

Door Monitor Guidelines

The first priority as (and reason for having) a door monitor is to protect our young actors. Your job is to guard (and answer☺) the infamous Blue Door.

- There is usually a folding chair next to the door, and the door is equipped with a doorbell.
- There will be a clipboard listing people who are approved to enter through this door.
- Arrive as close to fifteen minutes before call time as possible so that you are there to open the door for all the actors/volunteers/stage crew.
- Avoid the temptation to help stagehands and actors if it requires you to leave your post.
- Do not allow parents/friends/siblings of actors to enter through the Blue Door UNLESS they are on the volunteer list. Entry through this door is a privilege for those who have volunteered. All others need to enter through and pay at the front doors of the theater.
- Reasons for not allowing parents/friends/siblings to enter through the back door include:
 1. Rick guards the privacy of the actors as they prepare each day for the show. He does not allow people to sit in the theater and watch last-minute preparations, warm-ups, etcetera.
 2. The backstage area of the KiMo Theatre is very cramped and tiny. There is not enough room for actors to 'entertain guests'.
 3. The actors need to be preparing, listening for their stage calls, and following the Director and Stage Manager's directions – distractions need to be kept to a minimum.
 4. People who enter through the Blue Door head to the front of house through the theatre and avoid paying – ultimately leading to lost revenue and higher tuition prices.
- Watch the door as the actors leave – we don't allow actors to stand outside on 5th street without an adult. If they are waiting for their ride, they can either stand with the door open for short periods of time, or open to check every few minutes.
- Sometimes, after the show, actors' rides (parents) will come through to the backstage area from the front. Just keep an eye to make sure it's a legitimate parent/ride and not a loiterer – especially if they want to head downstairs to the dressing room. It's best to send another person to the dressing room to get the actor.
- Leave the clipboard on the chair for the next day's Door Monitor.

Thank you for your time!

You might wish to bring reading material or such for 'slow' times.

Greetings!

Thank you for volunteering to monitor the 'blue door' at the KiMo Theatre during the upcoming performances of *Cinderella*. Your commitment to NMYA is very much appreciated.

Please read through the following information and contact me if you need clarification or more information.

- The KiMo Theatre is located on the corner of Central Avenue and 5th Street in downtown Albuquerque.
- Parking: There are several places to park - northwest corner of 6th & Central - \$2-\$3 cash only; corner of 7th & Central - \$3 cash only; northeast corner of 5th & Copper - a parking garage which is located directly behind the theatre---during the week, the cost is \$1/30 minutes with a maximum charge of \$8 (cash or check only.) There is also metered parking with a 2-hour limit at a cost of \$1/hour (cash/check/credit card.)
- Door Monitors must enter through "the blue door" on the west side of the building along 5th street or through the KiMo administrative offices. Since you will be one of the first ones arriving, you will have to knock until a crew member lets you in! ONLY volunteers, staff, and cast members are allowed entry through this door.
- Reporting Time for all door monitors is 8:15 a.m. *at the latest* on the weekdays and 12:15 p.m. on the weekends.
- The time commitment for the weekday shows is 8:15 until the last actor has left or has a parent there with him. The time commitment for the weekend shows is 12:15 p.m. until the last actor has left or has a parent there with him. (You are welcome to bring a sack lunch and join the cast for a stage-picnic between shows. There isn't really enough time to leave the theatre to purchase a lunch.)
- You might wish to bring a book or such for 'slow' times.
- Feel free to invite friends and family to see the show on Saturday or Sunday. The tickets are \$8 and available at TicketMaster or at the door

With gratitude,

Stephanie Molina
Volunteer Coordinator
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