

PERFORMER GUIDELINES FOR HUGE SHOWS



THANK YOU: Your hard work makes HUGE Theater a success. We are an artist-led nonprofit dedicated to supporting the Twin Cities improv community. That's you. Thank you.

Performer / Producer Guidelines

WHAT HUGE EXPECTS OF YOU

PRESS & MARKETING

- **Promote your own show**
All groups must promote their own shows beyond the general support offered by HUGE.
- **Supply HUGE with artwork and a description**
In addition, all groups must supply artwork and a show description **at least two weeks** before your show opens - Image sizes and specifications are here: <https://goo.gl/YNXxBL>

USING THE SPACE

In General

- Be mindful of the theater's spaces and backstage areas
- Dispose of your trash
- Leave the space nicer than you found it
- Please don't leave food behind (even if you're trying to be nice)
- Please talk to Butch or the House Manager about storage space if you need it
- Behave in a safe manner

Warm Up Space

- Warm up space usage rotates based on show order.
- The Green Room is reserved for the group that is most immediately going to perform. It should be free of outside distraction both prior to their performance and during their intermission.
- Please clear out of the Green Room immediately following your show. You can do any after-performance check-ins or notes in the Play Room, Basement, or other free location outside earshot of the audience. Regardless of location, all groups are asked to be mindful of their volume.

DURING THE SHOW

Attendance:

- Call is one hour before showtime.
- At least one member of your group must arrive by then.

The Show:

- Notify Butch Roy immediately if you cannot deliver the show you promised, either because you have absent cast members or are unprepared, at butch@hugetheater.com.
 - If it is **after 7PM on the night of your show**, call the theater at 612-412-4843 and speak to the house manager.

Photo Release:

- HUGE reserves the right to use photos of your performance on the website, social media posts, in advertisements, and on signage.

BEHAVIOR EXPECTATIONS

Professionalism and Courtesy:

Enjoy your time here without interfering with someone else's ability to enjoy their time here.

- Please be respectful to HUGE staff members, audience members, and volunteers.
- If you have an issue with another person's behavior, bring it to the director of the show first. If that is not possible for any reason, please contact a board member: Butch Roy, Rita Boersma or Jill Bernard.
- You may also ask a house manager for access to a computer on site to fill out a "General Report Form." Additionally, we have an anonymous form online, see the "Contact" page of hugetheater.com

Lack of professionalism reduces your chance of having a run of shows at HUGE in the future.

RULES

- Perform in your scheduled slot
- Please be on time for your scheduled call time
- The House Manager on duty will assign and rotate the show order for HUGE Wednesdays, balancing the scheduling needs of the casts as best they can.

Consequences

- Failure to perform as scheduled - or as the group booked and advertised - without notice will incur the following:
 - Initial warning followed by suspension if the behavior continues
- Failure to arrive on time for your schedule call time without prior arrangements will incur the following:
 - 1st - Verbal warning
 - 2nd - Emailed warning
 - 3rd - Suspension

REGULATIONS

Health and Safety Violations:

Anything involving the health and safety of others or when HUGE must take official action will automatically lead to suspension or permanent dismissal.

- Offenses that lead to suspension:
 - Assaulting or harassing ANYONE on HUGE Theater property (including outdoor spaces).
 - Performing under the influence of drugs or alcohol.
 - Any violation of state or federal laws.

The length or permanence of suspension will be determined by the Board in consultation with the director of the show.

WHAT YOU CAN EXPECT OF HUGE

PRESS & MARKETING

HUGE provides promotion and general support - which includes (but may not be limited to): HUGE's website and social media posts, pre-show slides at HUGE, posters at HUGE, spots on MPR, Groupons and more.

DURING THE SHOW

Comps:

- Up to 10 comps total per show for the group to use for promotions and cast comps
- Please give a list to the box officer as you arrive.
- If additional comps are needed (press, promotions) please email admin@hugetheater.com.

Tech:

- HUGE will provide a house tech.
- If you would like to provide your own tech for a show, that person must go through an orientation of the tech booth with Butch or one of our house techs.

Musicians (if available):

- HUGE will make every attempt to provide a pianist if you would like one to accompany your show
- If you have a musician you work with, HUGE will pay them a stipend - please contact butch@hugetheater.com to have them set up in our payroll system
 - when pianists are paid by HUGE we would ask them to provide music for the entire night (just like the tech does tech for the whole night) on Wednesdays and Sundays - if they only play for their group, they would be considered part of that group rather than a paid role.

Drinks:

- You may have a \$1 soda or water at any time the night of your show.
- You may also have a \$1 beer or wine after your set. Just tell the bartender you're a performer.
- There is a select list of performer beers posted.

REHEARSAL SPACE

- If your group is scheduled to perform a show at HUGE, you are entitled to free rehearsal space for the length of your run.
- To schedule rehearsal space, you must reserve at hugetheater.com.
Direct link: <http://performers.hugetheater.com/spaces/>
- To schedule auditions, you must contact butch@hugetheater.com.

OTHER

Artistic Notes:

Artistic Director Rita Boersma may provide artistic feedback on your show during its run.
Executive Director Butch Roy may provide technical feedback on your show during its run.

Video:

We will provide you video of your improv sets - Please bring a flash drive or email butch@hugetheater.com AND breanna@hugetheater.com - they will upload the video and email you a link.

Pay: Friday and Saturday shows are paid a stipend based on attendance. Please request current pay guidelines.

Gratitude: We'll never be done thanking you. You're awesome.

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The HUGE Theater Show Proposal form includes a checkbox referring to this document that says, "I agree to abide by the HUGE Theater Guidelines for Performers, and to forward those guidelines to every member of my group." By submitting a show you have agreed to the guidelines above. If you do not agree to them, please contact butch@hugetheater.com to have your show proposal withdrawn.

