

Welcome to Landmark Community Theatre at the Thomaston Opera House! In order to make your time with us a little easier, we have prepared this booklet of important information about the Opera House and its facilities.

## General Information

Parking - Parking is available behind the town hall building, in front of the Opera House (after 6pm) and on Main Street. On show nights, there is also parking available behind Thomaston Savings Bank and Webster Bank across Main Street and in the Center School parking lot across Clay Street. **\*\*Please see Center Street section for their parking information**

Access to the Opera House - The Opera House can be accessed through the front door, or the rear door of the town hall near the police station, and then taking either the stairs or the elevator to Level 5. A member of the production staff will see to it that the theater is accessible before rehearsal.

Restrooms - There are restrooms available in the rear of the theater that are available to the cast during rehearsals. Additional restrooms are available during rehearsals and performances on Levels 2, 3, & 4. Please let a production staff member know if supplies need to be restocked.

Telephones - There are two telephones located in the production office at the rear of the theater. There are also two additional phones located in the box office. In the event that you need access, a production member will let you in.

Dressing Rooms - Located on Level 4 of the town hall in the old firehouse building. Each production will be given a unique code that will give them access. Access is also available through the door to the rear of the stage. Contact your stage manager for your code.

Box Office - Located on Level 2 of the town hall across the stairwell from the police station. Box office hours are Monday through Friday 1 - 6 pm and Saturday 1 - 4 pm. The box office phone number is **860-283-6250**. Tickets may also be purchased on our website [www.landmarkcommunitytheatre.org](http://www.landmarkcommunitytheatre.org)

Center Street - Located at 9 Center Street, just past the library on the left. **Parking is available for handicap persons only.** All others should park at the Opera House and walk over.

LCT is committed to maintaining an inclusive environment where everyone feels welcome and safe regardless of their age, race or ethnicity, gender identity or expression, sexual orientation, physical or mental ability, or other characteristics that make our participants and patrons unique. We expect all our participants and patrons to conduct themselves in ways that support this commitment, and to treat everyone with respect.

### The activities outlined below are strictly prohibited

- Actual or threatened violence, bullying, or harassment (verbal, physical or online/digital) of any patron or other participant connected to LCT.
- Sexual or gender-based harassment of any kind. This includes unwelcome advances, verbal or nonverbal conduct, and non-consensual touching.
- The use of abusive or offensive language toward or in the proximity of any patron or other participant connected to LCT. This includes language references and jokes that are sexual or racial in nature.
- Possession of dangerous, unauthorized, or illegal materials such as explosives, firearms, weapons, drugs, or other similar items on LCT's property.
- Conduct endangering the life, safety, health, or well-being of any patron or other participant connected to LCT. This may include interaction beyond the theater property, and will be handled at the discretion of the Executive director or Board.
- Any conduct on or beyond the LCT property that could damage one's ability to fulfill one's obligation to the theater. This includes coming to theater functions under the influence of alcohol or drugs.
- Failure to follow any policy, procedure or expectation as set by the LCT Board of Directors, Executive Director, and/or the director of the show you are participating in. This includes behaving with disrespect toward production leaders or failing to meet commitments.

Any participant who violates this code is subject to discipline, up to and including removal from an existing production they are participating in and/or probation or barring from future involvement related to LCT.

Landmark Community Theatre continues to maintain operations while navigating the worldwide pandemic of COVID-19. The ability to sustain operations is due in large part to dedicated staff and volunteers making the efforts to comply with all CDC, local, state and federal mandates and recommendations throughout the process. These policies are posted on our website and updated regularly. Failure to comply with these policies may result in your removal from the production.

10) It should be understood that all Opera House productions will be reviewed by any willing media outlet. It should also be understood that any direct response from a cast or crew member, or their friends or family, to a reviewer or reviewing media outlet is prohibited. Interacting negatively with any reviewer or media outlet reflects poorly on LCT and our relationship with the media. Therefore affecting our ability to do business.

11) Remember the theater motto - the show must go on! Never assume a performance or rehearsal will be cancelled due to inclement weather. You will be contacted directly by a member of the production staff if the situation arises where a rehearsal or performance is postponed. It is the responsibility of the individual cast member to arrange for timely transportation to the theater. If you cannot get transportation, call your stage manager who will notify the production team. We will make arrangements to get you to the theater.

## Technical Rules and Notes

1) Each cast member is required to attend strike (immediately following the last performance). Work assignments will be given based on abilities and interest. If there are special circumstances involved, please discuss these with your stage manager prior to opening night.

2) Props should only be handled by the assigned actor, props master, stage manager, or technical director. All props should remain in the theater once collected, regardless of their origin. Please speak to the stage manager regarding any special circumstances.

3) Costumes are to remain in the theater through the run of the show. If there is a need to remove a costume during a production, please ask the costumer(s) or the production staff. Do not launder any costume pieces without prior approval from the costumer(s).

4) Costume design and construction is handled by the costumer and costume assistants. Do not alter your costume in any way. If you are uncomfortable in your assigned costume, please discuss your issues with the costumer(s) and the director.

5) Actors are required to assist in a non-acting aspect of the production, these may include set builds, scenic painting, costumes, props, sound, lighting, or other areas. Please speak with the technical director or stage manager to find out how and when you may assist.

6) No one should alter the set in any way without permission granted by the set designer(s) or technical director. If you have an issue with a set piece please address your concerns with the director and technical director. Only supervised persons under the direction of the technical director and/or set designer(s) are allowed to operate power tools on stage.

7) Dressing rooms are set up as necessary for each production. Women dress in the costume room and men dress in the workshop. If an actor needs a private dressing area, the stage manager will make arrangements for them. Lockers are provided for actors to hold their personal belongings and small costume items. The make-up room is the common area. The production staff will make sure all areas are cleaned and stocked prior to tech week. Then on, actors are responsible for keeping the spaces neat and tidy. If there is a maintenance issue, please notify a production staff member.

8) Unless otherwise noted by the production staff, the on-stage dressing room is used for prop storage and quick changes during the performances. This area should not be used as a dressing room for any individual(s) without consent from a production staff member.

9) Only cast members and production staff/crew are allowed backstage and in the dressing rooms. Doing so would violate our safe child policy and safety protocol. Only persons with prior permission granted by the stage manager or technical director are allowed.

10) The auditorium is open to the public for seating one-half hour before curtain. Please remove all personal belongings from the auditorium before this time. Anyone outside of the production team or theater staff will not be allowed entrance until this time.

11) Anyone wishing to secure valuables during dress rehearsals or performances should speak to the stage manager. Whenever possible, it is preferred to limit the amount of valuable items brought in to the theater.

12) Wireless lavalier microphones used during productions are supplied with new batteries each performance. Only designated sound or production staff should be distributing and removing microphones. If you need help with your microphone, please see one of these staff members.

13) Word of mouth is our best form of advertising. Tag us using #LCT and #TOH or post on one of our social media handles



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Landmark Community Theatre

# Box Office

The Box Office is located on Level 2 of the town hall in the firehouse building. During business hours it can be accessed either through the town hall or from the exterior entrance between the town hall and firehouse building on Main Street.

The Box Office phone number is 860-283-6250 and is open from Monday through Friday 1:00 pm to 6:00 pm and Saturday 1:00 pm to 4:00 pm.

## Main Stage and Arts Center Productions:

Admission \$26.00

Cast & Crew Discount \$21.00

Group Rates Available by request

The Box Office accepts cash, checks, and all major credit cards. All tickets purchased by mail, phone, or online are held for pick-up on show night. Tickets may be mailed out upon request with a \$2.00 service fee per order.

Cast and Crew members will be given a unique discount code which will entitle them to \$21.00 tickets. The code will change for each production. Those with the production code are encouraged to share it with friends and family. Please do not post the code on social media.

Tickets for Opera House shows are on sale at the beginning of the season. All sales are on a best available basis. Season subscribers get first priority in seating. Patrons with disabilities that require handicap seating should notify the box office personnel as soon as possible. Wheelchair seating is limited. Please order early to ensure the best seating.

All tickets are final sale. If there is a family or medical emergency that arises, tickets can be exchanged for another date or future performance. No refunds will be given.

If you have any questions regarding these policies or the Box Office in general, please ask your stage manager for clarification.

## House Rules

- 1) There is no smoking anywhere in the Opera House or the Town Hall complex
- 2) During rehearsals, food and drink are allowed in the auditorium provided they are reasonably attended to. All drinks should be in resealable containers (bottles or personal travel and sports cups) and should be sealed whenever not in use. No cans are allowed in the Opera House.
- 3) All garbage should be cleaned up at the end of each rehearsal and either removed from the building or placed in a waste receptacle. This includes all leftover food. Failure to do so may result in the loss of food and drink privileges in the auditorium. If the waste receptacles are full, please notify the stage manager or production staff member.
- 4) Shoes should be worn at all times during the rehearsal process. No flip flops or open-toed shoes are permitted on stage. If an individual production requires actors to be barefoot on stage, the technical director or stage manager will inform the cast when the facility is reasonably prepared.
- 5) The theatre organ and its piano are not to be used in any fashion. In addition, no personal or technical items are to be placed on the theater organ or its platform.
- 6) There are frequently items in the auditorium from previous or coming productions. As many of our props are borrowed or rented, no one should attempt to utilize any props or equipment without clearance from their production staff.
- 7) Only bottled water is allowed on the stage during rehearsals and performances. There are water coolers located on Level 4 outside of the dressing room, on Level 5 in the production office, and in Center Street for your convenience. Do not take water or snacks from concessions without purchase. No exceptions.
- 8) All restrooms, especially those in the town hall, should be kept clean. If there is a maintenance problem please inform a member of the production staff.
- 9) All personal belongings, including scripts, should be removed from the Opera House at the end of each rehearsal. Once the dressing rooms are in use., reasonable personal items such as make-up kits may be left provided they are kept orderly.