



The Walpole Footlighters, Inc.

PO Box 189, Walpole, MA 02081

Welcome to the Walpole Footlighters! We are one of New England's oldest community theaters and we thank you for participating in this production. This sheet contains basic information about the theater.

Membership Policy: Cast members must become members of the Walpole Footlighters. Membership is \$20 for an individual and \$30 for family membership. Membership benefits include:

- Member newsletter, *Footnotes*
- The opportunity to buy two tickets for each production at a discount of price \$12 (\$14 for the musical)
- The right to run for office, serve on committees, and vote in annual elections

We encourage everyone who is interested in promoting great community theater to become a member or a Backer.

Costumes: Cast members are primarily responsible for providing their own costumes and footwear if the production is contemporary. The costumers will assist in helping to find specialty items, give ideas for styles and colors, and select costumes from Footlighters stock as needed. Final approval of costumes rests with the Director and the Costumers.

Cast Attendance and Conflicts: All conflicts should have been listed on your audition form. If illness prevents your attendance or other conflicts arise, notify the Assistant Director or Director. Except in the case of illness or emergency, every cast member is expected to arrive before the call time for rehearsals. Failure to do so may result in being dismissed from the cast.

Technical Assistance and Strike: ALL CAST MEMBERS must assist with some technical or support aspect of the production. As a community theater, we do not use paid professionals for any of our technical and support team. Every cast member is expected to help in some way—building and/or painting sets, sewing/mending costumes, acquiring props, helping with publicity, selling ads, etc. In addition, every cast member is required to work Strike after the final performance. Many hands make light work!

Rehearsal space rules:

- There is no smoking in the Footlighters building at any time.
- Food and drink are allowed in the theater during rehearsals, but please clean up after yourself. Deposit any food remains in the dumpster outside the stage left door to discourage vermin.
- During rehearsals, please park on the apron or on the grassy area across the street. Do not park on the sidewalk; it makes the road too narrow for emergency vehicles. Do not park in the drive leading behind the theater; it is a fire lane.
- During tech week and productions, park behind the theater. The parking areas are for patrons.
- Cast members are not allowed in the front of house after crew call (one hour prior to curtain).

Purchasing Tickets: All seating is reserved. Call the Box Office at **508-668-8446** to reserve tickets. A valid MasterCard or Visa with expiration date is required. Tickets can also be purchased online at <http://www.footlighters.com>. Complimentary tickets or member rate tickets must be reserved through the telephone line. All tickets are held on a will-call basis. To ensure that your reservation is recorded, DO NOT leave cash or checks for tickets with any member of the Footlighters staff and DO NOT leave notes for the box office staff in the office.

Meeting audience members: We ask that audience members who wish to greet members of the cast wait in the house until the house has cleared. They may then come to the front of the proscenium to greet cast and crew members. Cast members are not allowed in the house in costume and makeup. Please remove your makeup and change into street clothes before going out to the house to meet friends. Flowers will be held in the box office until the end of the show.

Complimentary Tickets: Cast members receive one complimentary ticket to the production. Everyone who works at least 3 hours on a production will receive one complimentary ticket to that production. Ushers may, at the discretion of the Head Usher and subject to seating availability, watch the performance at which they usher.