



## Cast & Crew Policies and Procedures

Updated 12/13/2021

PLAY: \_\_\_\_\_

ACTOR: \_\_\_\_\_

ROLE: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_

CONTACT INFO [Please Print]:  
\_\_\_\_\_

*We are a Community Theater. We believe in Community. We encourage actors and actresses of all abilities, ages, and backgrounds to take part in our stage productions. Theatre is an Ensemble Art. The following CAST & CREW POLICIES & PROCEDURES have been designed to ensure the integrity of our ensemble by creating and maintaining a safe and creative environment during both rehearsals and performances. Please read carefully, sign, and return the last page to the Director, Stage Manager or Producer. Retain the rest of the document for your referral. In the event that a member of the cast or crew does not adhere to these policies and protocols the director, in consultation with the producer, may replace a cast or crew member.*

### **REHEARSAL PROTOCOL**

- **ATTENDANCE:** If you are scheduled for rehearsal, BE THERE. If an emergency requires your absence, notify the director or stage manager as soon as possible. Do not LEAVE or SKIP a rehearsal without the knowledge of the Stage Manager.
- **PROMPTNESS:** BE ON TIME and ready to rehearse. Call-time is 15 minutes before the scheduled rehearsal time; this allows actors time to unwind from the day and prep for rehearsal. If you're running late, Let Us Know. Actors will sign-in and -out with the stage manager prior to and after every rehearsal and performance.
- **SUPPLIES:** Actors will need their script, pencil [with eraser] and a highlighter. Clothes should be comfortable and easy to move in. Actors and Crew are advised to wear closed-toed shoes to rehearsal for safety.
- **DON'T BE A DIVA:** The actions, or lack thereof, of any individual will have an effect

upon the entire production. It is unfair to your cast mates and/or fellow crew members to give less than your full attention to the production. **BE GRACIOUS and LEAVE YOUR EGO AT THE DOOR.**

- **CELL PHONES:** Necessary evils. **BE SMART** with your phone. Use only for emergencies. Keep it out-of-sight and silenced during rehearsals and performances.
- **PHOTOS AND VIDEOS:** No recording of rehearsals or performances, unless mandated and/or approved by Publicity or Director. Take no backstage photos of fellow actors or crew members without permission.
- **LINES:** Try to **BE OFF BOOK** as soon as humanly possible.
- **NOISE:** If you are not required on stage, **BE QUIET**, sit down, observe rehearsal, or study your lines. Whatever. Just **BE POLITE**.
- **GUESTS:** Individuals not connected with the rehearsal or the show may not attend rehearsals without prior consent from the director or stage manager.
- **PROPS:** Props are to be handled in rehearsal or performance exclusively by the Stage Manager or by the actor to whom they are assigned. **DO NOT TOUCH** a prop that isn't yours. Props are often borrowed and often irreplaceable.
- **PROMPTING:** When actors require assistance with a line in rehearsal, they remain in character and say "line."
- **DIRECTION:** No unsolicited advice. In other words: **DO NOT DIRECT YOUR FELLOW ACTORS**. There is but one director. Any and all questions of interpretation and performance should be discussed with your director and only with your director.
- **ALCOHOL:** Alcohol and illicit drugs are **NOT PERMITTED** in the theatre at any time.
- **SMOKING:** Smoking is prohibited in the theater and on the fire escape. You may **SMOKE OUTSIDE**, away from the front entrance of the theater.
- **PARKING:** Parking is not allowed in the Fratelli's parking lot or the Allied Services lot next to the theatre during rehearsals or performances.
- **EXPENDITURES:** Reimbursable expenditures must be pre-approved by the Producer. We require an original, readable receipt with a clear date. Make a copy for your record. Turn in all receipts to the Producer.
- **CHILD CLEARANCES:** Actors will be required to obtain child clearance documentation if there are children under 18 in the show. Instructions for obtaining this clearance will be provided once you are cast in a role.
- **PARKING:** Parking is not allowed in the Fratelli's parking lot or the Allied Services lot next to the theatre during rehearsals or performances.

## **TECHNICAL & DRESS REHEARSALS**

*Technical and Dress rehearsals are often the longest rehearsals. They are also the most important. It is the first time that most of the technical elements are introduced to the production. Remember that the technical crew has only a few hours to perfect their contribution. Patience will be greatly appreciated; Complaining will be frowned upon. What is required is the total concentration of Actors and Crew.*

- **COSTUMES:** It is the responsibility of the actor to care for their costume and wear it appropriately. Eating while in costume is forbidden; water is permitted, even encouraged. **DO NOT VENTURE TO THE FRONT OF THE HOUSE OR LEAVE THE THEATRE IN COSTUME.**

- **MAKEUP:** Actors are responsible for their own makeup; assistance will be provided for special makeup applications.

## **PERFORMANCE**

*This is it. The reason for all the work. Enjoy. Enjoy. Enjoy*

- **CALL TIMES:** Depending on the Director and Stage Manager, Call Time is usually an hour to an hour-and-a-half before Curtain. **BE ON TIME.**

## **BACKSTAGE CONDUCT**

*The backstage and dressing rooms are for the actors to get into costume and to wait for their entrances. Men will dress in the Men's Dressing Room; Women will dress in the Women's Dressing Room. Practice proper decorum.*

*It is necessary for those involved to concentrate upon their function in the production.*

- o BE QUIET [no unnecessary conversations or distracting noises].
- o BE CLEAN [police your area].
- o BE PREPARED [know your cues, entrances and exits]
- o HAVE FUN [you've earned it].

## **POST PERFORMANCE**

*We ask that Actors remove any and all personal items from dressing rooms following the final performance. Return Costumes and Props to the Stage Manager. Attend the CAST PARTY!*



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ACTOR: \_\_\_\_\_

ROLE: \_\_\_\_\_

DIRECTOR/STAGE MANAGER: \_\_\_\_\_

CONTACT INFO [Please Print]:

\_\_\_\_\_

By signing below, I acknowledge that I have read the Cast & Crew Policies and Procedures and agree to abide by them. Please return this page to the producer or stage manager. Retain pages 1-3 for your records.

\_\_\_\_\_

\_\_\_\_\_  
Signature

Date \_\_\_ / \_\_\_ / \_\_\_

