

BACK ALLEY THEATRE GUIDELINES FOR ACTORS

ABOUT THE THEATRE

The Back Alley is a non-profit theatre headed by a board of directors. Allan Miller and Laura Zucker are contracted by the board to run the artistic and administrative ends of the theatre. Nobody "owns" the theatre-- no profits accrue to any individual. All money earned by the theatre gets plowed back into production work. Currently, everything the theatre makes covers about 60% of the cost of operating. The other 40% comes from donations from individuals, corporations and government grants. This contributed income gives the theatre the freedom (we hope) to dare artistically, and not be bound by commercial restraints.

Given severe financial limitations, the theatre is committed to producing the best productions it can of meaty, interesting, non-commercial theatre. We're lucky because a lot of good people come together here to be able to sink their teeth into good material in an atmosphere of professional support.

PRODUCTION POLICIES

MAX & ZOEY is scheduled for a six week run; this is the length of the commitment expected by the actors. The theatre reserves for itself judgement as to whether or not to cancel an individual performance. An actor is expected to give at least two weeks notice if he needs to leave the production for any reason other than immediate employment.

The Back Alley recognizes that outside professional commitments are necessary for actors to make a living. An appointment or interview for television or film work is a legitimate reason for missing a rehearsal. The theatre requests that all other activities assume a secondary importance. There are not standbys for children's productions.

BILLING

There is no lobby display at the Back Alley (because there is no lobby). All actors receive alphabetic billing in the program. The size type used for the actors, author, director and producer will be the same. The program will include bios and pictures of all the actors. It is your responsibility to get your bio to Laura by June 26th-- I will not hound you about it.

BOX OFFICE PROCEDURES

The box office may only hold tickets if they are paid for-- please don't ask them to hold tickets for friends, they aren't allowed to do it.

Comp policies are spelled out in the Los Angeles 99 Seat Theatre Plan.

PARKING

Parking is available for actors down the street from the theatre during performances in the parking lot between 15201 and 15205 Burbank Blvd., and on the street during rehearsals. Always park on the side of the street away from the theatre. Parking on the north side of Burbank is restricted after 4 pm and they tow mercilessly. There are only five spaces behind the theatre-- these are reserved for staff. **DO NOT PARK AT OUR NEXT DOOR NEIGHBOR'S, JUSTIN LORD, UNDER ANY CIRCUMSTANCES.**

HEALTH AND SAFETY

Separate dressing areas are created by the folding screens in the center room, and there are two bathrooms for the actors backstage. The stage manager will lock up valuables if requested. Food and drinks are allowed in rehearsal areas, but not in the theatre. A refrigerator is available to the actors in the rehearsal space, as is a coffee machine, etc.

California law mandates that we provide a smoke-free work environment for those who do not smoke. This means that there is no smoking in the building at all. If you need a cigarette you will have to go outside.

There is a pay phone available for the actors in the theatre-- please help us by using it. We're not being cheap. Our telephone lines are limited and needed by staff to conduct daily business. The pay phone number is 818 997-8228.

STAFF

Teresa Fasulo is the Business/Box office manager. Bring reimbursable receipts to her. Please deal with all ticket matters directly with Teresa or the box office staff. The box office is open from 10 am to 6 pm each day. If you need to contact Laura about something, don't call her at home, unless it is a bona fide emergency. She is usually in the office every weekday.

PERFORMANCE SCHEDULE

Performances begin July 8th and run through August 13th. Press opening is tentatively scheduled for July 16th (both shows). Performance schedule is Saturday and Sunday at 11 am and 1 pm.