

SAMPLE ONLY

The following are a couple of helpful tips and reminders to help make your show at the Winch a success! Please circulate this document to your cast and crew.

PRE ARRIVAL

- Please be sure to return your Production Summary ONE WEEK in advance of your first day in the theatre and your Production Schedule ONE WEEK in advance. This helps us plan ahead so there are no surprises and everything runs smoothly for your show.

ON STAGE

- Be advised that street shoes, tap shoes, high heels, or any other hard and/or white soled shoes, as well as hard/sharp or painted sets and props are not allowed on the dance floor (note that gliders and felt pads can be added to sets/props to make them acceptable). If your show has any of the above – let us know ASAP! There is the option to have an alternate floor put down, but this must be arranged no later than ONE WEEK prior to your load-in date.
- No rosin may be used on any floors at any time.
- **Please do not bring sparkles, glitter, confetti, or any other small particulate prop into the building. It may not be used on stage, or as body makeup.**
- Please use only vinyl or cloth spike tape on the floor.
- Please do not remove any spike marks as they may belong to another show
- **No food or beverages are allowed on stage or in the house with the exception of water, unless it is a pre-approved food prop.**
- Please note that use of hazers and/or foggers are no longer permitted.

BACK STAGE

- A small closet with a lock is provided for storage of your props and costumes.
- Please keep this area clean and remember to lock up anything you wish to leave behind as others have access to this space during the day.
- Remember that storage for sets and props is limited – all of it must fit in the 10' x 4' space beside the seating risers.
- We can not be held responsible for lost or stolen items, please keep valuables somewhere safe or ask for them to be locked up

FRONT OF HOUSE

- Please do not tape things to the walls in the lobby/hallways, as it ruins the paint. Please use the bulletin boards and outdoor marquee provided.
- Remember that you are responsible to supply your own box office staff.
- Concessions may be sold in the lobby during intermission, but only water may be taken into the theatre by patrons.
- **If you would like your show to be included on our “Up Coming Events” page on our website please email Jess Wilder, theatre@tdt.org with the following:**
 - The Event name or the name of the show
 - The show dates and times, including “doors open at” time
 - A blurb about the show/dancers/company (do what suits you best)
 - A picture (if you want)
 - A link to more info/your site/facebook page/other (if you want)
 - Ticket information (if you want)

AFTER THE SHOW

- Remember, everything that you brought in with you must leave with you. This includes set/costume/prop pieces that you intend to throw out, and signs/posters in the lobby.
- **Any modifications made to the theatre during your load-in must be restored within your rental period.**