

TO: All 2009/2010 Producers and Directors

FROM: Conejo Players Executive Committee

ADDENDUM: BACKSTAGE DOOR GUARDS

The Executive Committee has consulted with regard to the potential need for a guard for the Artists' Entrance during performances.

A monitor for the backstage / artists' entrance during tech week and performances is highly recommended. It is the responsibility of the producer to fill this role, as needed. The door guard should be given a list of all cast, crew and staff that are to be allowed backstage during a show, and should check people off as they arrive. Persons not on the list should not be admitted.

And remember:

KEEP BOARD OF DIRECTORS APPRISED.

The Board needs to be informed of any aspect of a production which may impact or alter the normal routine operation of the theatre.

Thank You!



Shawn W. Lanz
Executive Producer, The Conejo Players