



theatre off jackson

## **Co-Producing Guide**

Updated June 2025

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Welcome to Theatre Off Jackson! We're excited to work with you to produce your show. You provide the vision, the talent, and drive. We provide an affordable, artist-ready space, and talented staff. This co-producing guide was developed to help you with all the ins and outs of working with us.

## I. About Us

### TOJ's Mission

TOJ's mission is to help maintain a vital and diverse arts culture in Seattle. We accomplish this by maintaining and operating an affordable performance venue, in which we co-produce performances with small arts groups and independent artists. Our co-producers bring strong creative ideas and a capable production team and TOJ supplies a well-equipped, "artist-ready" space for performances and rehearsals.

### TOJ's 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 a supportive 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.

## II. Fees

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

- Use of the performance space outlined in your contract (e.g., Upstairs or Downstairs)
- Use of the green room outlined in your contract (e.g., Upstairs, Downstairs, and/or Classroom)
- Stock flats, platforms, 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.
  - To borrow any items (such as flats or furniture), you must complete a TOJ check-out sheet
- Support from TOJ staff
  - Disposal of all garbage produced by the public (e.g., from the house, bar)
  - A Technical Liaison, a Venue Manager/Bartender, and services of our Marketing Coordinator

## A. 2026 Space Usage Fees

Details	Amount
Technical Liaison	\$30/hour
Booth Technician	\$30/hour
Load-in/Technical Rehearsal within the same week as opening (for multi-day run)	No charge
Load-in/Technical Rehearsal in week prior to opening or a single performance	\$150/day or \$500/week
Single performance	\$450 (Sun-Th) \$600 (Fri-Sat)
2 shows per week	\$475 per show
3 shows per week	\$425 per show
4 or more shows per week	\$350 per show
No intermission fee. <i>*TOJ can keep venue rates affordable by partially subsidizing rentals with bar and concession sales during intermission; no intermission reduces our venue income.</i>	\$75 per show
Key deposit (fully refundable)	\$50
Cancellation deposit (applied to final invoice)	\$250
A la carte items (floor paint, expendables, additional time in the space, projectors, etc.)	Various
False report on alarm	\$150

## III. Communication and Scheduling

To streamline communication and scheduling, we request that you nominate a member of your staff to act as a single point of contact for our staff. This could be the co-producer, production manager, or stage manager.

Questions can then be directed to the appropriate party at TOJ, as listed below:

- Technical questions: Frank Phillips, [frank@theatreoffjackson.org](mailto:frank@theatreoffjackson.org)
- Financial questions: Karen Shay, [Books@theatreoffjackson.org](mailto:Books@theatreoffjackson.org)
- Scheduling questions: Tim Crist, [tim@theatreoffjackson.org](mailto:tim@theatreoffjackson.org)

## IV. TOJ Staff

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

## A. Technical Liaison

Fee: \$30 per hour

You will be assigned a TOJ Technical Liaison (TL), who will support your show as needed. Most productions require no more than 10 hours of the TL's time. The TL will:

- Be your contact for questions about any tech needs for the run of your show.
- Provide a walk-through of the space.
- Will supervise load-in and strike, including restoration of rep standards (lighting, sound, booth, stage, lobby, backstage, furniture storage, and shop).
- Move sound and lighting controls into the house for tech runs and train your staff to use said equipment. You may not do that yourself. All equipment **MUST** be restored to the booth appropriately by the TL after tech.
- 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.

The TL is not 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 (see below). Even if you hire a TOJ designer to be on your staff, please direct technical questions about the venue to your TL. Read more about the TL in [VI. Facilities](#) and [VIII. Tech Responsibilities](#).

## B. Booth Technician

Fee: \$30 per hour if included in your contract

Depending on your contract, you may be assigned a TOJ technician to work the booth. This is typically only for single-night shows and must be confirmed by both co-producer and TOJ before the contract is drafted.

## C. Venue Manager/Bartender

Fee: Covered by TOJ

The Venue Manager is a TOJ staff member who opens and closes the space for you during the run of your show, coordinates with your house managers, and ensures general venue safety and cleanliness. For more information about the role, see [Appendix B. Front of House](#).

## D. Marketing Coordinator

Fee: Covered by TOJ

- The Marketing Coordinator will list your show on TOJ's events calendar, newsletter, and website, as well as promote the show on our social media channels.
- Press information and marketing images must be sent to our Marketing Coordinator at least 6 weeks in advance of opening.
- On your marketing materials, especially the official poster, **please include** the [TOJ Logo](#) as well as the text "Theatre Off Jackson co-presents [title of your show]."
- Please invite us to be a co-presenter of your Facebook event, and feel free to invite us to collaborate on Instagram posts.

## E. Technician and Designer Recommendations

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.

## F. Questions for Staff

Be sure to ask the appropriate staff member. 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.

## V. Your Staff

You will provide your own performers, crew, and front of house staff.

- While the needs of each production will vary, we recommend that you hire (at minimum) a Stage Manager, a House Manager, and provide 1-2 ushers for every night of your show.
- We require co-producers to 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.)
- You are also responsible for marketing your show beyond TOJ's audience base.

Please see the following appendices that will help your staff with their responsibilities.

- A. Keyholders
- B. Front of House
- C. House Manager Checklist
- D. Strike Checklist

### A. Land Acknowledgement

Theatre Off Jackson requests that co-producers include a Land Acknowledgement in their programs. We also encourage the Land Acknowledgement to be delivered verbally during the curtain speech where appropriate, either by recording or live announcement. If a live announcement is required, the House Manager should present the following text:

*Theatre Off Jackson would like to acknowledge that we are on the traditional land of the first people of Seattle — the Duwamish People, past and present — and honor with gratitude the land itself and the Duwamish Tribe. For non-Indigenous communities, land acknowledgement is a way of showing respect and honoring the Indigenous Peoples of the land on which we work and live. Acknowledgement is a simple way of resisting the erasure of Indigenous histories and working towards honoring and inviting the truth. Today, the Duwamish still host events and meet at the Duwamish Longhouse located in what we call West Seattle. We encourage you to check out [duwamishtribe.org/](http://duwamishtribe.org/) and [realrentduwamish.org](http://realrentduwamish.org) to learn more about the Duwamish people and culture, and how to take meaningful actions in solidarity with the Tribe.*

## VI. Facilities

### A. General

Co-producers must:

- Not move anything in the venue without checking with the technical liaison or another member of the TOJ staff. This includes chairs, garbage cans, lights, sound equipment, etc.
- Respect private TOJ spaces (offices, Rainier Room, box office, lighting closet, etc).
- **Keep the front door locked** (except for performances, when a TOJ staff member will be present).
- Adhere to the “Doorbell Policy” (the most recent person to enter opens the door for the next person to arrive) and make sure everyone in your cast, crew, and front of house staff is aware of this policy.

## B. Keeping TOJ Clean

- The theatre is cleaned once a week. Please help 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, clothing, or spilled on the stage in any way.
- Remove all bagged backstage garbage and recycling to the alley at close of show.
- Haul away any set debris, painting supplies, or other such items during strike. TOJ participates in the [Clear Alleys Program](#) and does not have a dumpster in which to place debris.

## C. The Theatre (Downstairs):

- Theater capacity is 140 seats. People will not be permitted inside the theatre over the established capacity.
- Standing room may not be utilized, nor is anyone permitted to sit in the aisles.
- No additional chairs may be placed in the hall, hallways, or any other portion of the theatre space open to the public.
- 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.

## D. The Green Room (Downstairs):

- No alcohol is allowed in the green room.
- Tap water is available in the green room. We recommend co-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.
  - While using this room, cast members must not:
    - Enter 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 the rules for the Downstairs greenroom also apply to auxiliary green rooms.

## E. TOJ Upstairs (Upstairs):

- The maximum occupancy of TOJ Upstairs is 150. However, the total number of people 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.
- Due to the sensitivity of the smoke alarms, smoke/fog/haze is not permitted to be used upstairs.

## F. The Green Room (Upstairs):

- No alcohol is allowed in the green room.
- Tap water is available in the green room. We recommend co-producers either bring bottled water for the cast or encourage the cast to bring refillable water bottles.
- Any food waste must be placed in the bins in the main event space.
- At the end of your run, you are responsible for removing anything you or your cast/crew have brought into the green room.

## G. Accessibility

Theatre Off Jackson is wheelchair accessible for performers and audience members. 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-thru to the green room. There is an accessible bathroom backstage for performers.

For more information about accessibility for patrons with mobility limitations, who are deaf or hard-of-hearing, or have visual limitations, please refer to [Appendix B: Front of House](#).

## H. Key Procedures

As a co-producer, you can access rehearsal space at TOJ *as available*, with prior coordination with TOJ staff. Stage managers are issued a set of keys to use throughout the run of your show. All other keys must be returned on opening. See more information in [Appendix A. Keyholders](#).

## I. Alarm Procedures

- Alarm codes are issued to all members of your staff who receive keys. See [Appendix A. Keyholders](#) for details about alarms.

## J. 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.

## K. Load In

- Your load in date is set in your contract. You will coordinate times with your TL, who 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.

## L. Tech

- Shows with a run of 1 week or less (i.e. with ½ week or less of tech time) will not be permitted to move the light board into the house for technical rehearsals, and should keep their lighting and sound designs to a manageable scale.
- **[For shows with 2+ week run, and a full tech week]** If necessary, 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.

- **[For shows with 2+ week run, and a full tech week]** If necessary, 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.

## M. 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.
- The TOJ staff member will unlock the booth for you each night, unless your stage manager has been given keys for the run.
- Please remind your cast and crew to leave in a timely manner at the end of the night.
- If you would like to book additional time in the space to host an opening night reception or similar event, you must notify TOJ one week in advance to allow time for scheduling staff. Availability is not guaranteed.
  - The TOJ bar can be made available during events such as receptions both Upstairs and Downstairs, but additional staffing fees will apply for this time.
  - You may also acquire a banquet permit and serve your own alcohol for private consumption — you may not sell alcohol or serve it to the public.

## N. Strike

- The Tech Liaison will be present for strike and must verify that all tasks on the attached strike checklist are completed.
- The theatre must be restored to its original repertory plots, 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.

## O. 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.

# VII. Box Office and Concessions

## A. Box Office: Online Sales

- TOJ does not sell your tickets and does not keep a cut of your ticket sales. You sell all tickets and keep all ticket revenue.

- You have the freedom to use the ticketing platform of your choice. TOJ can recommend online ticketing systems used by many of our co-producers.
- You may sell up to 130 tickets. 10 tickets must be held in reserve for TOJ's use (pass-holders, gift certificate redemption, staff comps, etc.). If these reserve tickets go unused, you can sell them at the door.

## B. Box Office: On-Site Sales

- You provide your own box office staff. Your box office staff must arrive 90 minutes prior to the start of the show.
- You set up a table in the lobby to serve as your box office station. (Or use the ticket counter if Upstairs.)
- If your show is 21+, the production must provide someone to check IDs at the door.
  - We recommend having two box office personnel: 1 for ticketing, 1 to check IDs.
- You provide petty cash and a system for handling credit card sales.
- You track sales records.
- You provide an attendance and sales report, including both online and on-site sales, to TOJ within 2 weeks of close of show.

Read more about Front of House duties in Appendix B: Front of House.

## C. Concessions

- TOJ will run the concessions/bar and keep all concessions proceeds.
- Performers and crew receive discounts on concessions.
- Unless there is an emergency, please allow the bar staff to serve guests uninterrupted prior to the start of the show and during intermission.

# VIII. Tech Responsibilities

You must fill out the [TOJ Producer Technical Form](#) prior to your load-in. 3 months prior is ideal, but the form must be submitted no less than 30 days prior to load-in. Co-producers must provide their own expendables such as spike tape, gaff tape, and lighting gels.

## A. Lighting and Sound

- 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 ALWAYS be plugged in to charge.
- 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.

## B. Unusual Materials and Nudity

- Please contact the Executive Director if you intend to use any unusual performance materials such as water, flour, food products, cigarettes, etc. (NOTE: Glitter is prohibited.)
- Nudity cannot be included in productions without prior approval from the Executive Director.
- No performances may contain sugar products (i.e. whipped cream), glitter cannons, confetti cannons, popcorn, chemical fog (unless AEA approved), flash paper, pyrotechnics, or non-flame retardant fabrics. No fog machines may be used Upstairs.

## C. Fire Safety

- Fire performance is only allowed with express permission from the Executive Director. Performers must have their own permit and insurance.
- Fire Exit signs may not be obscured and must remain visible at all times.

## IX. Appendices

The following appendices should be given to the appropriate person(s) on your team.

[A. Keyholders](#)

[B. Front of House](#)

[C. House Manager Checklist](#)

[D. Strike Checklist](#)

## A. Keyholders

This document should be given to your staff who will hold keys.

### i. Key Access

- 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.

### ii. Downstairs Opening/Closing Procedures

#### a. Unlock

Unlock the front door. Make sure you immediately re-lock it and close the door tightly, or the alarm won't clear. Double check that the handle is locked and go immediately to next step.

#### b. Alarm

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 the alarm codes confidential.**

- **Doors must be fully closed and latched to arm or unarm alarm.**
- You have 60 seconds to enter the alarm code on the keypad at the bottom of the stairs.
- If you set off the TOJ alarm, the keypad will beep rapidly. Keep entering the code and call Tim Crist at 206-554-1919.
  - You must call Tim even if the pad stops beeping.
- Alarm will read "Fire System A" in normal unarmed mode.
  - If the keypad says anything other than Fire System A, please call Tim.
- If the alarm goes off and the police respond, you will be charged \$150 if it is a false report.

#### c. 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.

#### d. 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).

#### e. 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.

**f. 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 Tim Crist at 206-554-1919.

**g. 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, jiggle 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, latched, and locked.
- Hit Command+1 on the alarm panel. You will have 60 seconds to exit. (The alarm will beep to warn you that it’s armed).
- Double check that the front door is locked and closed all the way.

**iii. Upstairs Opening/Closing Procedures**

**a. Unlock**

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

**b. Alarm**

- **Doors must be closed and latched to arm or unarm alarm.**
- The alarm panel is on the wall to the left of the side door.
- 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, the keypad will beep rapidly. Keep entering the code and call Tim Crist at 206-554-1919.
  - You must call Tim even if the pad stops beeping.
- Alarm will read “Fire System A” in normal unarmed mode.
  - If the keypad says anything other than Fire System A, please call Tim.
- If the alarm goes off and the police respond, you will be charged \$150 if it is a false report.

**c. Exterior Doors**

- Leave the side door locked and unlock the front door by unlocking the dead bolt on the top (from inside).
- The push-bars on the main doors can be unlocked/locked from the outside. 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 the push-bar, but make sure you lock it as soon as everyone has arrived.

**d. 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.

**e. 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.

**f. Bar**

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

**g. Bathrooms**

- Please use the bathroom with two stalls (second door).
- If a toilet should overflow, please get the water stopped ASAP and call Tim. There is a wet vac in the dressing room to clean up the water.

**h. Closing Procedures: Upstairs**

- AC/Heat: Flip the switches to OFF.
- Make sure the bathroom lights are off and no water is running.
  - If a toilet is running, jiggle 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 both the push-bars and deadbolt are closed and locked (both doors).
- Go back to the side door and hit #2 on the alarm panel. You will have 60 seconds to exit (the alarm will beep to warn you that it’s armed).
- Lock the deadbolt on the side door and check to make sure all doorknobs are 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.

**iv. 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.

## B. Front of House

This document is an addendum to the FAQ to be provided to anyone on your staff who works Front of House.

### i. Working Front of House at TOJ

- Your role at TOJ is to ensure that the house is set up for the production, and to work with the TOJ Staff and production Stage Manager to ensure that patrons are seated and the production starts on time.
- You are both a representative of the production and an auxiliary representative of the TOJ Staff.
- You set up a table in the lobby to serve as your box office station. (Or use the ticket counter if Upstairs.)

### ii. Your Staff

Each production must provide their own Front of House staff. This should consist of a House Manager, 1-2 ushers for every night of your show, and box office staff, if needed.

- If a show is 21+, the production must provide someone to check IDs at the door.
- If the show is not 21+, the concessionaire will check IDs at the bar for alcohol service.
- If a show is sold out, consider additional ushers.

### iii. Working with TOJ Staff

As a member of the Front of House team, you will work closely with the production Stage Manager and the Venue Manager. The Venue Manager is a TOJ staff member who is designated to be “in charge” of the space during shows. The Venue Manager will:

- Open and close the space for you during the run of the show.
- Sell concessions and bartend during the show.
- Ensure the bathrooms are cleaned and stocked before the show.
- Unlock the front door when you are ready to open the lobby to the public.

The Venue Manager is the person you will go to if you need supplies (e.g. paper towels to clean up a spill in the house). It is not appropriate to ask them to solve technical problems. The Venue Manager may ask you to assist with restocking paper towels, etc. if the bar is busy during the show.

To create consistent expectations for TOJ patrons, we recommend the following timelines for opening the house:

- We encourage the lobby to be opened to the public 45 minutes to 1 hour prior to the show.
- We encourage you to open the house 30 minutes prior to the start of the show.

Please communicate house opening times with both the Stage Manager and the Venue Manager prior to allowing patrons in the space.

### iv. Accommodating Patrons with Mobility Limitations

Theatre Off Jackson is wheelchair accessible for performers and audience members. The Upstairs space can be accessed through the main gallery entrance. The Downstairs space can be accessed through the back entrance in Maynard alley.

### A. Downstairs

Patrons who cannot access the Downstairs through the front entrance have been encouraged to call or

email in advance so that the theatre staff are prepared to welcome them into the space.

- Prior to opening house, the removable seats in the back row of the theatre should be removed.
- If the accommodation is last minute, the House Manager must reseat the patrons in the removable seats and ask the Stage Manager to remove them to accommodate the wheelchair-using patron.
- When the patron arrives, they will either call the bar or send in their companion to alert the Front of House staff of their arrival.
- House Manager will greet the patron at the Maynard alley entrance and guide them to the appropriate seating place.
- Free-standing chairs can be added back to this space for companion seating. Some seats are removable to accommodate multiple wheelchairs. Free-standing chairs can be added to provide companion seats. (See the seating plan attached.)
- The Downstairs bathrooms have wheelchair accessible stalls.

## **B. Upstairs**

Patrons with mobility issues are encouraged to call ahead.

- Wheelchairs and other mobility devices can be accommodated anywhere in the Upstairs space, although we recommend removing a couch from the front row to provide the best sight lines for wheelchair users and their companions.
- The Upstairs bathrooms have wheelchair accessible stalls.

## **v. Accommodating Patrons Who Are Deaf or Hard-of-Hearing**

Patrons who are Deaf or Hard-of-Hearing are encouraged to email or call ahead.

- TOJ has 5 assisted listening headsets available to Deaf/Hard-of-Hearing patrons at the Downstairs bar.
- TOJ does not have a supertitle captioning system (i.e. Figaro).
- TOJ does not provide ASL interpreters. If a show is ASL interpreted, or a patron has their own interpreter, TOJ will provide a seat for the interpreter free of charge.
- House Managers should discuss seating arrangements for patrons using ASL interpreters or assisted listening devices with Venue Manager and Stage Manager prior to opening house.
- House Managers should reserve seats for Deaf/HoH patrons prior to opening house.
- House Managers should ensure that Box Office and Concessions have pads of paper and pens available to ease communication between Deaf patrons and Hearing staff, unless a staff member with functional knowledge of ASL is present.
- If a show is ASL interpreted, House Manager should place signage designating the section of the house that will provide the best view of the interpreter.

## **vi. Accommodating Patrons with Visual Impairments**

- Patrons who are visually impaired are encouraged to call or email in advance.
- House Managers should reserve seats for visually impaired patrons prior to opening house.
- When the patron arrives, they will either call the bar or send in their companion to alert the Front of House staff of their arrival.
- House Manager will greet the patron at the Maynard alley entrance and guide them to the appropriate seating place.
- Visually impaired patrons should be seated in the front row.
  - If the patron uses a guide dog, the patron should be seated on the aisle so the dog has room to sit under the patron's feet without blocking the aisle.

## C. House Manager Checklist

Your role is to ensure that the house is set up for the production and to work with TOJ staff and the production Stage Manager to ensure that patrons are seated, and the production starts on time. You oversee both the house and the lobby prior to the start of the show, and the house during the show.

### i. House Tasks

#### a. Pre-Show

- Direct volunteers to reserve seating in the house, if needed, including seats for patrons with disabilities
- Direct volunteers to check for handstamps/wristbands when the house opens and seating begins
- Communicate with TOJ Staff and Stage Manager to ensure show start time
- Use critical thinking and problem-solving skills to ensure patron needs and production needs are met

#### b. During Show

- Be alert to patron needs in case of emergency
- Enforce TOJ and production rules regarding patron behavior

#### c. Post-Show

- Direct volunteers to clean up trash from house

### ii. Lobby Tasks

#### a. Pre-Show

- Direct volunteers in assigned tasks according to production needs
- Direct volunteers to set up any special tables (merch, information) in the lobby
- Direct volunteers to hand out programs pre show (if your production is using them)

#### b. Intermission

- Help separate bathroom line from bar line at intermission

#### c. Post-Show

- Restore lobby to original state after final performance, including returning any tables borrowed from TOJ to their appropriate location.

### iii. Box Office

#### a. If your production team is managing their own box office:

- Set up table adjacent to bar
- Direct volunteers to check in guests (provide hand stamps or wrist bands)
- Communicate with box office close to show time to assess how many patrons have checked in
- Communicate status of house to Stage Manager
- Return any borrowed tables to their appropriate locations

#### b. If TOJ is managing the box office:

- Communicate with box office close to show time to assess how many patrons have checked in
- Communicate status of house to Stage Manager

## D. Strike Checklist

- Lobby:** Check to ensure 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-producers, all materials brought in should be removed and the area left clean and organized.
- Green Room:** All materials brought in by the co-producer (including but not limited to costumes, props, food/drink, garbage, and recycling) should be removed and disposed of outside of the theatre. Counters and tables 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 co-producer should be removed; furniture, flats and platforms should returned to designated 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.
- Lightning:** Plot is restored to rep status, including circuiting, focus and gels/lighting equipment (including cables, gels, gel frames, lens barrels, etc.) accessories and equipment put in storage places.
- Audio:** Board patch is restored to rep status; additional speakers, mics and cables struck and coiled.
- 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 and/or the lighting clipboard. 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-producer’s 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 the co-producer; programs, paint, posters, running order and script should be removed as well.

By signing below, the tech liaison 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: \_\_\_\_\_