Ionia Community Theatre

# Cast & Crew Member’s Responsibilities



## WELCOME

## The Board Members of The Ionia Community Theatre want to congratulate you and offer a big warm welcome to the stage! Welcome to the family! A theatre production is a wonderful and magical journey, and we want to remind you to always have fun. We know you will be great, and we look forward to meeting you and seeing you perform.

## REHEARSALS

You are expected to be at all rehearsals but understand life can get in the way. Please inform your Director of conflicts, illness, or emergencies that prevent your participation. Everyone will be given a specific schedule for rehearsals based upon their assigned role and responsibilities. All cast & crew will work as a team, and as team members, we rely on each other to accomplish our goals and responsibilities. Please be advised that as we get closer to the opening of the show, practices will run longer. Please bring a positive attitude, water to drink, script, and a pencil. **SCRIPTS ARE REQUIRED TO BE REETURNED TO ICT! ONLY USE PENCIL TO MAKE NOTES!** Please write your name in pencil on the inside cover to ensure you don’t lose your script.

## BEHAVIOR

* Please refrain from the use of cell phones during practices and shows. You may use them during breaks.
* Abide by all rules established by your Stage Manager.
* When you are back stage do not touch props or set pieces unless you have been asked to by the Director or Stage Manager.
* Do not leave personal belongings (i.e. water bottles) backstage, in the choir/band rooms, or within the theatre. When you leave each night, the facility should be in the same or better condition than it was before anyone arrived.

## PROFESSIONAL CONDUCT

As an actor on our stage, you are representing Ionia Community Theatre. With this privilege, it is expected that you conduct yourself in a professional manner at all times, on and off stage. There shall be ABSOLUTELY NO posting of commentary on Facebook, or Twitter about this production that is perceived to reflect negatively of Ionia Community Theatre or its volunteers. **Failure to comply may result in immediate dismissal from this production and any future Ionia Community Theatre productions for a minimum of five (5) years.** If you have a concern, please discuss it with your Director in a timely manner and at an appropriate time.

## MEMBERSHIP

We are a nonprofit organization, and operate with funding from ticket sales, sponsors, advertisers, and memberships. Every board, cast & crew member is required to participate in membership dues.