

Producer Tips and Notes

The Miles Playhouse is a certified Green Business and therefore adheres to certain specific environmental guidelines. We have some suggestions to green your production.

- Minimize or discontinue use of bottled water or nonrecyclable plastics. Water fountains are available by the restrooms.
- Ask cast and crew to reduce takeout containers as much as possible during the show by bringing their own reusable containers.
- Incentivize use of carpool and alternative transport to rehearsals and performances.
- Use minimum 30% postconsumer recycled content paper in your programs, flyers and postcards. Ask us for printer suggestions.
- Do not use old-growth or endangered wood, such as Lauan in your set construction. Ask us about our set recycling program and include this in your strike plan.
- Use low VOC paints when decorating sets (50 ppl or less)
- Pay attention to recycle bins and sorting trash appropriately.
- For more information, visit www.artsearthpartnership.org

Directions & Parking

Use of the free event parking at 808 Wilshire is available starting two hours before performance times and entry is allowed until 8pm (exit is available through midnight). Cast and crew are required to find alternative parking for rehearsals and tech.

It's up to you to tell your audience how to get here, how to park, and what to expect. Please utilize our website at www.milesplayhouse.org/directions for info. Metered parking is available around Reed Park (\$2/hr, 2 hr max, free after 6pm & Sundays). Parking rules are strictly enforced in Santa Monica; please make a note of neighborhood restrictions and signage.

Publicity

All event publicity is the responsibility of the user group. The Miles will post your event on its website, on the City Calendar, and submit your information to the Cultural Affairs weekly e-blast , "The Palette" (we cannot guarantee inclusion). The Miles has two signage kiosks in front of the building – "Now Playing" is 38"x60" and "Coming Soon" is 28"x40". Give us posters to hang, or confirm showtimes as soon as your show is booked, or as soon as possible, for inclusion in the kiosks.

Please use "Miles Playhouse" or "Miles Memorial Playhouse" when referring to the theater. Our URL is www.milesplayhouse.org. We are located in Reed Park (Christine Reed Park) near downtown Santa Monica.

We suggest you send a press release to Santa Monica City TV at citytv@smgov.net.

Stage Manager

Only low-tack (masking or painter's) tape is allowed in the building. Spike tape is allowed on stage only.

Gaff tape is not allowed. No member of the general public is allowed onstage, backstage, in the booth or Green Room. Smokers must smoke on the sidewalk outside the park – no smoking within building or park boundaries. NO non-prop food or drink is allowed onstage at ANY time. Food and drink can be consumed in the green room and lobby.

Please monitor and ensure that all exterior doors and gates are closed during rehearsals, tech, and performances.

The **Green Room** is for cast and crew only. No friends, family, or other member of the public is allowed without approval from playhouse staff. You may use the refrigerator, microwave, coffeemaker, and sinks, but they must be kept clean and returned to their original states upon load-out. Please pay attention to the distinction between garbage and recycling receptacles. There are no garbage disposals in the sinks – all trash must be removed. Do not remove any furniture from Green Room or anywhere else in the theater for use onstage or otherwise.

Restrooms are shared with the public – make sure cast and crew keep them tidy.

Box Office & House Manager

Please keep an accurate head count of all patrons in the theater. In case of emergency, you will need to gather your audience on the sidewalk outside and do a headcount (please inquire about our HM show template and emergency plan). Please instruct your ushers at the start of their call about: locations of restrooms, length of show and intermission, food and drink policy, location of exits, and “house notices”, such as the availability of cushions, taking care on the stairs, etc.

Food and drink can be consumed in the lobby only.

Please do not remove Miles materials from the lobby. You can hang paper materials on the walls with low-tack (masking or painter’s) tape only.

Wheelchair access is through the south side gates and through the elevator. The street level is B1, auditorium level is M, and Green Room is B2.

Tech Manager

Please take a note of the green suggestions above when constructing sets and props. Limited set and prop construction is allowed onsite; check with the Playhouse Director for details. All softgoods used onstage must be fireproofed. Note the Facility Use Guidelines for other details.