

# TOJ Co-Producer FAQ for Performers

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## TOJ MISSION

TOJ's mission is to help maintain a vital and diverse arts culture in Seattle. We accomplish this by offering and operating an affordable, sustainable venue dedicated to performance, art and community. We amplify the voices of Seattle's diverse artistic community by supporting new and established artists through the production process, and assisting them in achieving their unique vision on our stages.

## TOJ VALUES

- Theatre Off Jackson believes in empowering artists to tell their unique stories and the stories of our community.
- We believe we can help artists develop and flourish by providing an environment where taking risks and trying new things is encouraged.
- We believe that performance shouldn't break the bank – artistic performance should be affordable for artists and patrons.
- We believe that building pathways to opportunity requires broad, systemic change and TOJ wants to be a part of this change in the Seattle arts community.
- We believe that our stages and audiences should reflect the rich diversity of Seattle and surrounding areas.
- And finally, we believe in unicorns.

## 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.
- 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).

## FACILITIES GUIDE

### The Theatre (Downstairs):

- Theater capacity is 145. There are 140 seats.
- 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. Let your technical liaison know ahead of time when you're videotaping or taking photos and they will show you the best places to set up. You may need to reserve a few seats to

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accommodate this.

- No tape of any kind can be used on the black masking curtains.

## **The Green Room (Downstairs):**

- No alcohol is allowed in the green room.
- Tap water is available in the green room. We recommend producers either bring bottled water for the cast or encourage the cast to bring refillable water bottles.
- At the end of your run, you are responsible for emptying anything you or your cast/crew have put in the fridge.
- Any food waste must be placed in the covered garbage can backstage.
- There is a recycling bin for plastics and glass backstage, as well.
- By arrangement, you can request the use of an additional “green room” in our classroom space.
  - If using this room, cast members must not:
    - enter into the TOJ Upstairs
    - walk across the floor of TOJ Upstairs while the show is in progress due to noise bleed issues
    - use the TOJ Upstairs restrooms
  - All of the rules for the Downstairs greenroom also apply to auxiliary green rooms.

## **TOJ Upstairs (Upstairs):**

- The maximum occupancy of TOJ Upstairs is 150.
- 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.

## **The Rehearsal Room (Upstairs):**

- May also function as your green room for TOJ Upstairs events.
- This must be cleaned prior to leaving.
- Furniture/set pieces/curtains or any other material cannot obstruct fire exits.

## **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.

## **TECHNICAL CONCERNS**

- Please contact the Executive Director if you intend to use any unusual performance materials such as water, flour, food products, cigarettes, etc.
- Fire performance is only allowed with express permission from the Executive Director. Performers must have their own permit and insurance.
- No performances may contain sugar products (i.e. whipped cream), glitter cannons, confetti cannons, popcorn, chemical fog, flash paper, pyrotechnics, or non-flame retardant fabrics. No fog machines may be used Upstairs.

## **CAMERAS**

- We have security cameras focused on the doors to monitor the safety of the space.

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- 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.

### **QUESTIONS**

If you have any questions, please direct them to your Stage Manager, Production Manager, or Producer.