

## WHOLE WORLD IMPROV THEATRE BEST PRACTICES UPDATED 03/09/2022

Whole World Improv Theatre is an improv comedy troupe that has been a part of the Atlanta community since 1994. The troupe offers an **UNREHEARSED**, live experience, based entirely on audience suggestions. The live improvisational scenes are punctuated with filmed "renegade" clips in which the troupe interacts with the public. This "off the cuff" format provides a unique show with every performance. Every show is relevant to the local culture, current events and, most importantly, the audience in attendance.

Whole World is not merely a comedy club. Our show is a theatrical event, a happening, an experience. Regardless of why you are there, once you enter the front door, you have just obtained a ticket to the hottest party in town.

Though Whole World Improv Theatre appears to be laid back, this is a business. We expect everyone to conduct themselves with the utmost professionalism and in the best interest of Whole World Improv Theatre. We also expect everyone to treat each other with respect and to commit themselves to our philosophy of "no judgment."

### General Information

- WWIT is a 501(c)3 non-profit organization
- Additional programs at Whole World Theatre include:
  - o Adult Improv Classes & One Day Workshops
  - o Youth and Teen classes (ages 11-17)
  - o Kids Summer Camp (kids 8-13) (teens 13-17)
  - o Corporate Shows and Teambuilding Workshops
  - o Private Events
  - o Show and Call Times (unless otherwise stated)

Friday	8PM	Main Stage Performers <b>Call time: 6:30PM</b>
	10PM	Apprentice Performers <b>Call time: 9PM</b>
Saturday	8PM	Main Stage Performers <b>Call time: 6:30 PM</b>
	10PM	Main Stage Performers <b>Call time: 9PM</b>
Saturday	1PM	Improvius Prime (NOVEMBER – MAY) <b>Call time: 11:30 AM</b>
Sunday	times vary	Showcases & Graduation Shows

- Contact Info
  - o [www.wholeworldtheatre.com](http://www.wholeworldtheatre.com)
  - o 404.817.7529 (PLAY) or 404.817.0880 – Box Office / 678.412.0016 Business Office
- Management Team
  - o Emily Reily Russell, Managing Director [emily@wholeworldtheatre.com](mailto:emily@wholeworldtheatre.com) 678-428-7927
    - Office Hours Tues - Sat 10AM-4PM
  - o Chip Powell, Artistic Director [chip@wholeworldtheatre.com](mailto:chip@wholeworldtheatre.com) 678-699-2610
    - Office Hours Tues - Sat 10AM-4PM
  - o David Owen, Associate Director [david@wholeworldtheatre.com](mailto:david@wholeworldtheatre.com) 678-644-1755
    - Office Hours Tues - Sat 10AM-4PM
  - o Bethany Rowe, Development/ Marketing Director [bethany@wholeworldtheatre.com](mailto:bethany@wholeworldtheatre.com) 828-593-9534
    - Office Hours Tues - Sat 10AM-4PM

## APPRENTICES

This program offers students the opportunity to immerse themselves in the traditions, values, and methods that make Whole World Improv Theatre unique. Apprentices receive:

- The best improv training in the city by our award winning, Main Stage performers
- An artistic home where you are free to actively participate and grow as an improv actor
- Performance opportunities are available so you may have the experience of an audience in order to obtain greater performance power
- The opportunity to become a Professional Main Stage Improv Actor at Whole World Theatre

## ACTOR COMPS

Reserved for performing actors only

- 2 comps per actor – non-transferable
- Actor Comps must be requested in advance by 5pm on Thursday, Friday, and Saturday (provided tickets are still available) via email [bethany@wholeworldtheatre.com](mailto:bethany@wholeworldtheatre.com) or through text (828-593-9534)
- Actors and Crew will receive 1 complimentary ticket for a significant other for Special Events (i.e. New Year's Eve and Valentine's Day) **IF** the reservation is called in 1 week prior to the show. (Available only to actors/crew working that event)

## RUSH COMPS (RC) - Student & Company Member Comps

- Cannot be reserved in advance
- Good for Students/Co Members. Is not available when working the show
- It is suggested the Student or Company Member call the box office during the day to check on the status of availability for tickets
- Student or Company Member should arrive to the theatre when doors open to get on the RUSH list and stay visible to the Box Office Attendant
- RC will be released once all ticketed patrons have been seated
- RC will be issued on a first come, first serve basis as dictated by the number assigned on the rush comp list at check in
- Company Members should be prepared to give up seats to paying customers when asked
- You must be present at the theatre to obtain RC for the show you wish to attend / No phone in will be accepted
- Student or Company Member must have a show ticket to enter the theatre
- Student or Company Member should never enter the theatre and take a seat prior to all patrons
- Student or Company Members should sit in the back rows of the theatre when at all possible
- Former students or Company Members do not receive RC. A current list of company members and students is at the box office desk

## CALL TIME

Because of the importance of a timely start, tardiness will not be tolerated. Call times are start times and not arrival times. Everyone must be inside the theatre, prepared for download, and focused to receive direction at call time. Everyone will be notified if there is a change in call time or if there are special requirements

- o **Crew:** required to be at the theatre by the stated call time and are required to stay until the end of the shows
- o **Actors:** If you are late for call time, you may be pulled from the show and released to go home. Those who are habitually late may be asked to step out of the cast
- o **Volunteer:** We truly appreciate the donation of your time. However, in consideration for the success of our show, those who are habitually late may be asked to step out of their volunteer function

## CONFLICTS/CREW SHIFTS – Apprentices, Sound, Keyboardists, & Bartenders

- o By the 15<sup>th</sup> of each month, you are required to upload your conflicts onto the members site
- o Once your name is on the master cast/crew schedule, you are required to fulfill your commitment
- o If you are a “no show” for any reason, you will be asked to step out of the program for a time to be determined by WWT management
- o **If you have any problems or conflicts with a scheduled crew shift, you are responsible for finding a replacement for yourself and submit a request email to [alouie713@gmail.com](mailto:alouie713@gmail.com) and [chip@wholeworldtheatre.com](mailto:chip@wholeworldtheatre.com) with details of the shift change.** A list of crew members can be found at the “Members” section of our website
- o Every show night (regardless of the number of shows on that night) is considered one crew shift
- o Please report any problems with equipment or supply to the HM for documentation

## DRESS

All front of house crew must dress appropriately. A good guide would be business casual or as if you were going out to a nice club. Private events require even nicer attire due to the nature of the event. Please check with your emcee if you have questions

## BAR

- There is to be no drinking alcohol during show time by WWIT employees, cast, crew or volunteers
- On show night, no one should be behind the bar for any reason except for bartenders and members of the management team
- Outside beer or liquor should never be brought to or consumed at WWIT, unless previously approved by management
- The bar closes one hour after show end. **Doors should be locked at this time.** After that time, the bar will stay open an additional 20 minutes for all company members to finish their drink and collect their belongings
- Anyone displaying behavior deemed by management as inappropriate, bar privileges will be revoked

## SHIFT DRINKS

- At the end of the night, the Actors, Volunteers and Crew of that particular show may receive one complimentary shift beverage. This may be non-alcoholic or alcoholic depending on the legal drinking age of the individual. All crew members **MUST** be cleared by the House Manager before drinking their shift beer or leaving the theatre
- After the complimentary shift drink, Actors and Crew may purchase two additional beverages (alcoholic and non) at company member prices
- When not working, Company Members receive 2 drinks at company member prices
- Company Members cannot purchase drinks for a guest at company member prices
- Graduation Shows – Graduating students do not receive a shift drink. Volunteers and Crew do receive a shift drink
- Students, former students, former Company Members, and occasional volunteers never receive shift drinks or company member prices at the bar
- Company Members must not take alcoholic beverages purchased at WWT off-site

## PAYROLL

The pay period is from the 1<sup>st</sup> through the last day of the month ex. March 1<sup>st</sup> – March 31<sup>st</sup>

- Pay checks may be picked up the 10<sup>th</sup> of the following month
- Instructors, Keyboardists, and paid crew members must submit an invoice by the 1st of each month for the month prior. Info submitted should include:
  - o Payroll Month
  - o Name & address
  - o Date of shift
  - o Hours worked each shift
  - o Total hours per pay period
  - o Rate of pay & total amount due

## GENERAL NOTES

- There is to be no eating in the theatre space or in the café on a show night
- Actors are expected to be available for every show that their respective cast performs. This includes private shows and special events
- Please be respectful of when using cell phones and computer devices during rehearsal and show times
- Make sure you always have a current Main Stage Master Schedule and current company member phone list which can be found online at [www.wholeworldtheatre.com](http://www.wholeworldtheatre.com)
- All WWIT tickets are non-refundable.
- When using lav mics, allow the Sound Operator to remove your mic after every show. No exceptions
- There should be no official or unofficial communications on behalf of Whole World Theatre created without express written consent from Emily Reily Russell. This includes posters, banners, t-shirts, social media sites, or any use of WWIT intellectual property

## COMPANY MEMBER WEBSITE

- Access to the Company Member Website is granted by Management
- This website is for Apprentice Cast, Main Stage Actors, Staff and regular WWIT Volunteers
- The website offers access to company crew schedule, calendar and announcements
- Postings should be relevant to WWIT only, and will be reviewed by Management before disseminating to company members
- Company Member abuse of the secure Member Site including contact emails and addresses will not be tolerated

## COMMUNICATION

- **Pre-Show / During Show** please be considerate and do not approach emcees or actors before or during performances with anything that is not relevant to the show at hand. If you have questions, please ask the House Manager how you can be of further assistance
- Actors should not address issues directly with any crew member. Please communicate any concerns to your Stage or House Manager or Emcee and they will handle them for you
- **Post Show** performers and emcees are decompressing. This is not the time to address class questions or personal acting notes. If any patron has questions about our programs, etc, please hand them the appropriate brochure or direct them to our website
- **Rehearsal** Apprentices, Main Stage Actors, Directors and Managers should address questions or concerns during our weekly meetings before rehearsal. If the issue is too lengthy, the Directors may table the issue for a phone call or another meeting time
- **Outside the Theatre** We request that everyone please be considerate of those working (Actors/Crew/Directors) and direct any questions/concerns in the appropriate ways:
  - o Phone calls on work lines during work hours and e-mails are the best way to communicate WWT business
  - o In regards to our Director's/Emcee's, please be considerate of their show/writing schedules. They will return calls/emails at their earliest convenience. **PLEASE DO NOT CONTACT AN EMCEE ON THE DAY OF THE SHOW UNLESS IT IS AN EMERGENCY**

- o Addressing personal concerns on personal time away from the theatre is best
  - o Please be considerate of Whole World Directors and their off time/days
- If there is an immediate concern at the theatre on a show night that impacts business or the show, please direct those issues to the House Manager on duty. They will involve the Emcee only if absolutely necessary
- **Absences** If you are absent from a rehearsal or company meeting, it is your responsibility to obtain the information you missed. Contact your fellow cast mates or director
- **Help us to protect our creative playground and keep personal problems, issues, and distractions away from the theatre. As a creative ensemble, each member's energy affects the other. It is our responsibility to protect our partners at all times and they will protect us. Let us start with positive energy upon walking through the doors so that we may freely give and receive inspiration**