

## Rialto Center for the Performing Arts Backstage Rules and Policies

The Rialto Staff would like to welcome you to our Center. To ensure the Center'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.

**Jack Rogers** 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 by the client renting the facility with the Rialto Event's staff beforehand.

**\*\*Performers and crew must enter and exit through the Backstage entrance. There is only one Backstage entrance. It is at the Haas Howell Building, 75 Poplar Street. You then take the elevator to the second floor. If the entrance door on the second floor is locked please ring the bell for entry. 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 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 stage right door (the stage right door is now locked on the other side so if you attempt to use it to exit into the house you will be locked out). 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 the safety of you and the employees of the Center.

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 main curtain and winch system, utilize lighting or sound systems, or operate follow spots. **Under no circumstance will a non-Rialto staffer be allowed to operate any Rialto equipment.**

Food and drink is allowed in the Greenroom, however, **no food or drink is allowed on stage, in dressing rooms, 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 2<sup>nd</sup> floor backstage entrance is a beverage machine, stocking Coca-Cola products for \$1.25 each.

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

There are no microwaves or conventional ovens, refrigerators, or other kitchen appliances available for use backstage. There are no glasses, cups, dishes, bowls, trays, or pitchers for general use. There is a microwave oven in the catering kitchen located in the Lobby. Please speak with the Stage Manager for access to the Lobby catering area.

There is a pay phone in the backstage hallway 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 utilize. 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 Greenroom, along with two uprights in each of the choral dressing rooms. Feel free to use them. However, nothing is allowed to be set on the pianos (i.e. beverages, books, flowers, costumes, etc.)

The Rialto Center cannot assume responsibility for items stored or left backstage following an events end. If you have an item left behind following load-out of your event please call the Stage Manager at 404-651-4764.

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