Rude Revue Policies and Procedures

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CASTING

Acts

- Each show will have 10-14 acts. Some performers may perform more than one act.
- The acts are cast on an invitational bases
    - Invitations are given to individuals after the producer has reviewed the following
        - Acts available (or submitted) for booking
            - Talent, Creativity, Polish, Costume, and Storytelling
        - Workshops available for booking
        - Booking and travel fees
        - Availability
        - Shared values
        - Audience draw
        - Other bookings in the area
- The Rude Revue will always have BIPOC and LGTBQIA+ representation in the cast.

CASTING NOTIFICATIONS

Submitted Acts

- All applicants will receive an email from the producer regarding their status on or before the date advertised in the casting call.
- Emails will be sent to the address provided in the application
- Emails will be sent using one of the templates below, changing the red text to the appropriate information.

- **Showcase Template**

  Hello *PERFORMER NAME*!

  Thank you so much for applying to the PRODUCTION!

  We are pleased to inform you that your act "NAME OF ACT" has been accepted! We would like to offer you a contract to perform on DATE for $$, and ANY ADDITIONAL OFFERS

  We will contact you in a separate email to discuss any workshop submissions.

  Please reply to decline or accept this offer by DATE. Upon your acceptance you will be sent a contract to be signed electronically. **Please ask us any questions regarding the agreement prior to signing.**

We ask that you do not announce your casting until you receive confirmation from the production team.

Thank you for your interest in PRODUCTION and we look forward to working with you!

- **Alternate Template**
  Hello *PERFORMER NAME*!

  Thank you so much for applying to the PRODUCTION!

  We are pleased to inform you that your act "*NAME OF ACT*" has been accepted as an **alternate**. Should any performer in that cast decline their position, we would offer you a contract to perform on *DATE* for $$, and ANY ADDITIONAL OFFERS

  We will contact you in a separate email to discuss any workshop submissions.

  Please reply to decline or accept this offer by DATE. Upon your acceptance you will be sent a contract to be signed electronically. **Please ask us any questions regarding the agreement prior to signing.**

  We ask that you do not announce your casting until you receive confirmation from the production team.

  Thank you for your interest in [PRODUCTION] and we look forward to working with you!

- **Rejection Template**
  Hello PERFORMER NAME

  Thank you for applying to the PRODUCTION! The submissions we received made casting our festival very difficult, but we were so honored at the overwhelming interest. We regret to inform you that you have not been cast to perform this time, but we will keep your information on file and may contact you for other paid performance opportunities in the LOCATION area.

  If you are interested in vending or volunteering at PRODUCTION please visit WEBSITE for more information and submission forms. Thank you again for your interest and we hope you will consider applying again next time!

CONTRACTS

All participants of the Rude Revue will be required to sign an agreement for their conduct specific to the year.

- Contracts will be sent electronically using Adobe ESign.
    - All parties will sign electronically and receive a completed copy for their records
    - Contracts will be sent by the producer

Performer Contract Contents

- Communication
    - All official correspondence will be conducted via email from anniemaeallure@gmail.com The Artist agrees to read all messages thoroughly and reply promptly. The Producer may terminate this agreement at any time, without compensation, should the Artist fail to respond to correspondence or provide requested information in a reasonable amount of time.
- Safety
    - For reasons of Health and Safety, sufficient space shall be provided for the Artist to perform in the Venue. The Producer shall use their best endeavors to provide an appropriate gap between the audience and the performing area. The Artist shall be given the opportunity to inspect the performance area prior to the performance being given and raise any points of adjustment with the Producer.
    - The Artist will not use non-prescription drugs, including cannabis, while at the Venue. The consumption of alcohol is permissible when it is provided by the Venue and only after they have completed all of their on stage appearances. Should the Artist bring illegal drugs or outside alcohol onto the premises, or if the Producer deems that the Artist's performance has been compromised by drugs or alcohol, the Producer has the right to any of the following: lowering or denying pay, removing the Artist from the performance, and having the Artist removed from the Venue.
    - The Artist acknowledges that performing carries inherent risks, including but not limited to physical injury, and voluntarily assumes those risks. The Artist agrees to follow all written and verbal safety instructions, seek clarification when needed, and releases the Producer from liability for injuries incurred during participation, except where prohibited by law.
    - The Venue will provide reasonable, safe, and private changing facilities. The Artist may not bring non-cast or non-staff guests into the dressing area without permission from the Producer or Stage Manager, except during load-in and load-out. The Artist agrees to leave the space as it was found and is responsible for any damage they cause to Venue property. Failure to comply may result in reduced compensation.
    - The Artist will make the Producer aware of any conditions or disabilities that may affect their performance or behavior during their time at the Venue, and will

inform the Producer of any resources or accommodations they will need to maintain a professional manner and polished performance.
    - It is a condition of the contract that the Producer is not responsible for loss of, or damage to, the Artist's property unless such loss or damage is caused by the Producer or its servants or agents and/or the property is in possession or control of the Producer at the time of such loss or damage.
- Cancellation Policy
    - No fee shall be paid for days upon which the Artist is unable to perform by reason of any cause beyond the Producer's control such as National Mourning, War, Fire, Strikes or Lock-outs in the district directly affecting the venue or the Order of the Licensing or any other Public Authority having jurisdiction.
    - In the event of accident or illness preventing the Artist(s) from appearing the Producer shall be informed at the earliest opportunity. The Producer shall not be obliged to pay the Artist's fee for any performance(s) in respect of which the Artist is unable to perform.
    - The Artist(s) may void this contract and remove their act(s) from the performance(s) for circumstances not covered by the above, provided that the Producer is given at least 2 weeks notice to find a replacement. If the Artist(s) provides a suitable replacement performer, the contract can be voided with 48 hours notice.
- Media Rights
    - The Artist acknowledges that the performance will be photographed, recorded, and broadcast live via streamingprovider.com. The live broadcast will be accessible to the general public through a paywall, the proceeds of which will be factored into the total profits.
    - Photos and audio/visual recordings are property of the Producer and may be used for promotional or playback purposes. The Artist will be provided copies of the media for their own use but will not receive residual payments from the Producer for future uses.
    - Unauthorized photography and video is not allowed. The Artist agrees that they will not post unauthorized media on the web and to credit the production and the photographer when posting authorized media.
- Promotion
    - The Producer and Artist agree to promote the production to the best of their abilities. This includes, but is not limited to, using personalized promotional images on social media platforms, sharing event details/posts/photos, sending personal invites to attend the performance, and distributing handbills or posters.
- Professional Conduct
    - Hate speech or acts are grounds for immediate dismissal from the venue and denial of compensation. This includes but is not limited to negative comments or actions regarding race, gender expression, sexual orientation, physical size and shape, or religious beliefs.

    - The Producer may terminate this agreement at any time, without compensation, should the Artist display qualities or behaviors that do not behoove a representative of this production. This includes but is not limited to hate speech or acts, sexual misconduct, alcohol or drug abuse, and illegal activities. The Artist will be informed of the reasoning behind their removal from the production should termination occur.
- Merchandise
    - The Artist will have the opportunity to sell merchandise during the show and will receive 100% of the proceeds from those sales unless otherwise specified by the Artist.
    - The Producer will provide a salesperson to oversee the sale of merchandise if the Artist is unable to provide one themselves. If the Producer handles sales, any profits will be sent to the Artist with their performance fee.
    - Salespersons will have free entry to the show but will not receive monetary compensation for their time. Should the Artist choose to have their own salesperson, they will furnish them with a cash bank and any equipment required to process electronic payments.
    - Should the Artist wish to take advantage of this offer, they must make the Producer aware when submitting their technical form, to ensure that proper space is provided.

Volunteer Contract Contents

- Communication
    - All official correspondence will be conducted via email from anniemaeallure@gmail.com The Volunteer agrees to read all messages thoroughly and reply promptly. The Producer may terminate this agreement at any time, without compensation, should the Volunteer fail to respond to correspondence or provide requested information in a reasonable amount of time.
- Safety
    - The Volunteer will not use non-prescription drugs, including cannabis, while at the Venue. The consumption of alcohol is permissible when it is provided by the Venue and only after they have completed all of their duties. Should the Volunteer bring illegal drugs or outside alcohol onto the premises, or if the Producer deems that the Volunteer's duties have been compromised by drugs or alcohol, the Producer has the right to remove the Volunteer and their plus one from the Venue.
    - The Volunteer acknowledges that volunteering carries inherent risks, including but not limited to physical injury, and voluntarily assumes those risks. The Volunteer agrees to follow all written and verbal safety instructions, seek clarification when needed, and releases the Producer from liability for injuries incurred during participation, except where prohibited by law.

    - Dressing rooms are for cast only, but volunteers may utilize the green room. The Volunteer may not bring non-cast or non-staff guests into the backstage area without permission from the Producer or Stage Manager. The Volunteer agrees to leave the space as it was found and is responsible for any damage they cause to Venue property.
    - The Volunteer will make the Producer aware of any conditions or disabilities that may affect their performance or behavior during their time at the Venue, and will inform the Producer of any resources or accommodations they will need to maintain a professional manner and polished performance.
    - It is a condition of the contract that the Producer is not responsible for loss of, or damage to, the Volunteer's property unless such loss or damage is caused by the Producer or its servants or agents and/or the property is in possession or control of the Producer at the time of such loss or damage.
- Cancellation Policy
    - In the event of accident or illness preventing the Volunteer(s) from appearing the Producer shall be informed at the earliest opportunity.
    - In the event the production must be cancelled for any reason, the Volunteer will be informed via email at the earliest opportunity.

- Media Rights
    - The Volunteer acknowledges that the performance will be photographed, recorded, and broadcast live via streamingprovider.com. The live broadcast will be accessible to the general public through a paywall, the proceeds of which will be factored into the total profits.
    - Photos and audio/visual recordings are property of the Producer and may be used for promotional or playback purposes.
    - Unauthorized photography and video is not allowed. The Volunteer agrees that they will not post unauthorized media on the web and to credit the production and the photographer when posting authorized media.

- Professional Conduct
    - Hate speech or acts are grounds for immediate dismissal from the venue and denial of compensation. This includes but is not limited to negative comments or actions regarding race, gender expression, sexual orientation, physical size and shape, or religious beliefs.
    - The Producer may terminate this agreement at any time should the Volunteer display qualities or behaviors that do not behoove a representative of this production. This includes but is not limited to hate speech or acts, sexual misconduct, alcohol or drug abuse, and illegal activities. The Volunteer will be informed of the reasoning behind their removal from the production should termination occur.

- Compensation

    - The Volunteer will receive a plus one (GA admission) for their assistance when seating is available. When seating is not available, the Producer will provide the Volunteer with a livestream password to share with their plus one. Volunteers may elect to use their GA admission or livestream password at a future performance date. Plus ones/passwords are non-transferrable.

- Attire
    - The Producer will provide an official ID badge that should be worn by the Volunteer when performing their duties. The ID badge should remain visible at all times.

Vendor Contract Contents

- General Agreement
    - [PRODUCTION] agrees to provide VENDOR (and all their representatives) with the following
        - A [NUMBER] square foot area to display and/or sell items pertaining to BUSINESS NAME
        - To be open for business on DATE(s) at TIME(s)
        - A 6 or 8 foot table and two chairs, by request
        - Access to electricity, by request
        - Security personnel on site
        - Mention in promotional materials such as programs, social media posts, and MC speeches, by the PRODUCER'S discretion.
        - Inclusion in our vendor incentive program, by request
        - 2 Vendor Badges for access to non-ticketed festival events
    - As part of their X Sponsorship package OR for a fee of $X OR an agreed upon donation of merchandise to be used as gifts or prizes at the event.
        - To be paid or delivered by DATE
    - VENDOR will have access to their assigned space on DATE at TIME for the purposes of loading in and setting up their booth.
        - All load in must be completed prior to the venue being open to the public. Set up may continue as needed.
    - VENDOR will keep 100% of profits made from all sales. No additional fees will be paid to [PRODUCTION].
    - VENDOR will have all products and belongings clear of the venue by TIME on DATE.
    - [PRODUCTION] hereby agrees to indemnify VENDOR against any and all damage, liability, and loss, as well as legal fees and costs incurred, as a result of any act or omission of [PRODUCTION], [PRODUCTION]'s employees, or [PRODUCTION]'s agents related to the business rendered under this Agreement
    - VENDOR hereby agrees to indemnify [PRODUCTION] against any and all damage, liability, and loss as a result of any act or omission of VENDOR related to the business rendered under this Agreement.
    - VENDOR hereby releases and discharges [PRODUCTION] and [PRODUCTION]'s assigns, successors, officers, employees, agents,

executors, partners, administrators or any other legal representatives along with anyone claiming through them (hereinafter, collectively, the “Released Parties”), in their individual capacity or in their business capacities, of all claims,causes of actions, liabilities, disputes, demands, damages, agreements, contracts, obligations, promises, debts, and/or accounts of any kind or any nature, whether currently known or unknown, for any damage, loss, of injury of or relation to the Volunteering Services which Volunteer has or ever had or may have in the future against [PRODUCTION] or any of the Released Parties.

- Inappropriate Conduct
    - VENDOR will not use illegal drugs while at the Venue. The consumption of alcohol is permissible when it is provided by the Venue. Should VENDOR bring illegal drugs or outside alcohol onto the premises, or if PRODUCER deems that professionalism has been compromised by drugs or alcohol, the PRODUCER has the right to any of the following: denying access to future events, closing the booth and denying further sales, and/or having VENDOR removed from the Venue.
    - VENDOR acknowledges that hate speech or acts are grounds for immediate dismissal from the venue and denial of compensation. This includes but is not limited to negative comments or actions regarding race, gender expression, sexual orientation, physical size and/or shape, or religious beliefs.
    - PRODUCER may terminate this agreement at any time should VENDOR display qualities or behaviors that do not behoove a representative of this production. This includes but is not limited to hate speech or acts, sexual misconduct, alcohol or drug abuse, and illegal activities. VENDOR will be informed of the reasoning behind their removal from the production should termination occur. Should termination occur after fees or donations have been made, they will be refunded in full.
- Attire
    - When at the Venue, VENDOR (and their representatives) shall wear their ID badge in a visible location

VOLUNTEERS

Volunteer Requirements

- 18 years or older
- Reliable transportation

Volunteer Perks

- 1 GA plus one ticket or livestream password for the event you are working OR 1 free entry or livestream password to a future performance date.

Merch Position

- Merch table is open at:
    - Lobby open. Please arrive with enough time that you are ready to open up for business at this time.
    - Intermission
    - End of Show
- Set Up
    - The Producer usually handles the set up - if for some reason that doesn't happen, use the provided CHECK LIST to ensure that all required items are on display. You will be provided with a tablet to utilize the Square Point of Sale register and an envelope with a cash back to make change with. Double check that the amount in the bank envelope matches the amount written on the outside.
- Accepting Payment
    - Merch items are already entered and can be selected from the Items menu. If the items are not already entered, simply enter the price as marked in the Square register.
    - Swipe the customer's card using the Square reader or select Cash.
    - If you are having trouble with the reader, you can enter the card number manually. Only do this if you absolutely have to as it takes longer and has higher fees.
    - Place cash in the envelope marked "Merch Profit" and use the "Merch Bank" to make change as needed.
    - Patrons may also purchase merch via Venmo or CashApp by paying AnnieMaeAllure and notating "merch" in the notes. Please have them show you the confirmation screen before providing the items.
- Closing Procedures
    - Count the cash you have collected twice (just to be sure) and compare it to the amount of cash recorded by the Square register. If there is any difference, make note of it on the "Merch" envelope.
    - Place the cash in the envelope marked "Merch". Write the amount of cash and the amount charged on cards on the outside of the envelope next to the date.
    - Turn in envelopes to the Producer

    - Once all patrons are done shopping, start to organize the merch to be packed up. The Producer will take over from there.

Box Office Position

Please arrive at least 1 hour prior to “House Open”. You will be provided with a list of cast/crew members, a list of ticket holders, a device with which to sell tickets at the door, and a bank to make change. A demonstration of the box office app will be provided for those who need it. Count the bank to verify the amount before you start. You may sell tickets prior to “House Open”, but do not admit the audience into the theater until the producer or stage manager gives you the ok. You may allow cast and crew into the space after verifying they are on the list.

When a customer enters, ask if they already have tickets or if they will be purchasing at the door. (Please note: There are no discounts for late arrivals and anyone with free entry will be notated on the comp list. No free entry should be granted to anyone who is not listed.)

- If they have pre-purchased, ask for their name or ticket and mark them as admitted on the box office app.
- If they need to purchase tickets, inform them taxes will be added to their total.
    - Show them the available seats on the seating chart and select their choice
    - Click Checkout
    - Select their method of payment
    - Collect payment (make change from the bank if needed)

During the show

- You may watch the performance but please remain near the door to monitor for late arrivals

After the show

- Count out the bank to verify the original amount.
- Count out the remainder of the cash (if any) and place it in the envelope marked “Door”. Write the total amount on the outside of the envelope.
- Turn in all materials to the producer.

Usher Position

- Please arrive at least 10 minutes before “House Open”. When you arrive, please familiarize yourself with the rows and how the seats are numbered so you can assist people to the correct chair.
- Stand at the door to the theater space. The Box Office will verify that the audience members have the correct ticket and then allow them into the space. Ask if they need help finding their seats and direct them if they do.
- Ensure that attendees are seated in the correct area
- Remind attendees to:
    - remain seated during performances and to wait for when the MC is on stage to leave to use the restroom, visit the bar, or take a phone call.
    - Turn their phones to silent and do not take photos or videos
    - Enjoy the show

- During the Show
    - At least one usher should be in view of each door
    - Ensure that no non-staff enters without a ticket.
    - Ensure that only performers and backstage staff are behind the risers
    - Assist with tip collection as needed
    - Observe the attendees for problematic behavior such as cell phone use, disruptive or offensive behavior, unwanted touching, walking onto or across the stage during a performance, and not following current local health mandates.
    - Issue warnings when necessary
    - Alert security to any issues that would require removal from the venue.

Spot Operator Position

- Operate a follow spotlight for burlesque performance(s)
    - Experience is encouraged but not required
    - Training will be offered to those who need it
- Attend tech rehearsal for the show(s) you will be operating the spotlight
    - Tech rehearsals take place earlier in the day before the evening performances
    - Time is used to run through the acts and take notes of when the spotlight will be needed.
    - Those who are unable to attend tech rehearsal(s) will not be assigned this position.
- Must be able to navigate a flight of stairs, unassisted.
- Reports to the Technical Director

Security

- Discourage and prevent:
    - Unauthorized access
    - Disorderly and disruptive conduct
    - Theft and vandalism
    - Violence or harassment
- Ensure that the assigned post or patrol area is always covered when you must step away for any reason.
- Deescalate confrontations
- Escort attendees off the premises when necessary
- Avoid physical contact with attendees unless absolutely necessary
- Alert the Head of Security to all incidences
- Must be comfortable standing for long periods.
- Report to Head of Security

PAID POSITIONS

Stage Manager

- Check in stage hands and performers for tech rehearsals and performances
    - Make note of late arrivals
    - Inform Producer of missing personnel
- Assist Producer in running tech rehearsals
    - Assign duties to stage hands
    - Take detailed notes of set up and tear down for each act
- Assist Producer in managing run crew during shows
- Announce call times to run crew and performers during shows
- Reports to Producer

Stage Hands

- Assist in setting up and tearing down acts for performance(s)
- Attend tech rehearsal for the show
    - Tech rehearsals take place from 5-7:30pm
    - Time is used to run through the acts and take notes of where set pieces and props need to be placed and when.
- Be “on call” during performance(s) to assist performers and the stage manager as needed. (this could be anything from running a prop to someone to helping with a zipper)
- Must be comfortable with:
    - lifting or pushing items
    - Bending to pick items off the floor
    - Being a part of the show
        - Rather than a traditional theater experience where stagehands move quickly and silently in all black, we make a production of the setup and tear down of acts (this could be anything from “look how strong I am lifting this heavy prop” to “check out my butt while I bend over to pick up this shoe”)
        - MC may speak with or about the stagehands - responses should be nonverbal as they will not be mic’ed
- Stagehands MUST treat all costumes and props with the utmost respect.
    - Avoidable damage to cast member or Rude Revue belongings could result in repair/cleaning fees and/or removal from the position.
    - Hampers will be provided to return costume pieces and small props to their owners in the dressing room.
- Reports to the Stage Manager

Technical Director

- Program sound and lighting cues
- Attend tech rehearsal for the show

    - Tech rehearsals take place from 5-7:30pm
    - Time is used to run through the acts, test lighting and sound cues, and make adjustments as needed.
- “Fire” sound and lighting cues accordingly during the performance
- Adjust levels as needed during the performance

TICKETS

VIP - $45

- Premium Front row seat
- Gift bag

Center - $35

- Seat in the center section, not in the front row

Wings Plus - $30

- Premium seat in the wings section

Wings General - $25

- Seat in the wings section