

WELCOME TO THE GERSHWIN THEATRE

POLICIES AND PROCEDURES

Revised 6.20.24

Food & Drink Policy:

- NO FOOD OR DRINK IS PERMITTED ON THE STAGE AREA OR QUICK CHANGE AREAS.
- All coffee or beverages must be individual, single cups with lids. NO OPEN CONTAINERS.
- Water must be in a bottle with a cap or lid. (Stage Management will provide you with a bottle when you join.)

The Building

- A map is included on the company portal

The Stage Door

- This is the ONLY safe and approved entrance and exit from the building
- Open everyday at 10am
- No personal packages are allowed to be delivered, nor will be accepted at the stage door.
- Please don't ask! The door attendant is not a baby, car, or pet sitter.
- Guests must be logged-in on the guest sign-in sheet → see Visitors/Backstage Tour Policy (pg. 2).

The Call Board

- Sign-In for every performance using the QR code at least 30 minutes prior to curtain.
- Do not leave the building once you have signed-in. In case of an emergency, talk with an SM.
- All company notes, news and schedules are posted here
- Do not sign-in for another company member

Dressing Rooms

- No open flames – no candles, no smoking
- Do not hang anything on the bulbs or the wire cages
- No PETS or animals of any kind are permitted in the theatre
- Ensemble Dressing Rooms are communal areas.
 1. Please be considerate & respectful of your colleagues
 2. Refrain from warming-up, or listening to music without headphones
 3. Refrain from wearing perfume/cologne or scented lotions

Green Room

- Refrigerator and microwave are provided for your convenience and will need to be cleaned by company members
- Please clean-up after yourself
- NO events should be planned in the green room without the consent of management

Rehearsal Room

- Barre, balance boards, rollers, treadmill and other gym equipment are provided.
- Please use the rehearsal room for your physical and vocal warm-ups prior to the show.
- NO events should be planned in the rehearsal room without the consent of management.

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Visitors Backstage/Tours

- Please see policy posted on main callboard.

Emergency Evacuation

- If the building needs to be evacuated, utilize the closest exit- either the stage door stairwell on the 51st street side or the back stairwell on the 50th street side of the building.
- Proceed to World Wide Plaza- between 49th and 50th streets, between 8th and 9th avenues.
- Attendance will be taken and all personnel will be accounted for

Calling Out

- It is helpful to know sooner than later if you cannot do the show. Don't wait!
- Text messaging is an acceptable way to call out. You **MUST** receive a reply from a Stage Manager.
- Text or call a stage manager on their cell phone. You **MUST** receive a reply from a Stage Manager.
- Call the stage management office and leave a message on the machine.
- Please familiarize yourself with AEA Rule #33(F)(G)(H)
- COVID-19 Call Out Policy
 - **If you feel ill, please call out. If the illness is severe or persists, please see a doctor.**
 - Should you test positive for COVID (as confirmed by a doctor's note), please let a Stage Manager know. We ask that you stay home for at least 5 days (with Day 0 being your first symptoms or positive test) and that you not return to work until you are fever-free for at least 24 hours (without the assistance of fever-reducing medication) and all symptoms have resolved.
 - WICKED will adhere to the NYS COVID-19 Sick Pay laws while they exist, which means you will receive additional sick days above and beyond your union's collectively bargained agreement if you have a confirmed Covid case.

Lateness

- If you think you are going to be late, try to call stage management before half-hour
- It is up to the discretion of stage management as to **when and if** you will perform if you are late for half-hour
- Please familiarize yourself with AEA Rules #25, #50G and #60

Rehearsals

- The weekly rehearsal schedule is posted on the main callboard, the principal hallway callboard and the callboard just off of stage left.
- The weekly rehearsal schedule is e-mailed to you & can be found on the portal at: www.wickedbway.com
- Please be warmed-up physically and vocally for the start of all rehearsals
- Please be appropriately attired
 - dance clothes when necessary
 - no open toed shoes or sandals on the stage or in the rehearsal room when rehearsing
- Trailing the show requires dark/black clothing and shoes

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Hair & Make-Up

- Please familiarize yourself with your contract concerning your hair
- Mary Kay Yezerksi can answer questions about your prep, your wig and your style
- Christa Kaimimoku-Wong can answer questions about your show make-up – Please do NOT change or alter your make-up plot once given and approved
- Gentlemen are expected to be clean-shaven unless approved by Christa

Updated Nail Polish: Nail polish can be worn by any ensemble member in the company regardless of gender identity.

- Absolutely no bright colors (this includes neon, pastels & red)
- No glitter, decals or designs.
- ONLY solid colors.
- Polish can be clear, any form of neutral from the lightest beige to the darkest brown, and black. They can be shiny or matte.
- French manicures are also acceptable.
- Nails should be clean and kept in good condition – no chipped polish.
- Nail polish is optional and not required so it is up to each individual to maintain and pay for the upkeep.

Sound

- Microphones will be delivered to your dressing room prior to each performance
- Check that the microphone IS yours
- Check that the red light is ON
- If you drop or damage the mic, see someone in the sound department immediately
- Keep track of your mic belt and rigging
- Check your mic placement between scenes and costume changes.
- Please familiarize yourself with the Mic Placement memo, which was provided with your script/score.
- End of show – get out of mic & remove the pack from your belt or rigging in a timely manner
- Dispose of the mic tape in the garbage
- Treat the microphone with respect and do not abuse it—Please familiarize yourself with AEA Rule #25
- SWINGS: If switching roles during a performance:
 - DO NOT remove your microphone or pack.
 - DO NOT switch your microphone or pack with another performer.
 - If a change needs to be made, wait for Sound to let you know.

Vacations, Personal Days & Non-Compensatory Days Off

- Forms to request vacations and days off are available at: www.wickedbway.com
- Only one female and one male may be approved for any day and week
- Please familiarize yourself with AEA Rules #33(F)(G)(H) & #76

Injury at work/Accident Reports/C2s

- Any injury should be reported to the Stage Managers and an Accident Report must be filed
- You will receive a copy of your Accident Report
- If you need to see a doctor, you must seek a doctor that accepts Worker's Compensation. There is a Doctor's List of those who accept Worker's Comp on www.wickedbway.com
- You can find our Worker's Compensation policy number (which the doctor will require) on the back of your wallet card and on the Accident Report form
- Please familiarize yourself with the information provided in your Welcome Packet from the Company Managers

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Physical Therapy

- PT is available and provided for your physical health- both preventative and healing.
- It is provided in 20 minute increments 3 days a week
- PT sign-up forms are on the main callboard and are available on a first come/first serve basis—in case of emergencies we may ask that you give up your slot
- The PT room is located on the 4th floor behind the mirrors in the Rehearsal Room
- DUE TO THE LIMITED AVAILABILITY OF P.T. SLOTS, AND IN FAIRNESS TO EVERYONE, PLEASE SIGN UP FOR ONLY ONE APPOINTMENT PER WEEK.

Rake Seminar

- You are required to be educated on how to warm-up and perform on a raked stage
- Please familiarize yourself with AEA Rule #62 (J)

First Aid

- Two First Aid Kits can be found backstage. One is in the SR Principal Hallway & one is SL next to the bathroom.
- Two Mini-First Aid kits are located on the prop shelves SR and SL
- Instant Ice Packs and frozen ice packs can be found on the SL Prop Shelf & under the bench in the Principal Hallway.
- Please let a Stage Manager know if/when something needs to be replenished

Valuables

- Zippered bags are provided - please let Stage Management know if you will be turning valuables in.
- Remember, the valuables bags are for small items- jewelry, wallets only
- Place valuables in the bag and leave them at your station
- Valuables are collected by Stage Management at the 15 minute call
- Valuables are returned onstage after the curtain comes in at the end of the show
- Please do not leave anything of value in your dressing room

Backstage Etiquette and Trailing Backstage

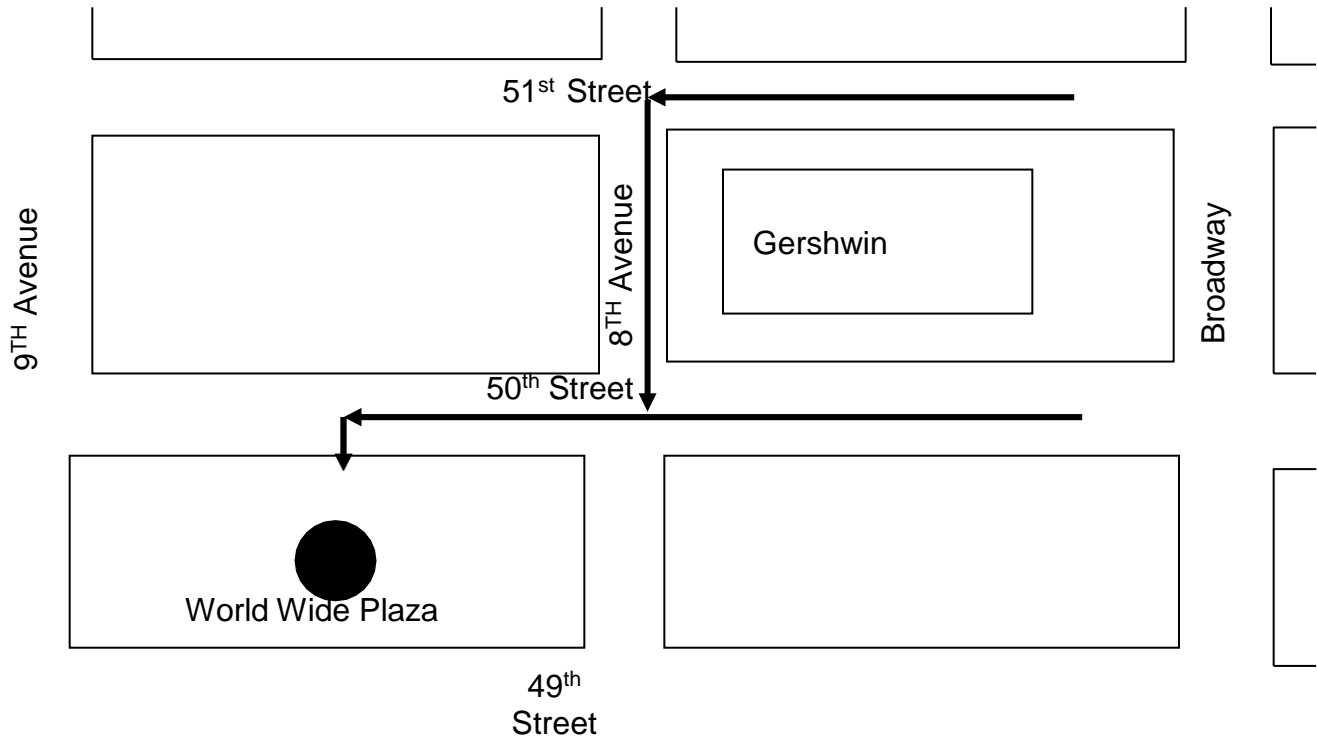
- NO CELL PHONES ARE ALLOWED ON THE DECK/STAGE AREA DURING THE PERFORMANCE.
- NO FOOD OR DRINK IS PERMITTED ON THE STAGE AREA OR QUICK CHANGE AREAS
- If you need water, only containers with lids should be brought to the stage area
- Water coolers are Stage Left by the quick change area and Stage Right in the hallway.
- Do not leave food or drink on the floors of the quick change areas
- PLEASE DO NOT CROSS THE DECK/STAGE AREA IF THE CREW OR REHEARSAL IS PRESENT ONSTAGE – USE THE UPSTAGE CROSSOVER TO CROSS – AVOID THE DECK/STAGE
- You are required to trail backstage before you perform
 - Wear dark clothing
 - Do not wear open toed shoes, sandals or high heels


Miscellaneous

- Do not go outside, into the lobby or the house in costume, make-up etc.
- For those new to the Union and the ‘biz’ don’t hesitate to ask older members for advice and tap into their wisdom for surviving in this world of theatre!
- Food in the Dressing Rooms: Please DO NOT leave open containers, bags or loose food out at the end of the day.
- Place all food in plastic/glass or metal containers. Zip lock bags are not mouse-proof!
Food in the Greenroom: any food brought in must be cleaned up/put away at the end of the day!
- If you see something, say something.
- Please also familiarize yourself with the safety info regarding cue lights, emergency preparedness and building evacuation procedures, which are in your new hire packet.
- A safety reminder for our emergency procedures is also emailed to you and can be found on the portal.
- If you see something, say something!

WE'RE HAPPY TO WELCOME YOU TO WICKED!

EMERGENCY EVACUATION PROCEDURES



 = **Safe Assembly Area** for this production is World Wide Plaza
btw. 49th & 50th St. and btw. 8th and 9th Ave.

Emergency Alarm: The alarm is an audible horn.

1. Follow instructions from Stage Management
2. Go to your nearest emergency exit – walk, do not run - remain calm
Use either the stage door stairwell on 51st or the back stairwell on 50th st.
3. Proceed to the Safe Assembly Area at World Wide Plaza
4. Wait in the Assembly Area for roll call and further instructions

Evacuation Tips:

- Follow any instructions
- Remain Calm
- Know the location of all exits
- Check doors for heat before opening
- Close doors (DO NOT lock) behind you
- DO NOT use elevators unless instructed

Emergency Numbers:

Police, Fire – 911

Gershin Theatre

House Manager – 212-315-1333

Stage Door – 212-664-8473

NBCU GRIC (24/7) - 212-664-4000

(Global Response & Intelligence Center)