



2019-20 Season Update and Blazer Information

RedCoats,

We are so excited to be distributing our new blazers soon and can't wait to see everyone wearing their new uniforms! We have some changes for the upcoming season to make you aware of, as well as information about blazer distribution. **Please read this carefully as there is a great deal of information you should know – especially regarding Blazer Contracts.**

2019-20 Broadway Season Kickoff

Summer, our first musical of the season, kicks off on October 8th followed by a host of other exciting shows coming our way! Please see below, we have some reminders and updated information to make you aware of for this coming season.

Commitment

Please review what you have committed to as a RedCoat volunteer and decide now if you can continue that commitment for the coming year.

- RedCoats commit to work shows when assigned with a minimum requirement of twice per month (unless assigned fewer than two times in a given month).
- If you cannot make an assigned show, please email redcoats@playhousesquare.org to cancel. If you do not have computer access you may also call 216.771.3971. Please sign up as an extra to make up for your cancellations (to ensure you reach the minimum of twice per month).
- RedCoats park at the US Bank Garage beginning on Level 7 and working their way down
 - Those with permission to park in the PHS Garage should park beginning on Level 5 and working down

Sitting on the Steps during Performances

The Fire Marshall has reached out to Playhouse Square and stated that due to safety and evacuation reasons, we are **no longer permitted to have anyone sit on the steps** during a performance in areas where there are guests sitting. We are still permitted to allow seating on the Fireplace Steps in the KeyBank State.

We understand that this may place some volunteers in a difficult situation if you are unable to stand through a performance. Unfortunately, we do not have a choice in the matter, but Front of House remains committed to finding seats whenever possible.

Uniform

While we cannot lay out specific rules for every article of clothing or situation, we ask that you use your best judgement and that you appreciate the spirit of these guidelines when assembling your uniform. Our aim is to foster an atmosphere where RedCoats look consistent and professional.

Provided by Playhouse Square

Red Blazer

Service pins – worn on the right lapel near point

- No other jewelry or pins should be worn on the blazer.
- Any jewelry worn should be simple and not detract from the uniform

Photo ID with clip – worn on waistband or belt loop

Name Badge – worn on the left lapel near point

- Flashlight (Provided by Volunteer Office)

Volunteer Responsibility

Solid black dress pants or skirt

- Dress pants should be near ankle or full length. Skirts should be at or below the knee

Plain white button down shirt (long/short/no sleeves) with a standard collar, tucked in

- *Polos and similar shirts are not permitted*

Black cross-tie or long tie (clip-on, zipper, or standard neck tie)

- All style of black ties are available for purchase from the Volunteer Office for \$5 a piece

Solid black, closed toed and closed heel shoes or boots with a black sole

- It is important to wear comfortable shoes that enable you to move quickly in case of evacuation
- Socks, if worn, must be solid black (hose may be black or skin colored)

Prohibited Items – this is a list of examples of what is not allowed, it is not all-inclusive.

- Fannie packs, scarves, patterned socks or belts, sandals

Blazer Distribution

Agreement

When you arrive at Blazer Distribution, you will be asked to sign a RedCoat Blazer Agreement. This agreement indicates that the blazers are on loan from Playhouse Square, and must be returned when you become inactive as a volunteer. It also discusses your responsibility to the blazer's care and replacement, as well as return instructions. You may print this agreement and bring it in with you, or you may sign one at distribution, however, **all volunteers who wish to remain active are required to sign an agreement.**

REDCOAT BLAZER AGREEMENT

Process

We will be distributing not only blazers, but new name badges and photo-id holders as well! There will be several stations for you to stop at in the process. We need each person to come to pick up their own blazer, and expect it to take around 30 minutes. Please wear your white uniform shirt when you arrive to ensure that your blazer fits correctly.

Tie sales

We will have black ties (crossovers, [zipper ties](#), and standard neckties) available for purchase at distribution. **Please bring \$5 cash or check if you would like to purchase a tie.**

We are so excited to have you all come to pick up your uniform pieces! Remember that you can change your Blazer Distribution date and time by contacting RedCoats@playhousesquare.org via the schedule email you were sent.

Thank you!!!

Gina