

# **Lake Wales Little Theatre**

## **2020-2021 Season Opening Guidelines during COVID-19**

### **Box Office and Seating**

- Seating is to be flexible. It will be based on a first come, first serve basis. For parties of two (2) or more, guests will have to call the Box Office directly. Sue will have to update the seating online to accommodate. A general seating chart created by Sue will be what patrons will see on the ticketing site, only Sue can adjust based on the direct calls she receives at the Box Office.
- Names of each individual guest that are at each show, will have to be obtained for any tracking required due to any COVID-19 occurrences. An individual can purchase the tickets for their group but will need to provide the names of each guest at check-in.
- There will be no check-in station, we will have a one way in the door and roped off to direct each guest to the Box Office. The Box Office person will check-in each guest/party and obtain the names of each guest that party.
- For the Out of the Box and/or any open seating event, the Box Office will have a blank copy of the adjusted seating chart. At the time of the purchase each guest will have to provide the names of each person(s) in their party and they can only sit in the assigned seats given at the time of purchase. A ticket with just the seat number will be provided so that there is no confusion.
- If an individual purchases a ticket (one seat) the Box Office will need to contact them to see if they would be willing to move around seats if we do need to accommodate for social distancing if we need to add a party of more than two (2).
- We will be taking cash, credit and checks for tickets.

### **Guest Guidelines**

- All patrons are required to wear a mask and will have their temperatures taken before entry by a volunteer. If their temperature is 100.4 or above, the theatre will have a section over on the couches for them to rest and have a second chance to have their temperature taken. If their temperature is still at 100.4 or above during the second chance they will not be permitted into the show. If a guest does not have a mask, the theatre will provide one for them.

### **Volunteer Guidelines**

- All volunteers will be wearing a mask and gloves and will have their temperatures taken before they volunteer. If the volunteer feels sick or has any signs of any symptoms similar to those of COVID-19, we ask them to stay home and contact our Volunteer Chair to have someone fill in for them.
- There will be limited access to the Box Office, Backstage and Booth. Normally we have family, friends, etc. come in with whomever is working but this will only be limited to whomever is in the cast, stage crew, Box Office person and Booth crew.
- The volunteer doing the curtain speech will be reading from a typed script which will detail our guidelines, safety precautions and the disclaimer.
- After each show the entire theatre will have to be sanitized. This includes wiping down chairs, door knobs, handrails, bathroom, etc.
- During rehearsals the actors and crew will wear masks. During a performance the crew will wear masks and we will review if the actors need to do so as well. The set and blocking should be down 2 feet back from the edge of the stage. Lights and sound will need to look into hanging mics and floor mics.
- Audition guidelines (TBD)

### **General Information**

- We will have no printed programs. The programs will be listed on social media, on the website, sent through Constant Contact and we will have some TV display running of it before the show in the theatre.
- There will be designated entries and exits into the theatre. The lower door by the kitchen and the upper door by the booth will be exits only and will be marked as such. The lower door and upper door by the “gym” side of the building will be entries only and will be marked as such.
- There will be no waiting in the lobby before the show once the patrons check in they will be asked to take their seats. The stage crew, actors and booth crew will need to make sure they have completed sound check, setting the stage and back stage is ready prior to 6:30pm.
- There will be an intermission but there will be two stations where we will have small water bottles only. (Station locations TBD).

- To maintain social distancing there will be tape on the floors as required. Masks will be provided at the door if a patron does not have one and we will have hand sanitizer around the theatre.
- We are looking into possible plexiglass between the chairs for the seating. (TBD by Terry)
- There will be no meet and greet.
- A Guideline Policy Booklet is in the process of being made specific for LWLT and will be ready before the OTB performance.

### **Disclaimer**

The following disclaimer will be posted on our ticketing site, tickets, posters, marquee, website, facebook and around the theatre.

### **Guidelines for attending a live performance at the Lake Wales Little Theatre (during COVID-19)**

- Theatre seating: Limited seating is available in order to abide by the CDC guidelines for community events.
- Temperature checks will be taken at the door for every guest. Patrons with a temperature of 100.4 or above will be asked to step aside and a second temperature reading will be conducted. If the temperature is of 100.4 or above again we cannot permit the guest into the theatre.
- All patrons will be required to wear a mask covering both mouth and nose at all times while in the theatre.
- All high-contact surfaces will be sanitized between performances.
- All LWLT volunteers—other than performers on the stage who will not wear masks for the performance—will be wearing masks and gloves.

“By purchasing a ticket to the live performance at Lake Wales Little Theatre you are agreeing to abide by all of the guidelines listed above without exception. Compliance with these guidelines minimizes the risk of exposure to COVID-19 but cannot eliminate the potential of exposure and you accept any remaining liability by attending the performance. Lake Wales Little Theatre reserves the right to cancel any ticketed event if the rate of community transmission of COVID-19 increases at a rate where the public’s health warrants it or for non-compliance of the theatre’s safety guidelines. We at LWLT strive to keep our patrons and volunteers safe and we appreciate everyone’s assistance in doing so.”