



Peach State Summer Theatre Employee Handbook

PSST! Is the Official Musical Theatre of the State of Georgia

**Peach State Summer Theatre
is produced by Valdosta State University,
a unit of the University System of Georgia**

Mission Statement

Peach State Summer Theatre's Mission is to provide quality theatre to the city of Valdosta, the state of Georgia, the region and beyond. Peach State Summer Theatre is committed to helping make Valdosta and South Georgia a tourist destination. Peach State Summer Theatre is committed to promoting the importance of education to people of all ages and serves as the professional extension of the Valdosta State University Theatre program.

Employee Manual

This manual has been compiled to ensure that every employee of PSST! is aware of the rules and regulations. Some sections may not apply to you, but most will in one way or another. If at any time you feel that something is missing from this manual, or something seems to be incorrect, please contact the Managing Director.

Thank you for taking the time to review this manual and for being a part of the PSST! organization.

Structure of Manual

General topics that apply to most employees are listed in alphabetical order.

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Arrival/Check-in

Your check in day is the day BEFORE your first day of work. Check-in is at the Fine Arts Building, Room 207 on the second floor between 1 and 4 pm on your check in day (the day before you are scheduled to begin work). For information on how to get to Valdosta, please see DIRECTIONS/TRAVEL

Budgets/Record Keeping

It is the responsibility of the head of each department to keep up with their respective production budgets. Detailed record keeping is essential, and all receipts must be submitted to the appropriate purchaser; this is particularly significant with cash purchases and items received in the mail.

Changeovers

As the PSST! season is presented in rotating repertory, changeovers are scheduled throughout the season. All Technical Staff, Actor/Techs and Ensemble employees are expected to participate in these changeovers. Appropriate clothing and footwear is required for the changeovers.

Code of Conduct/Privacy Policy

Employees expectations include:

- Employees shall not consume or arrive at work under the influence of alcohol, any illicit drug, or any medication that may negatively impact his/her performance.
- While at work, employees shall not appear in inappropriate or unsuitable clothing in any area of the theatre where the public is present. (See Dress Code Section)
- Employees should not use, in a nonperformance situation, any language or physical threat that is inappropriate or offensive to the public or fellow employees.
- All items produced by the organization, including, but not limited to, mailing lists, costumes, furniture, props, scenery, lighting equipment, production photos, data bases, statistics, and surveys, shall not be removed from PSST! facilities without management approval.
- Employees are to behave in a professional manner within and outside of work hours and within and outside the facilities. This includes:

- Do not speak of the theatre's business outside of the organization, and do not speak in a detrimental manner about the organization in public.
- Do not write about the theatre's business outside of the organization, and do not write in a detrimental manner about the organization. This includes the internet, Facebook, Twitter, etc.
- Do not use any language or physical threat that is inappropriate or offensive to the public or fellow employees.
- Do not speak of any of the theatre's donors, sponsors, or subscribers outside of the organization unless pre-approved by management.
- Employees need to maintain proper hygiene at all times.

Your behavior is a direct reflection on Peach State Summer Theatre. PSST! has worked very hard to ensure the integrity of the organization and expects all employees to do the same.

Employees may be immediately terminated for failure to comply with any of the above.

Comp Tickets/Pay What You Can

PSST! does not offer complimentary tickets.

Employees might encourage friends and family members to purchase season memberships. Each membership offers 3 admissions at a price discounted from the single ticket price. Season memberships are available only through the opening day of the first production. PSST! does schedule "Pay What You Can" performances. "Pay What You Can" is exactly that, the opportunity to purchase tickets for a donation of your choice at specially designated performances. For dates for the upcoming season, please visit www.valdosta.edu/psst. Procedures for pay what you can are:

- Come to the theatre's box office (VSU Fine Arts Building, First Floor, next door to Sawyer Theatre; Hours: Tues-Sat 10-5, Sun 10-1)
- Make a contribution of your choice to see one of designated performances
- Tickets can be picked up in advance
- When purchasing more than 4 tickets, a minimum \$7 per ticket is required
- No phone reservations accepted for these special performances
- Accepting cash or check contributions only, no credit card payments for these designated performances

- Subject to availability, seating is limited
- No refunds, exchanges or rain checks with this offer

Copier/Fax Usage

There is a copier and fax machine located in the PSST! office on the second floor of the Fine Arts Building. The copier and fax are for business use only. You will need a code to use the copier. You can get your code from the Managing Director. If you have problems using the copier, or it seems to not work, please see the Office Assistant.

Costume Fittings/Photo Shoots/PR Events/Etc.

Throughout the season, you will be needed for public relations events and activities, fund raisers and if you perform or are in a technical area, costume fittings and photo shoots. All of these are required and may be in addition to your standard work hours.

Directions/Travel

If you are driving to Valdosta via I-75, you will find the campus off I-75, 3 ½ to 4 hours south of Atlanta, Georgia or 3 ½ hours north of Orlando. Take exit 18 off I-75, follow St. Augustine Road (be in the inside lane), and turn Left at the first light onto Gornto Road (this is after the various lights associated with the exit.) Stay in the inside lane about ½ way to the next light, then get in the outside lane after you pass the mall entrance. Turn Right onto Baytree Road. When Baytree dead-ends at the campus (lots of Spanish Mission architecture) turn Right onto Oak Street. At the next light, you may turn into the large parking lot on the right OR you may turn to the Left and go about ½ the block and turn into a small lot immediately next to the Fine Arts Building.

If you are driving to Valdosta via I 95, you will take I-95 to US 82 (Corridor Z) to Waycross, then take US 84 West into Valdosta. At Oak Street turn north. Continue for several blocks. Drive past a large cemetery on your left. At the stop light, (the Fine Arts Building is on your right) you may turn to the right on Brookwood Drive, then left into the small parking lot next to the building, or at the light turn left into the Oak Street Parking Lot

If you are coming by plane, there is an airport in Valdosta – it's a ride in a little puddle-jumper from Atlanta on a Delta partner commuter airline, and some Continental flights I believe. If you are flying into Jacksonville, there is a shuttle

service (Pearl Executive Shuttle) that is based in Valdosta but does provides ground transportation to/from Jacksonville Airport.

Greyhound buses stop in Valdosta, too.

If you are flying or bussing to Valdosta, please let the Managing Director know your arrival time to arrange a pickup. Valdosta has a sketchy but improving taxi situation.

We might be able to connect you with someone else coming from the same area that could share expenses with you.

WHATEVER YOUR CHOICE, DO MAKE YOUR TRAVEL PLANS AT ONCE!

Dress Code

Scene Shop

If you are working in the scene shop for any reason you must wear:

- hard sole closed-toe shoes (no sandals, flip flops, clogs, or heels)
- no loose clothing/dangling jewelry
- long hair must be restrained
- appropriate pants/shorts and shirts

Lighting Department

If you are working in the lighting area, non-office work, you must wear:

- no open-toed shoes (no flip flops)
- pants

Costume Shop

If you are working in the costume shop for any reason you must wear:

- no open-toed shoes (no flip flops)
- no loose clothing/dangling jewelry
- long hair must be restrained

Box Office/Public Areas/Office Areas

If you are working in the box office or dealing with the public for any reason you must wear:

- -a nice pair of pants/skirt/dress
- -a nice shirt (no t-shirts with sayings or logos unless they are PSST!)
- -clean shoes

- -clean jeans are appropriate as long as they do not have holes/paint on them

Special Events/Opening Nights/Fundraisers/etc.

If you are working or attending an event you must wear:

- a nice pair of pants/skirt/dress
- clean shoes
- a nice shirt (no t-shirts, unless a it is PSST! t-shirt event)

Technical Personnel:

Clothing appropriate for working in your area, see above.

For performances, appropriate blacks, no shorts.

Musicians:

Typically, the orchestra is placed behind the scenery and you will not be seen by the audience. If you need to bring concert appropriate clothing, you will be notified in advance. Please see clothing for special events above.

(Even if you are an audience member, you are still representing Peach State Summer Theatre and should look professional.)

Employee/Contractor Background Check

PSST! is produced by Valdosta State University, a unit of the University System of Georgia. Therefore all PSST! employees are employees of the State of Georgia. PSST! and VSU reserves the right to run a background check on any employee or contractor at any time, per State of Georgia regulation. If said background check reveals information that was not disclosed at the time of hire, the employee/contractor may be terminated.

Equipment

All computers, electronic equipment, paper products, cleaning products, and everything else in or on the property of PSST!/VSU, this includes set pieces, props, and costumes, is the property of PSST!/VSU.

If you are reckless with any PSST! equipment or take equipment off the premises without permission, disciplinary and/or legal action will be taken. This is grounds for dismissal.

Do not remove any safety devices from any tool, machine or equipment.

If you choose to use your own equipment, you are responsible for said equipment. In the event of theft and/or damage, PSST! is not responsible for the repair or replacement of your personal items.

Ethics Policy

All PSST!, VSU and University System of Georgia (USG) employees must complete the USG Ethics Policy training. The policy -- available online at www.usg.edu/compliance/ethics/ -- is part of a three-pronged approach the University System is taking to enhance compliance with state and federal regulations and to promote ethical conduct by USG faculty, staff, administrators, vendors, contractors and members of the Board of Regents. The Ethics Policy will be reviewed at an initial orientation/company meeting.

Fare Employment Practices

Peach State Summer Theatre abides by the recruitment and employment procedures of Valdosta State University.

“It shall be the major objective of the Department of Human Resources to provide a positive recruitment program in an effort to establish and maintain an effective work force. Employee selection will be based upon ability, experience, intelligence and character disregarding race, age, religion, sex, national origin, sexual orientation, veteran status, or physical disability of an otherwise qualified individual. Deans, department heads, supervisors and employees are urged to participate in employee recruitment and should advise all interested persons to complete a formal application to insure full consideration for any available position. It is the intent of the institution to comply with the Title VI of the Civil Rights Act of 1964 and subsequent executive orders as well as Title IX and Section 504 of the Rehabilitation Act of 1973.” Further information can be found at <http://www.valdosta.edu/ose/aboutus/eos.shtml>.

Fine System

PSST! uses a Warning/Fine system that applies to all employees. Most fines progress as each offense is repeated. A third time for the same offense will require a meeting with Stage Manager/Supervisor and Artistic Director. All fines will be deducted from the following paycheck. Fines can be appealed by marking your fine sheet for a follow-up meeting to discuss the fine. All fines are to be documented and turned in to the Administrative Director.

- Late to Work 1st/Warning, 2nd/\$5.00, 3rd/\$10.00
- Reporting to Work Intoxicated \$50.00 – plus – possible dismissal
- Reporting to Rehearsal, or Performance Intoxicated \$50.00 – plus – possible dismissal
- Late to Rehearsal 1st/Warning, 2nd/\$5.00, 3rd/\$10.00
- Late for Call 1st/Warning, 2nd/\$5.00, 3rd/\$10.00 and up
- Unexcused Absence from Rehearsal \$20.00
- Missed Fitting \$10.00 and up
- Late for Fitting \$5.00
- Smoking in Costume \$10.00 – or – cost of repair (whichever is greater)
- Changing Costume or Wig During Run Without Approval 1st/Warning, 2nd/\$10.00, 3rd/\$20.00
- Misuse or Negligence of Costume \$10.00 – or – cost of repair (whichever is greater)
- Misuse of Prop Fine \$10.00 – or – cost of repair (whichever is greater)
- Missed Dimmer Check \$25.00
- Missing Photo Call \$20.00
- Performance Cancelled Due to Performer \$100.00 – plus – cost lost from show
- Abuse of Set/Set Dressing \$10.00 – or – cost of repair (whichever is greater)
- Scripts/Scores Not Cleaned \$5.00
- Scripts/Scores Not Returned by Closing Night \$25.00
- Scripts/Scores Not Returned by departure day \$30.00 per book - plus - cost of book replacement
- Late/Missing Warm-Ups 1st/Warning, 2nd/\$10.00, 3rd/\$15.00
- Leaving Theatre After Checking In 1st/Warning, 2nd/\$5.00, 3rd/\$10.00
- Missed Entrances \$5.00 and up

Full Company Meetings

All employees of PSST! are required to attend Full Company Meetings. These meetings are called as needed, most typically after the build period. Generally, they occur, when called, 12 PM on matinee days.

General Cleanliness

All employees of PSST! are to maintain a clean working area. This includes all areas of the facilities, including shops, restrooms, and around the building. It is

important that you maintain not only your work area, but make a conscious effort to also ensure that other areas you visit (i.e. restrooms, theatre, etc.) are clean. If everyone makes sure that they help in the cleaning and not hinder, the facilities will reflect the professional atmosphere.

General Operating Hours

Starting and ending times may be altered based on scheduling needs.

BOX OFFICE: Tuesday-Saturday 10 AM- 5 PM

REHEARSAL SCHEDULE: Everyday 8:30 AM-12 PM, 1:30 PM- 4:30 PM, 6:30 PM-10 PM. Every effort will be made to respect your time. Please note, that during tech rehearsals, this schedule may be altered.

PERFORMANCE SCHEDULE: The performance schedule for the current season is posted online. Call times are to be determined, based on Pre-set and Change-Overs requirements of each production.

OFFICE HOURS: Monday-Friday 8:30 AM- 5:30 PM, though the Managing Director is typically in the office daily.

UNIVERSITY HOURS: Monday – Thursday 8:00 AM – 5:30 PM, Friday 8:00 AM – 3:00 PM

Holidays

Fourth of July Day, depending on which day of the week the 4th falls, there may be a matinee performance scheduled.

Housing

Company members are assigned a room in a University housing unit on campus in Converse Hall. It is understood that housing may be shared.

All Company members are expected to abide by the rules and regulations of the VSU Housing and Residence Life Office regarding their on-campus housing.

Amenities of Converse Hall:

Efficiency Apartments: These rooms have a small kitchen equipped with a stove, small refrigerator, and cabinet space. There is a bathroom that is divided from the rest of the apartment equipped with a stall shower, sink/vanity area and commode. The living area comes equipped with a single bed, table, chairs, desk and a dresser. THERE MAY BE ADDITIONAL FURNITURE IN THE ROOM!! Other room amenities: Active phone lines (Local calls only)—No Phone Provided

- Extended basic cable with campus movie channel—No TV Provided (During the summer, the movies are very “G” because of the Governor’s Honors Program also on campus.)
- Wireless internet ready
- Standard twin bed—No Linens provided
- Desk, closet space and storage for clothes

For more information about Converse Hall:

<http://services.valdosta.edu/housing/converse/>

For the guidelines for community living:

<http://services.valdosta.edu/housing/CommunityLivingGuidelines.aspx>

The housing provided is for PSST! employees only. If you would like to have an overnight guest, they should wait until after the third show has opened. It is each employee’s responsibility to keep and maintain a clean room and common area (kitchenette, bathroom, sleeping area). If your areas are not kept-up, disciplinary action will be taken.

Maintenance and repairs, electrical and plumbing, should be reported to the Company Manager.

General expectations include, but are not limited to:

- Smoke detectors are in each apartment. Do not tamper or disable the smoke detectors. Doing so could result in disciplinary actions. To report a problem with a smoke detector, notify the Company Manager.
- Pets are not permitted.
- Painting of the walls is not permitted.
- Candles/any open flames are not permitted.
- Any holes or other damage to the walls must be repaired before final paycheck will be issued.
- Loud noise that is disruptive to the other Members or Guests in Guest Housing is not permitted.
- Garbage should be emptied on a daily basis to prevent infestation.
- Dishes should be washed daily to prevent infestation.
- Furniture cannot be moved from room to room or out of the housing unit.
- A replacement charge will be assessed for all keys lost.

ID Card

All PSST! employees who are not affiliated with VSU will need a PSST!/VSU ID card.

PSST! employees living on campus will need a PSST!/VSU ID card, in addition to proving you should be on campus, this becomes your key, an aid for making purchases on campus and paying for campus laundry (You can put money on it and it becomes a pre-loaded debit card for campus purchases, including food, if you choose.). We will attempt to have your card ready for you when you arrive. Please forward a headshot to the Managing Director as soon as possible.

If you have worked for us before and still have your card, please forward your id number to the Managing Director.

Internet

The campus (including Converse Hall) is set up for wireless connection. The internet and computers are also available via the campus library and internet cafe. You will be provided log in information upon your arrival.

Inclement Weather Policy

Regardless of the weather outside, you are required to come to work. If the management feels that it is too dangerous for you to come to work, you will be contacted before your work shift. If you have not heard from anyone, but still question the safety of coming to work, please call Stage Management on their cell phones (listed on your employee contact sheet).

Cancellation of a production due to inclement weather is a decision made by the PSST! and/or VSU Leadership. If a cancellation is to occur, all staff will be notified.

Injury on the Job/Workman's Compensation

Any injury must be reported to your immediate supervisor or Managing Director immediately.

Employees injured on the job are covered by Workman's Compensation of the State of Georgia. It is the employee's responsibility to maintain records of any care received, medication and related activities.

Mail

When you arrive, you will be assigned a campus PO box on campus where you will be able to receive mail. All mail, business and personal, should be sent to :

Your Name
1500 N Patterson Street
VSU BOX (TBD)
Valdosta, GA 31698

It is the employee's responsibility to get their mail box combination from Hopper Hall Campus Mail Center during its hours of operation.

Please note, campus mail does not operate on Saturdays nor holidays.

Medical/Family Emergency Leave

Every consideration will be given for medical/family emergency leave. Such leave needs to be discussed with the Artistic Director. Requests will be handled on a case-by-case basis.

Merchandise

Peach State Summer Theatre provides each company member a Season T-Shirts. Additional shirts are available for purchase by the public and PSST! employees. There are no discounts on these items for employees.

Should employees determine as a group to purchase individual show shirts, "quote shirts" etc, these will be purchased by individuals at their own expense. PSST! reserves the right to approve all designs and verbiage on such items bearing the PSST! logo or title.

Payroll

Pay dates for the 2012 season are scheduled by VSU Financial Services and are as follows, and are subject to change. Failure to complete all new-hire paperwork and direct deposit paperwork in a timely fashion will delay payments.

May 18th Pay date	for pay period	April 28 – May 11
June 1st Pay date	for pay period	May 12 – May 25
June 15th Pay date	for pay period	May 26 – June 8
June 29th Pay date	for pay period	June 9 – June 22
July 13th Pay date	for pay period	June 23 – July 6
July 27th Pay date	for pay period	July 7 – July 20

Depending on your start date, your pay check may be less than 1 full week. The final pay period covers 2 weeks, but only one of those weeks is a work week. Please note, the final payment is due to occur after the season has ended. Final paychecks will be issued after all keys have been returned, all scripts and scores have been cleaned and returned, and your room/housing area has been inspected.

PSST! employees will be able to access their payroll records via an online system. It is the employee's responsibility to maintain their private log-in information.

All payroll questions should be directed to the Managing Director.

Additional Benefits for all PSST! Employees

Complimentary Gym Membership.

Memberships for female company members has been arranged at CURVES, 416 Northside Drive, Valdosta; Hours (subject to change): M-F 8 am -1 pm, 3 pm -7 pm. All company members may utilize The Firm, a boutique facility, 118 N. Patterson Street, open 24-hours.

Meals

On days with 2 shows, a light meal will be provided to Company members involved with the changeover between the two shows. The meal will be provided once changeover is complete. Company members are expected to provide their own beverage.

Opening Nights

PSST! traditionally hosts a small, informal private opening night social gathering. These events begin after the changeover is complete. Location to be determined.

Payroll Advancements/Emergency Loans

There are no payroll advancements or emergency loans. Please be aware that it will be a few days before you get that first check, and you should come with enough money to get you through.

Phone Usage

All landlines that are in our facilities are for business use only.

The use of cell phones during rehearsal and performances are strictly prohibited. Cell phones should be on silent or in the off position during rehearsals and may be taken up before performances by stage management.

Proper Hygiene

All employees should maintain proper hygiene at all times.

Reimbursements

Company members purchasing things for PSST! with cash MUST use a tax exempt form at the time of purchase and must submit the receipt to the Managing Director immediately after purchase. PSST! can reimburse cash purchases under \$50. If the purchase is over \$50, it must be reimbursed by check and can take 3 weeks to process.

Safety

Valdosta is like most cities in that crime does occur, but not often. To avoid car break-ins, we highly recommend that you always, no matter where you are in Valdosta, leave your car empty and locked.

The Valdosta State University Campus is under the jurisdiction of VSU Police. VSU Police have all the powers and authority of a licensed police officer in the State of Georgia.

Scripts and Scores

All Principal Actors, Actor/Techs and Ensemble will receive scripts and scores as soon as we can turn them around after they arrive at PSST!. These books have been assigned to you, and you will be responsible for their safe return at the end of the season. Please read and study your scripts very thoroughly before you arrive in Valdosta. All named roles have been assigned. Tapes and CDs of the shows should be readily available in your local music stores or internet (www.amazon.com and www.footlight.com), so you should be able to familiarize yourself with the songs before you begin rehearsals. Do not write in your script or score with anything except a regular soft-lead erasable pencil! (If you have been given a xeroxed script, you may write in it – these scripts will be collected and destroyed at the end of the season.) **YOU WILL BE RESPONSIBLE FOR ERASING ALL MARKS BEFORE RETURNING THE BOOKS AT THE END OF THE SEASON! – See Fines above.**

PSST! will also forward dialect materials as needed.

Security/Fire System

The Fine Arts Building has a Fire Alarm System. In the scene shop, this system is accessed by the Technical Director or Building Managers only. In campus housing, security and fire systems are managed by housing staff. In the event of a fire alarm, exit the building via the closest accessible exit immediately. Do not use elevators.

Sexual Harassment Policy

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is unlawful, and it is PSST!'s position that sexual harassment will not be tolerated. PSST!/VSU will investigate any issue as it arises and will take appropriate action, including possible legal action and/or termination of employment.

If a situation develops that you feel should be investigated, you may contact, in total confidence, a higher authority than the individual in question. It is the responsibility of every PSST! employee to assist in the furtherance of this policy.

Smoking

Smoking is not permitted in any Valdosta State University facilities. There are designated outside smoking locations at all facilities. It is the smoker's responsibility to clean-up and properly dispose of all cigarette butts. Smoking in costume or near people in costume is prohibited.

Special Events

PSST! hosts various events throughout the summer, including a fundraiser and publicity events. Publicity events may include civic club presentations, and opening night pre-curtain events for our sponsors. Designated employees are required to work special events, and will be given notice prior to the event. Usually these events are filled with major donors to the theatre and conduct, appropriate attire, and attitude are of the utmost importance. Missing an event, not complying with all of the event guidelines, or behaving in an unacceptable manner could result in disciplinary actions and/or termination.

Strikes

All PSST! employees, excluding AEA Guest Artists, are expected to participate in the final strikes of each production. Each Company Member will be assigned specific work shifts and work areas. These work shifts are distributed to everyone in advance.

Vehicles

Personal vehicles: PSST! employees will receive a restrictive parking permit for use during regular University hours (M-R, 8 am – 8 pm. F. 8 am-3pm). PSST! and VSU cannot be held responsible for any damage to vehicles or personal property while on campus.

University vehicles: University employees that have received proper training are allowed to drive University owned vehicles, under the guidelines of VSU and the State of Georgia.

What to Bring

Everyone who will be performing onstage needs to bring the following items:

- A standard stage make-up kit.
- Hair supplies – blow dryer, curlers, hair spray, bobby pins, etc. You will be responsible for doing your own make-up and hair for performances. Any special wigs or hair pieces will be provided for you.
- Character shoes – black lace-tie dress shoes for men, and beige heels for women. If you have ballet slippers or dance shoes, bring them as well
- A recorder and several blank tapes or recording device or ipod for recording your music and dialect work for your private rehearsal use.
- Several pencils with erasers for taking notes in your script.
- lots of cool & comfy shorts, t-shirts, work clothes (plus some that you can paint in, ACTOR/TECHs and TECHs)
- ENSEMBLE and ACTOR/TECHs: you will need a set of blacks for running crew responsibilities for the one show in which you do not appear.
- Musicians are responsible for bringing your instrument and whatever supplies you will need to keep it in good playing condition.
- As much underwear as you can stuff into your bag (there's not much time to do laundry during the first couple of weeks, and you WILL get sweaty and stinky!) However that doesn't mean you should let the dirty laundry build up

in your room. Lots of damp salty clothing has been known to cause infestation.

- Hats with brims for shade from the sun for the walk between housing and the theatre.
- bathrobe and slippers (in case there are fire drills)
- Rain jacket or poncho and umbrella: it tends to rain a bit every afternoon in South Georgia in the summer.
- A few dress-up clothes (There are a few good restaurants for days off!)
- A working alarm clock! (“My alarm didn’t go off” is NEVER an acceptable excuse for lateness!)
- Linens and pillow for a SINGLE BED
- Towels
- Hangers
- Cleaning supplies, you are responsible for your own room! Microwaves are allowed, but you do have a stove in the room. NO HOTPLATES OR HEATING COILS!
- A few dishes, utensils, pots and pans as you see fit
- An extra lamp if you have room to bring one
- Sports equipment; i.e. bicycle, if you have room
- TV and a VCR if you can fit it in
- A small fan, helps control the room temp and helps towels dry on humid days
- Your computer, you will have wireless access codes for you to access the net
- Health and beauty aids:
 - Bring an adequate supply of any medications you regularly take! It sometimes takes a while for out-of-town or out-of-state prescriptions to be filled.
 - BRING A GOOD, HIGH-SPF SUN BLOCK, INSECT REPELLENT for your free time outside.
 - AND STANDARD FIRST-AID SUPPLIES FOR PERSONAL USE(Band-aids, aspirin, antiseptic ointment, etc.)

Work Outside of PSST!

We realize that opportunities arise for outside income. All outside work must be approved in advance by the Artistic Manager and Managing Director and must not interfere with your Peach State Summer Theatre job.

APPENDIX
Quality of Living Information

Hospital

South Georgia Medical Center
2501 N. Patterson Street
(911) or
(229) 333-1000

Walk-in Clinic

Valdosta Family Medicine
2412 N. Oak Street
(229) 244-1400
M-F: 8 am-7 pm,
Sat 9 am-4 pm;
subject to change for holidays

Pharmacies

Walgreen's
1800 Baytree Road
(229) 242-4369

Walmart
340 Norman Drive
(229) 244-6188

Walmart
3274 Inner Perimeter Road
(229) 253-0745

Shopping

Colonial Mall – Valdosta
1700 Norman Drive

Publix Super Market
1741 Gornto Road

Winn Dixie Super Market
3200 N Ashley Street

Target
1815 Norman Drive

Valdosta Greenhouses (Florist)
406 Northside Drive, #G
(229) 242-5653

Entertainment

GTC Stadium 16 – Valdosta
(1st run movies)
1680 Baytree Road

Ashley Cinema
(discount movies)
2812 N. Ashley Street

Wild Adventures
3766 Old Clyattville Road

PSST! Employees are encouraged to support the businesses that support PSST!
with an ad in the playbill.

Who To Contact

Management Staff

Artistic Director: Jacque Wheeler

Managing Director: H. Duke Guthrie

Creative:

Directors

Scenic Design

Lighting Design

Costume Design

Sound Engineer

Musical Director

Conductor

Choreographers

Supervisors

TD

Stage Manager

Company Manager

VSU Leadership

Dr. Louis Levy, Interim President

Dr. Philip Gunter, Provost

Dr. John Gaston, Dean, College of the Arts

Dr. Carl Cates, Head, Department of Communication Arts

Ms. Tina Muncy, Secretary to Dean Gaston

Mr. Joe Muncy & Mr. Curtis Moody Fine Arts Building Managers

Mr. Jason Maluchnik, Secretary to Dr. Cates

Mr. Blake Pearce, Head, Department of Art

Dr. Jim Shrader, Head, Department of Music

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