



THEATRE ETIQUETTE

Welcome to the Gold Coast Little Theatre and thank you for your contribution.

Whether you are a regular at GCLT or this is your first time participating in a production we would like to make everyone's time here as enjoyable as possible! This includes making sure everyone knows what is expected of them during their stay at the theatre. The following etiquette sheet sets out the rules of the theatre and handy tips to make sure everyone has the best possible experience, old or new.

PUNCTUALITY

You've heard about it your whole life and there are no excuses for lateness. The Stage Manager may set ANY reasonable arrival time for any Actor in any show.

There are moments when a real crisis may disrupt you from your appointed arrival time, so PLAN for those moments by arriving well before the designated time. Those extra minutes will allow you more time to warm-up, chat to cast mates, prepare yourself, or prevent stressful situations if you have a wardrobe malfunction.

If lateness is truly unavoidable, you must call your Stage Manager (funny, *they're* never late) and let him/her know your expected arrival time.

ARRIVAL AT THEATRE

All cast and crew must enter theatre via the green gate! If the green gate is not open when you arrive, please enter through the foyer and let the Stage Manager know to open it. This gate is closed during performances to provide security for your belongings whilst on stage.

MOBILE PHONES

Best course of action is to turn them off when entering a rehearsal or performance space if you can. But in the world we now live we understand the important role they play in our lives. We ask that you put your phone on silent as soon as you arrive at the theatre, if you are expecting a call then you will be sure to keep checking it – this will prevent any phones from going off whilst you are onstage. The audience can actually hear them from the dressing room.

DRESSING ROOMS

Please keep your dressing room clean. When you chose your "spot" in the dressing room please keep your area tidy and all your belongings in your spot.

Tea and coffee are available for cast in the main dressing room and in the cast green room (Lawrie's). If you require any supplies please ask the Stage Manager who will request stocks from the Social Convener or Front of House staff. Please return your cups to the sink area and wash each night.

A fridge is also available in the cast green room. Please dispose of empty containers and unwanted food from the fridge each day.

Gold Coast Little Theatre respectfully acknowledges the Yugambeh People who are the traditional owners of this land on which we meet. We pay our respects to their Elders both past and present, and to all Aboriginal and Torres Strait Islander peoples.

No friends or family backstage or in the dressing rooms!

This is a biggie. They will really want to see the place where you dress and what the backstage and set looks like. ASK your Stage Manager – they may let you know when that will be possible. Just let your friends know it's one of the rules and you feel bad but have no choice.

The same applies to any visitor to the theatre. We don't care how many shows you've done at GCLT or if they are fellow actors from previous shows. NO ONE should be backstage or in the dressing rooms without the permission of the Stage Manager.

ALCOHOL

We encourage you to stay after the show and partake in a drink from the bar. Or even better, to let one of your admiring fans buy you a drink. The bar may stay open for 1 hour after the show – depending on the numbers of drinkers.

It is against the law to bring alcohol into GCLT — your own or anybody else's. Our liquor licensing conditions are strict and these must be adhered to or we could lose our licence altogether.

There is to be no alcohol backstage AT ALL or in Molly's or Lawrie's. Only the bar/greenroom and auditorium are covered by our licence.

SMOKING/VAPING

All smokers must be 5 metres away from GCLT buildings, so that means against the carpark fence. Absolutely NO SMOKING or VAPING in the building or at the entrance of the theatre, outside on Molly's deck, or between the auditorium and Molly's. This includes downstairs.

PARKING

All cars must be either in carpark or Westpac carpark – NO-ONE, for any reason, can park in the driveway on performance nights/days in case we need to get ambulances or fire trucks down the drive. All cars must be removed from the carpark after the rehearsal/performance.

MEMBERSHIP

All cast and crew must be financial members: \$20 for 12 months for adults and \$10 for under-18s – payable before final rehearsals. Membership lasts for 12 months. Only members are covered by GCLT's personal accident insurance, which is why you must be a member. You can join through our website <https://gclt.com.au>

COSTUMES

Actors mustn't be seen outside of the dressing rooms in their costumes at any time (unless directed to do so). If you need to visit the box office or bar please do so before you are in your costume. Box office opens at 6:30pm.

Make best efforts to hang your costumes up after use (between shows) and do not leave costumes in a pile. Nothing looks worse than a badly crumpled costume on stage as the lights pick up every crease.

No food or drink should be consumed while you are in costume. Please eat before you change. We know this rule is difficult to adhere to particularly in the heat, so please take care when drinking and if you stick to water that is so much easier to remove if there is an "incident".

ON STAGE

QUIET!

Really important to keep the noise down when you are backstage. Avoid all talking and/or whispering, our theatre has good acoustics! It is vital you do not distract your fellow actors or technicians. It is very hard to concentrate on stage when you can hear murmuring in the wings, and you will not be thanked for it.

BACK STAGE CREW

Firstly – these people are important! They have given up their time to stand in the dark and are often handling very heavy objects. They come in last, probably haven't met the cast and get no spotlight on stage. Give them a smile and never take them for granted.

The crew are waiting for a cue, just like you. If you distract them they may miss a cue. If you have something that you must communicate to a crew member because it affects your performance or the show, then do so, but make sure you're not interrupting something else that may be going on. If your crew uses headsets, always make the assumption that they're listening to something when you approach them.

Please don't get in their way. We know you cannot avoid being in the wings waiting for your entrance, but be mindful of what's happening. The crew may need room to move AND some of their cues are visual.

DON'T TOUCH THE LEGS!

OMG this is a hard one to do, but very important. The slightest touch of the legs/tabs will make them sway and move – of course this is a distraction for the audience and can spoil a scene. If you are not sure what the legs (or tabs) are on the stage please ask someone NOW!

DON'T PEEK THROUGH THE CURTAINS

Honestly... don't ever do this. never..ever..ever.

Looking out through the curtains is strictly prohibited – under any and all circumstances.

FOOTWEAR

Please, no bare feet on stage unless it is part of your costume/character. You never know when there will be a stray nail, screw or even glass on the stage as it has not long ago been a building site.

PROPS:

Two major rules here -- never play with a prop and always check your props before each show (luckily you got there early ☺) Those two rules seem instantly understandable but are rarely followed. Follow them. The first night you discover the climactic letter in your pocket is missing before your entrance, you'll understand.

RESPECT

Our final category is perhaps the most obvious and the most abused. We appeal only to the **basest of reasons** for having respect (Remember, nothing spreads faster than your reputation):

For Crew—They can hurt you.

For Directors—They can make your life miserable.

Front of House Volunteers – They can cut off your drinks.

For other Actors—They can upstage you.

For Yourself...That means, value your contribution to the show by following the above guidelines and taking care of yourself when rehearsing or performing. Keep healthy throughout the run.

BUMP OUT

Cast and Crew are expected to be at Bump Out to help in any small/large way they can **regardless of hangover**.