

# **TOJ Co-Producer FAQ for Keyholders**

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This document is an addendum to the FAQ to be provided to anyone in your staff who will hold keys. Please be sure to read the primary FAQ in addition to this document.

## **BEST PRACTICES FOR WORKING WITH TOJ**

- Adhere to our “Doorbell Policy:” The last person to enter gets the door for the next person. Please make sure everyone in your cast, crew, and front of house staff is aware of this policy.
- With the exception of performances, when a TOJ staff member will always be present, the front door must be locked at all times.
- The theatre is cleaned once a week. Please help us keep it clean by tidying up after yourselves during shows and rehearsals. Ask the staff for cleaning supplies if there are bigger-than-usual messes or spills backstage.
- Glitter is only allowed in makeup. It cannot be used inside props or clothing, or spilled on the stage in any way.
- Co-producers must provide their own expendables such as spike tape, gaff tape, and lighting gels.
- All garbage produced by the public (e.g. from house, bar) will be disposed of by TOJ. Producers must remove all bagged backstage garbage and recycling to the alley at close of show. Any set debris, painting supplies, or other such items must be hauled away by the producer during strike. TOJ participates in the Clear Alley program and does not have a dumpster in which to place debris.
- Don’t move anything in the venue without checking with the TL or another member of the TOJ staff. This includes chairs, garbage cans, lights, sound equipment, etc.
- Please respect private TOJ spaces (Offices, Rainier Room, Box office, Lighting closet, etc).

## **KEY ACCESS PROCEDURES**

- Upstairs keys can only be used to access the Upstairs.
- Downstairs keys can only be used to access the Downstairs.
- Please do not attempt to access any rooms that are not mentioned in your contract. (e.g. if you have not been granted permission to use the classroom as an auxiliary green room, you are not to do so without permission)
- You can access the tech booth at load in. Your TL will open the booth and provide you with a key. The booth is not available during general rehearsals.
- Unless you have loaded in for your show, the space must be returned to how you found it.

## **OPENING PROCEDURES: DOWNSTAIRS**

### **Unlock**

Unlock front door. Make sure you re-lock it and close it tight (or the alarm won’t clear). Double check that handle is locked. (And be prepared to go immediately to next step)

### **Alarm**

- You have 60 seconds to enter the alarm code on the keypad at the bottom of the stairs.
- Alarm codes are issued to all members of your staff who receive keys. The codes do change occasionally, so be sure that your staff has the most recent one. You will be issued the codes separately. Please keep alarm codes confidential.
- Doors must be closed to arm or unarm alarm.
- If you set off the TOJ alarm, the keypad will beep rapidly. Keep entering the code and call Patti West immediately at 206.898.1003. (You must call Patti even if the pad stops beeping.)
- If the alarm goes off and the police respond, you will be charged \$150 if it is a false report.



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- Alarm will read Fire System A in normal unarmed mode. (If the keypad says anything other than Fire System A, please call Patti.

### Lobby Lights

- Plug in the lamp near the bathrooms. Near the theater doors, there's a pull chain that will turn on two lights on that end of the lobby.
- During shows, the venue manager will turn on additional lobby lights from behind the bar. Co-producers are not permitted to access these during rehearsals.

### Theatre Lights

- House light switch is outside the booth. Look up!
- Work lights are controlled by a power strip at SL. They take a minute to warm up. (If they don't turn on, make sure the power strip is plugged in)

### Green Room Lights

- The green room lights are controlled by a lighted switch at the top of the stairs to the green room, near the bar.
- There are additional lights controlled by a switch near the dressing tables.
- There is a light above the sink in the greenroom.

### Heat or AC

- There is a thermostat in the back of the house. Set it to heat or cool by changing the heating or cooling set point to 68°. Set the hold time for up to 3 hours. Leave it on auto at all times.
- If you are having issues with the thermostat, please contact Patti West at 206.898.1003.

### CLOSING PROCEDURES: DOWNSTAIRS

- Turn off the heat/AC by pressing "follow schedule"
- Return furniture to rep configuration.
- Check bathrooms in the lobby and green room to make sure no water is running (if a toilet is running wiggle the handle) and no lights or fans are on.
- Turn off all lights you turned on. (see above)
- Get everyone else out of the building and make sure the front door is closed and *locked*.
- Hit Command+1 on the alarm panel. You will have 90 seconds to exit. (The alarm will beep to warn you that it's armed).
- Make sure the front door is locked and closed all the way.

### OPENING PROCEDURES: UPSTAIRS

#### Unlock

- Unlock side door at top of ramp; first the deadbolt then the doorknob.
- Make sure the door closes all the way behind you.

#### Alarm

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- The alarm panel is on the wall to the left of the side door.
- Alarm codes are issued to all members of your staff who receive keys. The codes do change occasionally, so be sure that your staff has the most recent one. You will be issued the codes separately. Please keep alarm codes confidential.
- Doors must be closed to arm or unarm alarm.
- Alarm will beep and say “ready” and display a green light to confirm the code’s been entered correctly.
- If you set off the TOJ alarm, a very loud horn will go off. Cover your ears and keep entering the code. Call Patti West immediately at 206.898.1003. (You must call Patti even if you are able to silence the alarm.)
- If the alarm goes off and the police respond, you will be charged \$150 if it is a false report.

### **Exterior Doors**

- Leave the side door locked and unlock the front door by unlocking the dead bolt on the top (from inside).
- You can leave the push-bar locked if you’ll have someone around to let people in (this is preferred). If your entire group is arriving around the same time, it’s ok to unlock this too (from the outside), but make sure you lock it as soon as everyone has arrived.

### **Lights**

- The primary light switch is through the gallery, immediately to the left. There’s both a slider and switch - use either one.
- Need more light? You can turn on the light board at the tech table and raise channel 10. Make sure you turn it off at the end of the night.

### **Heat or AC**

- There is a thermostat on the west wall near the double wood doors. Move the switches to “auto” and the fan to “on”. Adjust the temperature on the top (heating or cooling).
- There’s heat/AC in the rehearsal room. You adjust that the same way.

### **Bar**

- No one is allowed behind the bar. Please bring your own supplies for rehearsals.

### **Bathrooms**

- Please use the bathroom with two stalls (second door).
- If a toilet should overflow, please get the water stopped ASAP and call Patti. There is a wet Vac next to the bar to clean up the water.

### **CLOSING PROCEDURES: UPSTAIRS**

- AC/Heat: Flip the switches back to off.
- Make sure bathroom lights are off and no water is running. )If a toilet is running wiggle the handle.)
- Restore any furniture moved back to the rep configuration.
- Turn off any lights you turned on. (see above)
- Get everyone else out of the building via the front doors and make sure they’re closed and *locked* (both locks).
- Hit #2 on the alarm panel. You will have 90 seconds to exit (the alarm will beep to warn you that it’s armed).

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- Lock the deadbolt on the side door and check to make sure the doorknob is locked.
- Make sure the front doors are closed all the way and locked. There are two locks on each door: one on the deadbolt, one on the handle. You should lock a total of 4 locks.

## KEY RETURN

- If you are issued a key for a single rehearsal, you must return your key at the end of your rehearsal as arranged.
- If you are issued a key for a show, stage managers are issued a set of keys to use throughout the run. All other keys must be returned on opening.

## CAMERAS

- We have security cameras focused on the doors to monitor the safety of the space.
- TOJ has a camera focused on the Downstairs stage with feeds into the concessions area and the green room. This camera does not record anything and is only active when the tech booth is open to allow both the stage manager and the venue manager to monitor the show.
- If you have any security concerns, please find a TOJ staff member.

## ACCESSIBILITY

- Theatre Off Jackson is wheelchair accessible for performers and audience members.
  - The Upstairs space can be accessed through the gallery entrance.
  - The Downstairs space can be accessed through the back entrance in Maynard alley. Performers who use wheelchairs can access the theatre from the Maynard alley entrance.
    - The green room can be accessed by wheelchair users by entering the woodshop and following the backstage pass to the green room.
  - There are accessible bathrooms on both floors of the building. There is an accessible bathroom backstage for performers.
  - There is space for wheelchair seating on both floors of the building.
    - In the Downstairs space, wheelchairs can be placed in the back row of the house. Some seats are removable to accommodate multiple wheelchairs. Free-standing chairs can be added to provide companion seats. (See the seating plan attached.)
    - In the Upstairs space, seating can be rearranged to provide better sightlines for patrons who use wheelchairs. We recommend moving one of the couches in the front to create a row for wheelchair users and companions.

## QUESTIONS

If you have any questions, please direct them to:

- Technical questions: Frank Phillips, [frank@theatreoffjackson.org](mailto:frank@theatreoffjackson.org)
- Financial questions: Patti West, [patti@theatreoffjackson.org](mailto:patti@theatreoffjackson.org) or Karen Shay, [books@theatreoffjackson.org](mailto:books@theatreoffjackson.org)
- Scheduling questions: Patti West, [patti@theatreoffjackson.org](mailto:patti@theatreoffjackson.org)
- Marketing questions: Minna Lee, [minna@theatreoffjackson.org](mailto:minna@theatreoffjackson.org)