

# **TOJ Co-Producer FAQ for Stage Managers, Designers, and Crew**

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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.

## **CO-PRODUCING AT TOJ**

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, and drive. We provide an affordable, artist-ready space and talented staff.

As a co-producer, your fee for the space includes the use of:

- The performance space outlined in your contract (e.g. Upstairs or Downstairs)
- The green room
- Stock flats, platforms and furniture
- Lighting equipment and lamps
- The TOJ shop, with limited tool usage. Please contact your Technical Liaison to schedule use of the shop. It is subject to availability.

*In order to borrow any items (such as flats or furniture) you must complete a TOJ check-out sheet.*

## **OUR STAFF**

We provide you with a Technical Liaison, a Venue Manager/Concessionaire, and the services of our Marketing Coordinator. Here's a little bit about what each of them will do for you:

### **TECHNICAL LIAISON (TL)**

- The Technical Liaison 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, and shop).
- The Tech Liaison must be present at the beginning of load in to ensure show staff are trained on equipment.
- The TL must be present for the entirety of strike.
- The TL is not the same as a booth technician and will not be present during performances. You must hire your own technical staff, unless a TOJ booth technician is required by your contract.

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- 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.
- The TL will provide a walk-through of the space.
- The TL can train your hired technicians on the use of the Element Lighting Console, the iPod RFR network, and how to properly restore the repertory lighting plot.

## **VENUE MANAGER/CONCESSIONAIRE**

- The Venue Manager is a TOJ staff member who will open and close the space for you during the run of your show.
- The Venue Manager will also sell concessions and bartend during your show.

## **MARKETING COORDINATOR**

- The Marketing Coordinator makes sure your show is listed on our website and publicizes your show on TOJ's social media channels and in our newsletter.

TOJ is happy to recommend technicians and designers from among our staff. You may contract with them through TOJ or individually if you would like to work with them on your production.

Even if you hire a TOJ designer to be on your staff, please direct technical questions about the venue to your Technical Liaison. For example, it is appropriate to ask a venue manager for toilet paper or paper towels backstage during a show. It is not appropriate to ask them to issue equipment or solve a technical issue. Those questions should be addressed to your TL.

## **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.
- To streamline communication and scheduling, we recommend that you nominate a member of your staff to act as a single point of contact for our staff. This could be the producer, production manager, or stage manager.
- We require having a member of your staff who is capable of completing basic lighting and sound maintenance during the run of your show (e.g. changing lamps/gels, general troubleshooting). (Note: contracting with a TOJ booth technician fulfills this requirement.)
- System checks must be completed as early as possible prior to the start of each show.
- We require that producers complete and include TOJ in daily rehearsal and performance reports throughout the rehearsal process and run of a show. (We can provide templates if needed.)
- 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.

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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 accommodate this.
- 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.*
- 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. However, the total number of persons allowed will depend on the arrangement of tables and chairs. This must be decided 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.
- Furniture/set pieces/curtains or any other material cannot obstruct fire exits.

### **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.

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## **ACCESSIBILITY**

- Theatre Off Jackson is wheelchair accessible for performers and audience members.
  - The Upstairs space is fully accessible through the gallery entrance.
  - The Downstairs space is wheelchair accessible 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.
  - Wheelchairs can be placed in the back row of the house. Some seats are removable to accommodate multiple wheelchairs. (See the seating plan attached.)

## **TECHNICAL CONCERNS**

- One member of the show staff must be capable of completing basic lighting and sound maintenance during the run of your show (e.g. changing lamps/gels, general troubleshooting).
- System checks must be completed as early as possible prior to the start of each show.
- 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.
- The iPod remote RFR for the lighting console MUST be plugged in to charge at all times.
- If the lighting plot deviates from the standard rep plot, you must hire your own Master Electrician.
- It is your responsibility to restore the lighting grid to its original rep plot at strike. The Technical Liaison will supervise this restore.
- 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.

## **USING THE SPACE**

### **Key Procedures**

- As a co-producer, you can access rehearsal space at TOJ *as available*.
- Stage managers are issued a set of keys to use throughout the run of your show. All other keys must be returned on opening.

### **Alarm Procedures**

- Alarm codes are issued to all members of your staff who receive keys.
- If you set off the TOJ alarm and the police respond, you will be charged \$150 if it is a false report.
  - If you DO set off the alarm, 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!).
- Please make sure everyone in your cast and crew knows to fully close the front door and make sure it's latched.

### **Cameras**

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- 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.

## **Load In**

- You will coordinate a load in date and time with the Tech Liaison. The TL will oversee your load in process.
- You can access the booth at load in. Your TL will open the booth and provide you with a key.

## **Tech**

- Your TL will move the light board out of the booth and into the house for the duration of your technical rehearsals. TL will also set up tech tables and clear com.
- Your TL will move the light boards back into the booth once tech is complete, along with tables and clear com.
- You are otherwise responsible for preparing the house to welcome your audience for opening night.

## **Show Nights**

- A TOJ staff member will be present for the duration of your event.
- Once your show is up and running, you may access the space up to 2 hours prior to curtain. Additional time may be negotiated for an additional fee.
- Please remind your cast and crew to leave in a timely manner at the end of the night.

## **Strike**

- The TOJ Tech Liaison will be present for strike.
- The TOJ Tech Liaison must verify that all tasks on the attached strike checklist are completed.
- The theatre must be restored to its original repertory plot, unless otherwise arranged.
- Any borrowed TOJ inventory must be restored correctly during strike.
- If you paint the floor for a production, you must repaint it using TOJ's black floor paint *at your expense*.
- No show supplies can be left behind or donated to TOJ.
- Failure to complete any of the above will result in additional fees to cover the cost of staffing and/or replacement parts and equipment.

## **ADDITIONAL FEES**

- 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.), replacement of broken or missing equipment or damage to the space, and staff to restore rep standards if not done correctly.

## **QUESTIONS**

If you have any questions, TOJ prefers that all questions are supplied by a single point of contact, preferably a Stage Manager, Production Manager, or Producer. Questions can then be directed to the

\_\_\_\_\_ Initial here so we know you've read everything on this page.

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appropriate party at TOJ, as listed below:

- 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)

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## **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 producer any and all materials brought in should be removed and area left clean and organized.
- ☐ **GREEN ROOM:**  
All materials brought in by the 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 including empty paint cans and rollers/brushes etc. brought in by the producer should be removed; furniture, flats and platforms should be 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 countertops 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. Set debris must be disposed of at co-producers expense.
- ☐ **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 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 producer.

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**TOJ Co-Producer FAQ for Stage Managers, Designers, and Crew**

Tech Liaison:\_\_\_\_\_

Date:\_\_\_\_\_