

Rialto Center for the Performing Arts Backstage Rules and Policies

The Rialto Staff welcomes you to our hall. To ensure the theater's professional integrity and the safety of all, we have guidelines that will maximize efficiency of our labor and broaden the scope of your event. These rules are required of **everyone** who performs at the Rialto, whether they are with Georgia State University or an external client.

Andre Allen is the Rialto Stage Manager. He is in charge of Backstage. If you have any questions, problems, or concerns about equipment or policies, etc. consult with the Stage Manager. The Stage Management office is #226 and the phone number is 404/651-4764.

Performers and crew cannot gain access to the theater until the prearranged access time that has been set up and confirmed with the Rialto Events staff. If you arrive early, please do not expect to gain access. If there is a problem with the access time it must be addressed beforehand with the Rialto Events staff by the client renting the facility.

****Performers and crew must enter and exit through the Backstage entrance. There is only one Backstage entrance. Enter on 75 Poplar Street, through the Haas-Howell Building, then take the elevator or stairs to the second floor. Performers and crew will not be allowed to get backstage by entering through the Rialto lobby or to exit backstage through the house into the lobby. The lobby doors of the Rialto are for patron traffic only. If you are meeting anyone after a performance, arrange your meeting outside on the street-level entrance of 75 Poplar Street or exit through the backstage door to Poplar Street and walk around the corner to the lobby entrance. This includes performers and crew attending post-show receptions in the lobby.**

***At **NO** time during your performance, intermission, or after a performance **SHOULD ANYONE** exit from the stage into the house, by either the stage steps or the stage right door. This is only allowed if it is a pre-planned part of your performance. The reason for this is safety and professional integrity. When you enter and exit the stage improperly, patrons see this and attempt to use these doors thinking they are an exit or attempt to go backstage. If any performers exit into the house improperly, the Rialto Staff will assist them with locating the appropriate backstage exit.*

During and after performances no unauthorized people are allowed backstage. This includes, but is not limited to, friends, family, fans, agents, etc. Georgia State University and the Rialto Center do this as a security precaution for you and for the patrons' safety.

The freight elevator is for freight use only, and not for entering or exiting backstage. During performance times, typically we lock the backstage door for security purposes. If you leave in the middle of an act, remember to check the backstage door because you might not be able to re-enter.

Once the house is open there should be no traffic on stage.

Only Rialto personnel may adjust the wing panels on the deck, operate the main curtain and winch system, utilize lighting or sound systems, or operate followspots. **Under no circumstance will a non-Rialto staffer be allowed to operate any Rialto equipment.**

Food and drink is allowed in the dressing rooms and green room, however, **no food or drink is allowed on stage or in the house.** Each star and choral dressing room has a water cooler. If the cooler is empty please inform the Stage Manager. Outside the 2nd floor Backstage Entrance is a beverage machine, stocking Coke products for \$1.10 each.

There are coffee machines available for use in the green room. You must provide all of your own supplies, such as filters, coffee, cream, etc.

There are no microwaves or conventional ovens, refrigerators, or other kitchen appliances available for use backstage.

There is silverware available to you in the green room. Please wash it after use. However, there are no glasses, cups, dishes, bowls, trays, or pitchers for general use.

There is a pay phone in the backstage hall that can receive calls. No one is allowed to use the phones in the Production or Stage Manager's office or in the Star dressing rooms without the Stage Manager's consent. The pay phone number is (404) 521-9957.

All dressing rooms are equipped with showers that you are free to use. However, we cannot provide you with any bath supplies, such as towels or soap products. Please bring your own.

There is a baby grand piano in the green room, along with two uprights in each of the choral dressing rooms. Feel free to use them. Nothing is allowed to be set on the pianos (i.e. beverages, books, flowers, etc.).

Please keep the backstage area clean. Housekeeping will not touch anything that looks personal, such as half-consumed soda cans.