

Dear Director and Company!

Congratulations on a successful show! Now that the curtain has closed for the last time, ETC has developed procedures for set removal and theater preparation for the next event. For safety's sake, and as a courtesy for those who follow you, thanks for using the following guidelines.

1. When your show has finished its run, unless your set is being used for the next show, please **tear down your set** in a timely manner. Organize your set building materials and leave them in front of the stage. ETC will move the materials back to the ETC storage trailers.
2. The **back-stage area** should be cleaned out.
3. Please leave the **green rooms** on either side of the backstage in the condition you found them.
4. Put **costumes** on hangers on racks or in storage closets.
5. Please put your **props** away in the prop storage areas, and insure that borrowed props are returned in a timely manner.
6. Return **stage furniture** to its original location, or place in front of the stage to be returned to the storage trailers.
7. The **downstairs workroom** is not a storage area. Set materials should be removed from the downstairs workroom and placed in front of the stage. Please put construction tools and paint away.
8. Clean and organize the **dressing rooms**. Put make-up away in their containers and leave the make-up tables neat and clean.

Thank you for your efforts, and for keeping the ETC Fine Arts Center a safe and enjoyable place in which to perform. If you have questions or need assistance, please contact the theater manager at 822-4869.

Thanks!