

To: All 2020 Producers and Directors  
From: Conejo Players Executive Board

## **ADDENA TO MANUAL**

*The information in this ADDENDUM is now a part of the Production Manual  
and replaces any other references to this subject matter.*

Page 12: inserted after "...keeping the theatre clean and tidy during the pre-opening and performance period.": This includes all trash cans on the front porch, in the lobby, outside the west theatre side door, and the green room.

Page 32 and page 49: "It is the set designer's responsibility to provide the construction crew with adequate set drawings, complete with measurements, before the first day of auditions."

Page 50: "Barring any unavoidable complications, your set should be completed two (2) weeks before tech week. The goal of the construction crew is to load in the set the day after strike of the previous show. It is then the producer's and the set designer's responsibility to make sure the set is painted."

Page 57: "It is the producer's responsibility to check with theatre staff in order to get the front porch banner changed to your show's banner."

Page 57: "All productions at CPT are to use microphones for their actors. We have 14 available, with microphone cords. Please do not disconnect microphones from the cords during the run of the show. If a microphone needs to be traded between actors, please trade the microphone and the cord attached together."