky if they have to answer the door 12 times per day and will therefore not answer the doorbell once they've let the first person in. Tell your friends!
- Please respect private TOJ spaces (Offices, Rainier Room, Box office, Lighting closet, etc).
- The theater is cleaned **every Wednesday**.
 - This includes the House. Staff will take care of patron spills and garbage (Please let them know – they're not psychic); If you wish to clean sooner, TOJ will be happy to show you where to find cleaning supplies.
- Refrigerator: The fridge in the green room is for actor food and consumable props and **MUST** be cleaned out at the end of the run.
- You are responsible for getting the house ready for opening after your tech.
- No tape of any kind can be used on the black masking curtains. Not even scotch tape.
- The Theater (downstairs):
 - Theater capacity is 145, available seats are 140.
 - Persons will not be permitted inside the theatre in excess of the established capacity.
 - No additional chairs may be placed in the hall, hallways, or any other portion of the theatre space open to the public.
 - Standing room may not be utilized, nor is anyone permitted to sit in the aisles.
 - Video and photography equipment cannot be placed in the aisles including the areas behind the seats at the back of the house. Let your technical liaison know ahead of time when you plan to video tape or take photos and they will show you the best places to set up. You may need to reserve a few seats to accommodate this.
- The Upstairs Gallery (upstairs):
 - The maximum occupancy of the Upstairs Gallery is 150, however the total number of persons allowed will depend on the arrangement of tables and chairs. This must be planned (by you) and approved (by TOJ) prior to tickets for the event going on sale.
 - This space must be restored to the rep configuration before you leave.
 - If you use additional chairs, they also must be restored before you leave (stack-ables to Unicorn Loft, foldables to the kitchen)
- The Rehearsal Room (upstairs):
 - May also function as your green room for upstairs events.

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- This must be cleaned prior to leaving.
- Furniture/set pieces/curtains or any other material cannot obstruct fire exits.
- Just so you know, TOJ has a camera focused on the stage so that box office staff can keep tabs on the show. We'd be happy to give you log in info to use as an additional stage monitor (not so your Mom can watch the show from Kentucky).
 - The camera is only on when the tech booth is fired up.
 - TOJ does not record anything from this feed. Promise.
- If you need to move **anything** please check with your Tech Liaison or TOJ staff prior to doing so. This includes chairs, garbage cans, lights, sound equipment, etc.
- A note on glitter: It is allowed, but only in makeup. Not tucked into clothing, gloves, or props.
 - We are inches away from banning the stuff altogether – your vigilance will help keep everyone sparkly.

TOJ INVENTORY

- As a co-producer you have access to the following:
 - Stock flats, platforms and furniture
 - Lighting equipment
 - The TOJ shop (with limited tool usage, as available)
- Contact your Technical Liaison for more information.
- In order to borrow any items you must complete a TOJ check-out sheet.
- Expendables:
 - Must provide your own spike, gaff, glow tape, and tie line. Really.
 - Co-producers will be charged for any TOJ expendables used.
 - Gel: Any TOJ gel used must be replaced.;

TECH!! TECH!! TECH!!

- Technical Liaison (TL):
 - You will be assigned a lovely and knowledgeable TL. This fabulous person will be your contact for questions about any tech needs for the run of your show. They will supervise load-in and restoration of rep standards (lighting, sound, booth, stage, lobby, backstage, furniture storage, shop and marketing materials).
 - The TL is **not the same** as a booth technician and will not be present during performances. You must hire a TOJ-approved technician to run your show. If needed, you can hire a TOJ staff technician at an additional cost.
 - The TL will move sound and lighting controls into the house for tech runs and will train your staff to use said equipment. You may not do that yourself. All equipment **MUST** be restored to the booth appropriately after tech.
 - These technicians can answer any space questions, will provide a walk-through and orient you to the space. The TL isn't your minion, (or your Master Electrician), but the TL will make minor changes to the rep plot.
 - If you are using a full design that deviates from the rep plot, you must provide your own Master Electrician.
- You are responsible for designing your own show, and may hire any lighting designer you choose (extra points for hiring one of TOJ's fancy designers). If you do so, we recommend also hiring a Master Electrician. It is then your responsibility to restore fully at strike. The TL will *supervise* this restore.
 - The TL will give you tools to help restore the rep plot.
- It is your responsibility to inform TOJ that equipment needs to be moved **IN ADVANCE** so that staff can be scheduled. If you opt to move equipment without staff, you will be responsible for reimbursement of hours required by the staff to fix anything not appropriately restored.
- If you do not know how to use the Element Lighting Console or the iPod RFR network please contact your TL, who will train you.
- The iPod remote RFR for the lighting console **MUST** be plugged in to charge at all times.

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- Unusual Performance Materials: If you're going to use anything unusual talk to Patti. This includes water, flour, any food product, cigarettes, etc.
 - Fire: By permission only. Performers must have their own permit. Talk to Patti.
 - Nudity: Talk to Patti.
- Banned:
 - Downstairs: Sugary products (whip cream, etc.), glitter cannons, confetti cannons, popcorn, chemical fog (fog machines are allowed, but must be AEA approved), non-flame retardant fabric, flash-paper, pyrotechnics.
 - Upstairs: All of the above plus all fog machines

WHAT ABOUT STRIKE?

- A strike checklist is included in this document. The TOJ Tech Liaison must verify that all tasks are complete before you are able to leave (and dark theaters aren't fun places to sleep!).
- The theater will be in repertory standards when you load in. These must be restored at strike, unless otherwise arranged.
- Any borrowed TOJ inventory must be restored correctly during strike.
- Painting the floor is totally cool, but you must restore the stage to black using paint provided by TOJ *at your expense*.
- Failure to complete any of the above will result in additional fees to cover the cost of staffing and/or replacement parts and equipment.

WHO ARE THESE TOJ STAFF YOU KEEP TALKING ABOUT? WHAT IF I HAVE QUESTIONS?

- Technical questions: Emily Leong, emily@theatreoffjackson.org
- Financial questions: Patti West, patti@theatreoffjackson.org
- Rehearsal/scheduling questions: patti@theatreoffjackson.org

Robin Macartney	robin@theatreoffjackson.org	Set Design/ Props Design
Tim Crist	tim@theatreoffjackson.org	Production Manager/ Stage Manager
VJ Orduna	vj@theatreoffjackson.org	Stage Manager/Technician
Emily Leong	emily@theatreoffjackson.org	Lead Tech Liaison/ Resident Lighting Designer
Angelo Domitri	angelo@theatreoffjackson.org	Assistant Tech Liaison/ Lighting Design/ Master Electrician
Isabella Price	isabella@theatreoffjackson.org	Marketing and Publicity Manager
Zac Eckstein	zac@theatreoffjackson.org	ToJ Website
Cassie Bray	cassie@theatreoffjackson.org	Stage Manager/Technician/Lighting Designer

BONUS!!!

- TOJ will love you forever if you hire a TOJ staff person as part of your production team! It will make your life easier AND fewer kittens will die. Fees to be negotiated with the individual designer (see above for a list of their many talents).

WHAT IS TOJ'S POLICY ON UNICORNS?

- They are AWESOME.*

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**Patti finds them creepy and her staff's obsession with them bizarre.*

***No unicorns were harmed in the making of this document*

STRIKE CHECKLIST

- LOBBY:**
Check to insure no damage has occurred; extra programs, posters and all other publicity materials are recycled in the alley. Any furniture that was moved is restored to “normal” configuration.
- BOX OFFICE:**
If used by co-producer any and all materials brought in should be removed and area left clean and organized.
- GREEN ROOM:**

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All materials brought in by the co-producer (including but not limited to: costumes, props, food/drink, garbage, recycling) should be removed and disposed of outside of the theatre. Counters and table should be wiped down; dishes washed, dried and put away; floor swept; all signage, program materials from production, etc. removed; furniture returned to its normal configuration; garbage and recycling emptied.

PAINT SHOP:

All paint and painting supplies brought in by the co-producer should be removed; furniture, flats and platforms should returned to designated storage places; lighting equipment (including cables, gels, gel frames, lens barrels, etc.) accessories and equipment put in storage places.

STAGE:

Remove all set pieces, props and furniture and sound equipment and put them in their designated storage areas; lighting and sound restored to rep standard; masking returned to rep configuration; any extraneous items/materials left in the house are removed.

BOOTH:

Garbage completely removed along with any materials brought in (CDs, DVDs, scripts, cables, computer equipment). The current lighting plot, magic sheet and hookup should be left on the bulletin board. In general counter tops and other surfaces should be left neat and the floor swept.

BACK LOBBY/MIDDLE ROOM:

Should be cleaned if dirtied during load-in/load-out and during run. No materials should ever be left in these areas.

SCENE SHOP:

If used during production should be cleaned, wood scraps thrown away, tools returned to storage cabinets, floor swept/cleaned.

VOM:

Any materials brought in should be removed. Any trash, costume items, props, set pieces, cables or other miscellaneous equipment removed as well. The floor should be vacuumed if dirtied by co-producer; programs, paint, posters, running order and script should be removed as well.

By signing below the venue manager verifies that all items on this form have been completed and any damage deposit held can be returned to the co-producer.

Tech Liaison: _____

Date: _____

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