**General Guidelines for Sunset Playhouse 2020-21 Season Subscribers/Patrons**

* Patrons, volunteers, and staff **MUST** provide and wear face masks when inside Sunset Playhouse.
* Furlan Auditorium house size will be reduced to 138 (seating map attached).
* Marla Eichmann Studio Theater house size will be reduced to 56 (seating map attached).
* If a patron is ill on the night they hold tickets, we will offer a free exchange for a future show or a refund.
* Designated entrance to building (south doors) and exit (north doors)
* Doors to building will open 30 minutes before show starts. As patrons enter, they will move directly to their reserved seats.
* Patrons will find social distance markings in lobby and hallways with lobby furniture removed.
* The Box Office window, concession counter, and Studio Bar feature plexi-glass barriers.
* Ushers will wear gloves and will not touch tickets.
* Programs will be a single-page, recyclable but not reusable, document. Additional information will be on individual production web pages.
* There will be sanitizing stations in the lobby.
* High-touch surfaces will be cleaned on a regular basis.
* For now, concessions will not be available. Patrons are encouraged to bring their own water bottles.
* The water fountain, center sink in women’s bathroom, and center urinal will be disabled.
* 9 to 5 and ELF have been replaced with A MIDSUMMER NIGHT’S DREAM & A CHRISTMAS STORY.
* Performers will not wear masks during a performance but will maintain as much on-stage social distance as possible within script requirements.
* There will be no intermission for Musical MainStage concerts and SideNotes cabarets.
* Intermission for Furlan Auditorium productions will be lengthened if needed.
* Patrons will exit the theater by row, guided by ushers, starting with the back row and proceed directly to the exit. They may also exit leave via the front south/east exit.
* Unfortunately, post-show lobby gatherings will not be possible.
* Weather permitting, patrons will be able to greet performers outside door #7, the new “stage door.”
* Additional guidelines may be added—or some removed—as the situation evolves.

**General Guidelines for Volunteers and Staff**

* Each employee/volunteer/patron is required to bring and wear a mask when in the building.
* Volunteers/staff are instructed to stay home if not feeling well.
* Ushers will wear gloves and will not touch tickets.
* Number of volunteers per show will be reduced.
* There will be social distance seating for volunteers in both theaters.
* Patrons will find social distance markings in lobby and hallways with lobby furniture removed.
* Outside and inside doors propped open so patrons don’t have to touch handles (weather permitting).
* Maintain a safe distance between performers, musicians, audience, etc.
* Musicals are on hold until spring, given increased caution advised for singers. 9 to 5 and ELF have been replaced with A MIDSUMMER NIGHT’S DREAM and A CHRISTMAS STORY.
* SideNotes cabarets and Musical MainStage concerts will be presented without intermission.
* There will be no wind instruments in SideNotes or Musical MainStage productions.
* There will be clear signage at all entrances listing guidelines and requirements.
* Guidelines will be posted on Sunset’s website, social media, emails, and signage.
* Water fountain, center sink in woman’s restroom, and center urinal blocked.
* For now, concessions will not be available. Patrons are encouraged to bring their own water bottles.
* When concession stands do open, no coffee, unwrapped food, or buffets will be sold or provided. Bottled and canned beverages only.
* Plexiglass dividers installed at concessions, office, and Studio bar.
* Hand sanitation stations will be readily available in the lobby.
* Two containers for all supplies – used and unused.
* During Act 1, FOH and BO will wipe down railings, lobby counters, door handles, bathroom sink, and door locks.
* Work with cleaning company to develop extensive cleaning and sanitation plan.
* Additional guidelines may be added—or some removed—as the situation evolves.

**Audition Guidelines**

* Stage manager will take temperature of all people who are auditioning as they enter the building.
* Mask will be required except when reading for a role.
* If feeling ill, please stay home and reschedule audition.
* Wash hands on entering the building.
* Auditions will be by appointment only in groups no larger than 8 – sign up at SunsetPlayhouse.com.
* Maintain social distance while auditioning.
* If actor feels ill during audition, they will be advised to leave immediately.
* Sides may not be shared with other actors.
* Video submissions will be considered – details will be available on website.
* Additional guidelines may be added—or some removed—as the situation evolves.

**Rehearsal Guidelines – Performers, Production Team, Back Stage Volunteers, Staff**

* During the rehearsal period, cast/crew will be asked to follow CDC guidelines when in public, avoid large gatherings, and to wear masks in public for the safety of themselves and fellow cast/crew/staff members.
* Cast/crew/staff asked to not visit bars and other non-socially distanced venues as a group, after rehearsals.
* Production meetings will be held virtually when possible.
* If feeling ill, please stay home. If person starts to feel ill during rehearsal, go home immediately
* On arrival, cast/crew/staff/production team will take their temperature at station just inside door #7 and verify it is below 100.4. If 100.4 or higher, person must notify stage manager know and leave building immediately.
* Cast, crew, and staff must wash hands on entering the building and use hand sanitizer when exiting rehearsal stage.
* When possible, rehearsals will be conducted remotely or outside (weather permitting.)
* The number of artists and staff at rehearsal will be scheduled/limited to only those required.
* No guests allowed at rehearsals.
* Masks will be worn in rehearsal halls by production team and actors.
* Performers will wear masks when on “rehearsal stage” in Esposito and Dance room.
* Rehearsals and cast meetings will be held virtually when possible.
* Directors, when staging a scene, will maintain as much on-stage social distance as possible between actors - within script requirements.
* No kissing, hugging, overt displays of affection between performers.
* Social distance seating during rehearsals: actors/staff should take the same seat every night and self-sanitize personal space on arrival and before departure.
* Social distance in dressing rooms with masks worn.
* No shared food at rehearsal or in dressing rooms. Actors/staff encouraged to bring personal, labeled water bottle.
* Stage manager will wipe production table in rehearsal hall on arrival and before departure.
* With assistance of the props master, actors will label individual props and wipe them down at the end of rehearsal.
* Where possible, actors will not share props. If they must, props must be wiped down by actors before transfers from one person to another.
* Hand sanitizer will be available in all rehearsal spaces.
* Couches in green room area removed for socially distanced seating.
* No sharing of scripts, music, markers, supplies, etc.
* Musical MainStage rehearsals will be in the Studio Theater or Esposito Hall only. Performers and Production team as a group, will determine mask policy when singing. If no masks, 6ft social distancing strictly enforced. Masks not worn during performances by singers/narrators. Musicians, if not singing, may wear masks on stage during performances if desired.
* SideNotes rehearsals will be in the Studio Theater only. Performers and Production tea, as a group, will determine mask policy when rehearsing. Masks not worn during performances by singers. Musicians, if not singing, may wear masks on stage, if desired during performances if desired.
* Additional guidelines may be added—or some removed—as the situation evolves.

**Performance Guidelines – Performers, Production Team, Back Stage Volunteers, Staff**

* During the performance run, cast/crew will be asked to follow CDC guidelines when in public, to avoid large gatherings, and to wear masks in public for the safety of themselves and fellow cast/crew/staff members.
* Cast/crew/staff asked to not visit bars and other non-socially distanced venues as a group, after performances.
* On arrival, cast/crew/staff/production team will take their temperature at station just inside door #7 and verify it is below 100.4. If 100.4 or higher, person notify stage manager know and leave building immediately.
* Production team, volunteers, and performers must wash hands when entering the building.
* Production team, volunteers, and performers will maintain social distance off stage, back stage, and in dressing rooms.
* Frequent use of hand sanitizer recommended by all.
* Light board and sound volunteers will wipe down their areas at start and finish of performance.
* Stage manager will wipe down their area in light booth on arrival and before departure.
* Mics will be sanitized before and after each use by sound designer. No sharing of mics.
* Prop master will wipe down props at the end of each performance and if a prop is shared, before transfer to another actor.
* Starting with the first dress rehearsal, performers will not be required to wear masks on or back stage.
* Performers will not wear masks when on stageor backstage during a performance but will maintain as much on-stage social distance as possible within script requirements.
* Musical MainStage masks will not be worn during performances by singers/narrators. Musicians, if not singing, may wear masks on stage during performances if desired.
* SideNotes masks will not be worn during performances by singers. Musicians, if not singing, may wear masks on stage, during performances if desired.
* Socially distanced designated seating backstage for actors and crew during performances. .
* Limited number of masked backstage volunteers during performance.
* Costume designer and director will work to limit number of costumes per actor- with the goal of minimal changes required during a performance.
* Cast will spray down costumes at the end of each rehearsal and performance with sanitizing spray.
* Cast will sanitize dressing room area after each rehearsal/performance.
* Makeup, hair products, combs, wigs, etc. will not be shared by performers.
* Sunset sponsored opening night cast party and cast dinners eliminated until further notice.
* Sunset closing night party will be for cast/crew/staff only – no guests. There will be no self-serve buffet-style food.
* Couches removed in green room – socially distanced seating
* Cast/crew/staff asked to limit interactions with patrons after performances. Meetings outside of Door #7 – not in lobby.
* Additional guidelines may be added—or some removed—as the situation evolves.

**School Guidelines**

* Teacher will take the temperature of each student while still in their car. If 100.4 or higher, student will not attend classes for 72 hours and temperature is 100.3 or lower.
* Students will enter designated doorways with only their group/class.
* Students, teachers, and volunteers must wash hands on entering the building.
* Teachers will monitor hand washing breaks every hour of class.
* Class sizes will be limited with as much social distancing as possible. Markings on classroom floor.
* If more than one group of students in the building at one time, there will be no interaction between groups.
* Mask must be worn when entering and exiting building.
* Masks will not be required for students during classes.
* Teachers will be required to wear masks during classes.
* If student starts to feel ill during class, immediately isolate student and call parent.
* No shared class supplies, costumes, or props.
* Sanitation stations will be placed throughout classrooms.
* Social distanced seating in class rooms.
* No shared food or drink, no picnics, etc.
* Teachers will disinfect touched surfaces at start and end of classes - tables, door handles, light switches, etc.
* All performances will have limited seating.
* Parents not be allowed in lobby; they must wait in their cars for student pickup.
* Teachers will ensure students maintain social distance during pickup line.
* Additional guidelines may be added—or some removed—as the situation evolves.

**Cleaning Crew Guidelines**

* Cleaning crew will deep clean the theater, lobby, dressing rooms, and offices.