**Dressing Room Information**

1. Call Board
	1. Whiteboard, easel, and markers in the yellow dressing room.
	2. Put out the call board between the dressing room doors on the stage side with your call board every night. (magnets provided – please do not tape) Call board is great for quick notes as well.
	3. Return it to the dressing room every evening.
	4. 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 “Yellow” and “Orange”.
	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. There is a table for the set crew to use during the day and the orchestra to use in the evening. Orchestra may not leave items on the tables overnight.
	4. There is a water jug for each dressing room. Please assign someone to fill them with ice from the concession stand and then fill with water in the orange dressing room utility room. Water jugs need to be emptied each evening as well.
	5. Bathroom supplies are kept in the white cabinets in each dressing room. If supplies are running low, please include what is needed in the rehearsal/performance report in the “TTIP Office” section.
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. Air conditioning
	1. It is a “smart building”. Do not change the temp or allow cast to play with the buttons and dials.
	2. If water is dripping from a unit, turn it off and notify Sarah Saugier immediately so that we can schedule the A/C company to fix it ASAP.
	3. If you use the exhaust fan. You must turn off the A/C first! Otherwise you are exhausting all of the A/C out of the building.
5. Doors
	1. Please do not prop open the doors if the A/C is on.
	2. If you are using the exhaust fan, prop the door open at your own risk. If any animals make their way into the dressing rooms, call the Park Police to come out and deal with it. Please do not allow cast members to usher animals out.
6. Lights
	1. Lights may remain on during shows.
	2. If lights go out, the power dial has run out. There are dials in each dressing room by the doors. Turn the white dial to reset.
	3. To turn lights off at the end of the night, press the main power switch in the Orange Utility closet.
7. Props
	1. A nice place for prop tables are against the scene shop just outside the stage side dressing room doors. Tables will be lit with the ambient light from the dressing rooms
	2. Please keep props in the props room in the yellow dressing room. Others use the dressing rooms during the day.
8. 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.