**Dressing Room Information**

1. Call Board
	1. Whiteboard, markers, cork board and push pins are on the wall outside the green room.
	2. Magnets and push pins are provided – please do not tape. Call board is great for quick notes as well.
	3. Return all pieces to the cups every evening.
	4. In each dressing room there is a white board/cork board for costume or hair/make-up notes if needed.
	5. DO NOT put up any other signage anywhere else in the dressing rooms! Do not tape or tack to the walls or mirrors.
2. Which is which?
	1. They are referred to as “A” and “B”.
	2. It does not matter which one is assigned to which group. Make a clear expectation to your cast on who is in each dressing room.
		1. Typically, these are assigned as “girls” and “guys”. Please remind your cast to be respectful of the dressing room space. While it is the expectation that anyone who does a quick change outside of a dressing room underdresses, they need a place to do so. While some may be comfortable with members of the opposite gender in the dressing room while they are changing, it is not the case for all. When asked in front of the whole group these people do not speak up, but they certainly do to us directly after the fact.
	3. Orchestra may use the green room as a gathering place if they choose. Orchestra may not leave items in the green room overnight.
	4. There is a water jug for the dressing room. Please assign someone to fill them with ice from the catering kitchen and then fill with water. Water jugs need to be emptied each evening as well.
	5. Bathroom supplies are kept in the black cabinet in the green room. Our custodial staff will come through each day, but please ask your cast to pick up after themselves.
	6. If anything is urgent (TP, paper towels) ask the front desk to contact the EMA via walkie talkie to take care of it ASAP.
3. Dressing Stations
	1. DO NOT allow cast/staff members to write on the mirrors or tape anything to the mirrors. If you would like to assign cast locations, please make paper name tents like when you were in school or are used at weddings.
	2. Please ask the cast to only hang and store costumes and makeup items on the racks and shelves. Personal items should be kept to a minimum and stored in a bag/basket under the dressing table.
4. Props
	1. If you don’t have space backstage for props tables, a nice place for prop tables is against the scene shop just outside the dressing room doors.
	2. Please store props on the 4 shelf rolling cart in the green room after each rehearsal.
5. Misc
	1. Please remind ALL involved with the show that open toes shoes are not allowed. The space is still a construction zone. JCPRD asks all program participants to wear closed toed shoes. If we see someone with closed toed shoes they will be directed to their car to get them or given directions to Walmart to buy them. I suggest asking everyone to put a pair in their car in case they forget.