



**4 COMMUNITY
THEATRE
POLICIES AND
PROCEDURES**

TABLE OF CONTENTS

<u>BOARD OF DIRECTORS DIRECTORY</u>	3
<u>MISSION STATEMENT</u>	3
<u>CODE OF CONDUCT</u>	4
<u>CHILD PROTECTION POLICY</u>	6
<u>STAGE AND SHOP SAFETY POLICIES</u>	7
<u>CREW JOB DESCRIPTIONS AND EXPECTATIONS</u>	10
<u>STAFF JOB DESCRIPTIONS AND RESPONSIBILITIES</u>	13
<u>SUMMER TECHNICAL THEATRE INTERN JOB DESCRIPTION</u>	18
<u>COVID SAFETY PROCEDURES</u>	21
<u>WAIVER: 4CT TECHNICAL THEATRE SAFETY CONTRACT</u>	32
<u>WAIVER: CODE OF CONDUCT</u>	34
<u>SAMPLE INCIDENT REPORT</u>	36

4 COMMUNITY THEATRE BOARD OF DIRECTORS

President	Joe Happe president@4communitytheatre.org
Treasurer	Katy Sherman treasurer@4communitytheatre.org
Secretary	Virginia Haggart secretary@4communitytheatre.org
Technical Director	Jack Neveux tech@4communitytheatre.org
Front of House Manager	Kerstin Deters-Engel tickets@4communitytheatre.org
Hiring Director	Tom Branham hiring@4communitytheatre.org
Members at Large	
.....	Zach Hedner zach@4communitytheatre.org
.....	Laura Schulte laura@4communitytheatre.org
.....	Claire Benway claire@4communitytheatre.org
.....	Kelsie Balon kelsie@4communitytheatre.org

OUR MISSION

4 Community Theatre has been dedicated to building bridges between communities and generations while providing an outlet for artistic expression and quality entertainment in western Hennepin and eastern Wright counties of Minnesota since 1998. We value an incisive environment where all members of our community can come together and demonstrate excellence in artistic expression.

CODE OF CONDUCT

4 Community Theatre is a nonprofit, community-based volunteer organization dedicated to providing live entertainment to the community. In addition, 4CT provides a venue for those seeking both onstage and offstage opportunities. Participation in the organization's functions is a privilege and subject to the observance of the organization's rules and procedures.

The following are guiding principles for conduct expected from all 4CT participants. While we cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

4CT is committed to maintaining an inclusive environment where everyone feels welcome and safe regardless of their age, race or ethnicity, gender identity or expression, sexual orientation, physical or mental ability, or other characteristics that make our participants and patrons unique. We expect all our participants and patrons to conduct themselves in ways that support this commitment, and to treat everyone with respect.

Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate, or illegal.

Ask yourself:

- Does what I am doing comply with the 4 Community Theatre guiding principles and Code of Conduct?
- Would I feel comfortable saying or doing this in front of any individual regardless of age, gender, sexual orientation, race, or ethnicity?
- Could my actions cause harm, either physically or emotionally, to someone else?
- Could my actions harm the production I'm involved in or 4 Community Theatre's reputation?
- Could my actions cause a financial risk and/or legal risk to 4 Community Theatre?
- Is this the right thing to do?

The activities outlined below are **strictly prohibited**.

- Actual or threatened violence, bullying, or harassment (verbal, physical, or online/digital) of any patron or other participant connected to 4 Community Theatre.
- Sexual or gender-based harassment of any kind. This includes unwelcome advances, verbal or nonverbal conduct, and non-consensual touching.
- The use of abusive or offensive language toward or in the proximity of any patron or other participant connected to 4 Community Theatre. This includes language, references, and jokes that are sexual or racial in nature.
- Possession of dangerous, unauthorized, or illegal materials such as explosives, firearms, weapons, drugs, or other similar items on 4 Community Theatre's property and the property of our venues.
- Conduct endangering the life, safety, health, or well-being of any patron or other participant connected to 4 Community Theatre. This may include interaction beyond the theater property and will be handled at the discretion of the director or Board.
- Any conduct on or beyond the 4 Community Theatre property that could damage one's ability to fulfill one's obligation to the theater. This includes coming to theater functions under the influence of alcohol or drugs.
- Failure to follow any policy, procedure, or expectation as set by the 4 Community Theatre Board of Directors and/or the director of the show you are participating in. This includes behaving with disrespect toward production leaders or failing to meet commitments.

Any participant who violates this code is subject to discipline, up to and including removal from an existing production they are participating in and/or probation or barring from future involvement related to 4 Community Theatre.

Each of us is responsible for knowing and adhering to the values and standards set forth in this code and for raising questions if we are uncertain about the expectations at 4 Community Theatre. If you are concerned about whether the standards are being met or are aware of violations of the code, please contact one of the names listed on the information sheet provided to you.

All participants in each production must sign and date this form before starting work on the production. (Includes actors, directors, assistant directors, stage managers, technical operators, stagehands, and any other members of the production team.)

CHILD PROTECTION POLICY

It is the policy of 4 Community Theatre that the welfare of the children and young people is paramount regardless of age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity and that everyone who may participate in our productions, has a right to protection from physical, sexual and emotional abuse. Children and young people are defined as under the age of 18.

However, participants should be aware that adults and children often rehearse, prepare to and perform together in our productions and sometimes, due to space limitations, may be assigned to dressing rooms together, segregated only by gender.

The management of 4 Community Theatre will therefore:

1. Ensure that volunteers working with children understand our Code of Conduct and their legal and moral obligations to protect children and young people from harm, abuse and exploitation.
2. Ensure that written permission is received from parents/caregivers for their children to engage in theatre activities and that specific information is provided in relation to the specific needs of their children (e.g., medical needs, allergies, special educational needs)
3. Take seriously any allegation or suspicion of abuse towards a child in our programs and recognize that any child can be subject to abuse and that any matter arising from this will be dealt with promptly following appropriate procedures.
4. Ensure that volunteers who are in positions of trust in respect of children and young people, are aware of this policy and the law relating to sexual activity with under 18's.

4 Community Theatre Staff – all employees, full and part-time, and program volunteers and board members that have any contact with children and young people or access to facilities must complete and sign a written application form that includes a Fair Credit Reporting Act (FCRA) compliant release allowing 4 Community Theatre to conduct a background information search. The application will request basic information from the applicant and will inquire into previous experience with children, references and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in a file by 4 Community Theatre.

Applicants will not be considered for positions when checks show evidence of convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to the mission of the 4 Community

Theatre. Failure to disclose a criminal conviction on the application form may also terminate an individual's application.

Supervision of children and young people participating in 4 Community Theatre programs will be designed to protect children, young people and staff at all times. Practices to ensure a safe and caring environment will include:

- Staff members will never be alone with an individual youth where they are not observable by others.
- Adult staff will be assigned to each program, operating site and vehicle. When possible two adults will be present whenever children are involved.
- All 4 Community Theatre locations will have access to a telephone on location during operating hours.
- Children and young people will never be left unsupervised; including bathrooms, locker rooms, or showers.
- Facilities will be well lighted indoors and out.
- Staff will never release children and young people to anyone other than the authorized parent(s), guardian(s), or an individual authorized by parents in writing or verified by phone. Sign-in and sign-out will be in place for all youth programs.
- All participants will respect each others' and maintain their own personal modesty of dress during 4 Community Theatre activities.

This policy will be reviewed and updated as needed by the 4 Community Theatre Board of Directors or its designee on an annual basis.

STAGE AND SHOP SAFETY POLICIES

The following safety rules and conditions apply to those areas of the Theatre and/or equipment designated as potentially hazardous.

Construction Safety Rules

1. Good housekeeping and clean and orderly work areas and equipment are fundamental to accident and fire prevention. Assigned work areas and equipment are to be cleaned and placed in order by each user at the end of his use or the end of each work period.
2. Horseplay is forbidden.
3. You are not to operate equipment for which you have not been trained.

4. Stage, shop and other technical facilities may not be used unless the Director, Technical Director or another 4CT–designated representative is on duty. There must be at least two individuals present at all times when these facilities are in use.

5. All accidents, including minor injuries, and all hazardous conditions are to be immediately reported to the Director, Technical Director, or another 4CT–designated representative.

6. Eye protection is to be worn at all times by all individuals using power equipment that generates dust and/or fragments. Hearing and other forms of protection devices are also available and recommended.

7. Jewelry, ties and any apparel, which in the opinion of the 4CT–designated representative is hazardous, must not be worn while working tech. All workers must wear full shoes (no sandals). Long hair must be held back securely when working with power tools. Medallions or other jewelry hanging from the neck must not be worn when working with power tools.

8. MACHINE GUARDS ARE TO BE IN PLACE AND IN USE WHEN EQUIPMENT IS IN OPERATION.

9. Any tool is to be used only for the purpose for which it was designed.

10. Defective tools must not be used. Turn them in for repair/replacement.

11. No portable devices, earbuds/Bluetooth or wired headphones are to be worn while in theatre and shop spaces.

Safety Rules for Lighting/Sound Areas

1. Never change a lamp, repair an instrument, or work on any piece of electrical equipment while it is still plugged in.

2. Wear sturdy, rubber soled shoes and appropriate work clothing to all work calls.

3. Eating or drinking near the light board, sound board, and lighting equipment is strictly prohibited.

4. Do not work unsupervised, especially when working on the grids or catwalks, in the lift or on ladders. Never work alone in the theatre. YOU MUST BE FORMALLY TRAINED BY A 4CT REPRESENTATIVE OR LIFT VENDOR TO USE ANY LIFT.
5. Use a wooden or fiberglass ladder, not metal, when focusing or doing any electrical work. (Youth should obtain permission BEFORE using a ladder)
6. Before going up a ladder or lift, empty your pockets of all loose change, keys, etc.
7. All tools (e.g., crescent wrenches) must have a safety tie line attached to your body when working over the stage or over the house.
8. Do not use any equipment or perform any tasks that have not been explained to you by the 4CT-designated representative or his/her designee.
9. At the end of each work day, all tools and materials are to be returned to their proper places and all areas left clean.
10. Be sure that you know the locations of all fire extinguishers and know all shut down procedures in the event of fire or other emergency.

Expected Behavior

Effort & Results

- Qualities of effort such as speed, efficiency, organization, skill and commitment are always considered in crew assignments.
- Ask how to do something if you are not sure.
- Be immediately available to help and seek out ways to be helpful.

Initiative & Leadership

- Recognize the importance of the task at hand and take an aggressive role in devising effective and efficient solutions.
- Be involved as a “team player.”

Learning

- Take directions on a task; remember all of them and apply them.
- Collaborate on methods for solving problems.
- Exhibit alert interest in acquiring new knowledge.

Dedication & Responsibility

- Care enough to ensure that the group effort has a positive result on the production.
- Be conscientious and strive to improve.
- Be trustworthy without constant supervision.

Attendance

- When you sign up for an activity, it is mandatory to be at all calls and to be on time ready to work.
- **Do not underestimate the value of your presence! We're "All in this Together!"**

CREW JOB DESCRIPTIONS AND EXPECTATIONS

Running Crew: The running crew prepares and cares for all props used during technical rehearsals and performances.

- Sign in at designated time and WEAR BLACK (unless costume is provided for certain productions).
- Check props immediately for breakage, damage, or loss.
- Place props in position at least 30 minutes before the house opens.
- Provide only fresh, clean drinks and/or good to actors. Bottles with colored water, tea, coffee, etc... must be emptied each night after final curtain and refilled the following performance and/or refrigerated.
- Cover any borrowed furniture each night before leaving the theatre. Security concerns may require lockup of some pieces.
- Speak and move quietly backstage.
- No beverages or food on or near scenery or prop tables.
- Lock up all valuable/dangerous properties immediately following the end of rehearsals or performances.
- During strike, safely remove and store all props and set pieces.
- During strike, empty and wash all bottles, glasses, dishes, before they are returned to storage.
- Join the rest of strike with your cremates after all props have been put away. One crew is not finished until everyone is finished.

Wardrobe Crew: The wardrobe head and crew responsibilities include assisting actors with their costumes during a show and maintain costumes throughout the run of a production.

- Report at designated call.
- The crew will be responsible for checking in costumes following rehearsals and productions.
- Wardrobe crew must be in the dressing rooms and alert to what is happening on stage in case of emergency.
- The wardrobe crew is responsible for laundry, pressing, and steaming duties as needed.
- Wardrobe crew takes care of minor repairs to costumes (Buttons, snaps, hems).
- **Light Board Operator:** Your duties may include the programming and running of the light board during a production. You must be trained by a designated 4CT representative to use this equipment.
- Sign in at the designated time.
- During rehearsals and performances, be present for all “master electrician” pre-curtain light checks.
- Execute any check list items assigned to you.
- Turn on the light board at least 30 minutes prior to the opening of the House and scan light cues for any potential problems. Take control of the house lights and execute any house light presets.
- Run the cues during rehearsals and performances.
- Turn off the light board after each rehearsal and performance.
- Cover the light board at the end of use.
- Replace any burnt out lamps in lighting instruments during a production.
- Close and lock the windows in front of the light board after each rehearsal or performance.
- Save any changes to cues as needed during rehearsals.
- Report any problems you encounter with the cues or the equipment to the stage manager or the technical director.

Sound Board Operator: The sound board operator runs the sound equipment during rehearsals and performances. You must be trained by a designated 4CT representative to use this equipment.

- Sign in at the designated time.
- During rehearsals, set levels and record all cues as instructed by the tech director.
- Turn on the system and run a sound check before each use to ensure that the system is working properly and is prepared for use.
- Turn on, set up and check the headset system.

- Execute any check list items assigned to you by the stage manager or tech director. These may include, but are not limited to, setting up microphones and cable and running preshow music.
- Execute all sound cues during rehearsals and performances as they have been designed.
- Report any problems you encounter with the show or the equipment to the stage manager or tech director.
- At the end of rehearsals and the production, return the booth to normal operating conditions.
- At the end of rehearsals and of the production, return all sound equipment to its proper storage place.
- After all sound strike responsibilities are completed, assist with the general strike of the production until everyone is done.

Construction Crew: Working in the scene shop will offer students practical experience in scenic construction. While working in the shop or on stage, the student will be instructed in construction techniques and the use of tools required in the scenic industry.

- Sign in upon arrival; sign out upon departure.
- Report to the Technical Director or other 4CT–designated representative for assignment.
- Complete assigned tasks.
- Clean up your work area and equipment when the assigned task is complete or before you leave for the day.
- Return to the Technical Director or other 4CT–designated representative for another assignment when you complete an assigned task.
- Never use tools that you do not know how to operate safely. Ask for instruction.
- Wear appropriate safety equipment when using tools.

Headset Code of Conduct: Remember that the headset (intercom) system is a tool. It serves as the lifeline of a production, allowing all production elements to be connected. A few simple guidelines will result in a smooth running production.

- Never say anything over the headsets that you don't want the ENTIRE world to hear or know. You never know who's listening.
- "Chatter" must be confined to production business; personal conversations should remain that – personal and on your own time.
- REMAIN SILENT when the stage manager issues a STANDBY command
- Leave your headset microphone "off" unless you have something to say.

- Do not set your headsets anywhere where they might be damaged, i.e., sat on, stepped on, fallen on, etc...

STAFF JOB DESCRIPTIONS AND RESPONSIBILITIES

Director: The director is the person whose singular vision leads a particular show. The director interprets the production and stages the play; determines the style of production and the nature of the rehearsal process; casts and rehearses the show; meets with the designers to come up with a unified artistic vision for the show and approves all major aesthetic decisions; collaborates with all designers and production team members; and attends all production meetings.

Additional Director Expectations:

- Theatre directors working with 4 Community Theatre are expected to hold auditions to select cast members.
- The director is responsible for assembling their production team with assistance from the hiring committee.
- The director must collaborate with designers including lighting designer, sound designer, scenic designer, costume designer, and the tech director.
- The director is also expected to communicate with the board of directors for budgetary and production specifics.
- The director is also expected to fully block the play, bringing in their unique vision and analysis of the script to create the final product.
- The director must also work with the scenic designer to bring a set that will work with both their vision and stage design.
- The director will be in constant communication with the Technical Director to ensure that their vision is technically produced and built as according to their expectations.
- The director must be able to work well with a choreographer, and collaborate sharing to establish their vision cohesively with the choreography.
- The directors are also expected to lead rehearsals, collaborating creatively with actors and technical crew, and provide blocking that is natural.
- The director's job is to work to achieve their vision that results in a satisfying and complete production.

- The director must also communicate with their stage manager and work together collaboratively to set a production/rehearsal calendar before holding auditions.
- The director will also communicate the blocking, rehearsal information and who is called for each rehearsal to the stage manager.
- The director must also nurture the actors process of creating character, motivation, and relationships.

Finally, as a community theatre we strive to build meaningful relationships that translate both on and off stage. The director must work to build a positive environment for families and those who love theatre.

Assistant Director: The assistant director is responsible for assisting the director in running and leading rehearsals. The assistant director will help the director in writing notes during rehearsals and disseminating that information as prescribed by the director. As assistant director, the AD helps the director with the tasks of scheduling, research, rehearsals, casting, and more.

Additional Assistant Director Expectations:

- The assistant director will assist the director with any of their job responsibilities as needed or requested.
- The assistant director will fulfill the role of director in the director's absence.
- The assistant director will help maintain production values and help see that the director's vision is achieved.
- The assistant director will not give notes to any actor without approval or permission by the director, unless the note is from the director.

Stage Manager Description: The SM is a liaison among the director and all departments of a production. Once the show opens, the SM has the responsibility to run the show and maintain the artistic integrity of the performances. The SM works with the director to establish and maintain the rehearsal schedule; ensures that actors are at rehearsals; attends all rehearsals; writes down line and blocking notes given by the director; is available for line cueing; calls the show during its run; prepares the rehearsal space, setting up rehearsal props, furniture, and costumes and returning rehearsal materials following each rehearsal; prepares the Master Prompt Script with written blocking and cues; and attends all production meetings.

Additional Stage Manager Expectations:

- The stage manager will also follow along with the script during rehearsal to ensure that the actors are following the directors blocking and are saying the lines correctly when off-book.

- The stage manager will be in charge of updating rehearsal calendars and distributing to the actors and the production team.
- The stage manager will be the safety liaison and will make sure to help maintain safety, including COVID-19 safety and protocols at all times.
- The stage manager will send out daily calls.
- The stage manager will do a rehearsal report at the end of every rehearsal that will be emailed to the production team.
- The stage manager will oversee the assistant stage managers, run crew, deck crew and spotlight operators.
- The stage managers will file incident/injury reports if an accident or injury occurs during the rehearsal.
- The stage manager must have a cue script and call the cues during the performances and rehearsals.
- The stage manager will be an advocate for the actors and direct communication to the director.
- The stage manager must remain calm and neutral at all times.
- The stage manager must do their best to accommodate reasonable requests from the actors, including conflicts while scheduling rehearsals with the director.
- The stage manager must make sure to keep a first-aid kit with them at all rehearsals and performances.
- The stage manager will work with their team to make sure all props and furniture pieces are in place and set-up prior to rehearsals and performances.
- The stage manager is also responsible for making the rehearsal space is cleaned, swept, and ready for rehearsal/performances.
- The stage manager will also be responsible for taping and spiking the stage.
- The stage manager will work with child-wrangers to ensure that children are safe during all times.
- The stage manager will be kind and respectful to all members of the cast/crew.

Assistant Stage Manager: The ASM assists the SM in all the above duties and is often directly responsible for preparing the stage for performance. The ASM is stationed backstage to facilitate communication between the SM in the booth and actors. The ASM often helps with complex set changes and quick costume changes offstage; is responsible for props; and supervises the backstage running crews.

Additional Assistant Stage Manager Expectations:

- The ASM will be responsible for taking line-notes and emailing them.
- The ASM will check actors in at the beginning of rehearsals and performances.
 - This includes a temperature scanning.
- The ASM will assist the SM in maintaining COVID-19 protocols and procedures, including making sure that hand sanitizer is always in stock, cleaning procedures and sanitizing furniture and props between rehearsals.

Choreographer: After researching the production, create dance routines consistent with the Artistic Director's visions for the show. Write steps down or sketch out moves to teach to the performers. Teach the steps to the performers at rehearsals. Must be able to demonstrate routines by performing the dance themselves. After showing the dancers the steps, the choreographer helps them perfect the movements, technique and timing. Attend dance and full rehearsals, to instruct and polish the performance routines. The choreographer must also ensure all covid distancing policies are followed during dance numbers.

Music Director (Pit Conductor): The music director is the coordinator of all musical elements of a production; involved in the development and rehearsal of the orchestra or music ensemble; attends selected rehearsals; and attends all technical rehearsals, and production meetings. The music director will directly work in collaboration with the vocal director.

Vocal Director: The vocal coach teaches performers songs and/or offers performers vocal training; attends selected rehearsals; and attends all technical rehearsals, and production meetings. The vocal director will directly work in collaboration with the music director. The vocal director will be responsible for teaching the ensemble numbers to the entire cast, and for holding and running music rehearsals with the cast and making sure all covid protocols are followed during all vocal rehearsals.

Accompanist: The accompanist is responsible for playing the piano during all music rehearsal, dress rehearsals, previews and performances. They will work with the music director and vocal director (if not doubling with the vocal director), to assist in teaching the music and songs to the cast. The accompanist must have their music learned and prepared prior to the beginning of rehearsals.

Technical Director/Scenic Construction Manager: The technical director is responsible for turning the set design and technical drawings into a completed set, while ensuring a safe acting/working space for actors onstage. The technical director obtains the construction materials; supervises volunteers during the preparation and build time; assigns individual and group tasks; coordinates with lighting designer and crew; coordinates with the scenic designer and paint crew; determines the means by which scenic elements of a production are executed; creates working drawings from designer plans when required; supervises the operation of the scenic shop and all technical equipment; and attends all production meetings. The technical director is the efficiency expert on all the technical elements of running a production; is responsible for the maintenance of the set during the run of the show and in charge of making sure all safety protocols are followed during the construction and strike phase. The Technical Director will work under the director and in collaboration with sound, lighting, costume and props designers. The technical director will make sure the technical equipment in the theater is functional, maintained and safe.

Scenic Designer: The scenic designer works with the director to create the physical space of the play. The scenic designer draws up the ground plans and elevations to be executed by the technical director and build crew; creates color elevations for the paint crew; is responsible for the creation or locating of furniture, props, and set decorations; collaborates with the costume, lighting, props, and sound designers.

Costume Designer: The costume designer works with the director to determine costume needs and requirements, and is then responsible for actualizing them by purchasing the materials for construction, assembling, building, renting, pulling, or borrowing them so they are ready for the first technical rehearsal. They also schedule measurements, fittings, and alterations sessions; collaborates with the scenic, lighting, and props designers; and attends all technical rehearsals, work calls, and production meetings.

Assistant Costumer Designer: Assists costumer in selecting costumes for and fitting them to performers. Distribute costumes and wardrobe accessories to cast and monitors costume changes for rehearsals/performances. Alter, repair, press, and spot-clean costumes by hand or using sewing machine, electric iron, and cleaning fluid. Keep records of costumes issued and returned.

Properties Master: The Props Master works with the Scenic Designer, Stage Manager and Director on shopping, finding, borrowing, pulling, altering, and creating all props used in the play; prepares the props table and storage; maintains or repairs props during the run of the show; works with the ASM to set props prior to performance; collaborates with the scenic, costume, and props designers; and attends all technical rehearsals, work calls, and production meetings.

Sound Designer: The Sound Designer works with the director to establish a soundscape for the production. The sound designer works with the technical director to create, find, and modify all of the sound effects and music; records the shows on the appropriate media;

prepares the cues for the sound operator; works to mix the live orchestra on stage; implements any mic'ing or reinforcement for the show; collaborates with the scenic, costume, lighting, and props designers; and attends all technical rehearsals, work calls, and production meetings. Primary duties would be setting up, maintaining and operating 12 to 15 wireless mic packs for performers; setting up backstage monitors for the orchestra and performers (including video conductor monitor); playing 5 to 6 recorded sound cues. Train members of the production in the correct use of audio equipment, including wireless microphones, speakers and control boards.

Lighting Designer: The lighting designer, in cooperation with the director, decides on exactly how a production should be lit, using natural or artificial light sources. The lighting designer is responsible for figuring out the specifications of the particular theatre; works within the physical space and inventory; draws up the light plot and dimmer plot; supervises the focus; writes the light cues; collaborates with the scenic, costume, and props designers; and attends all technical rehearsals, work calls, and production meetings.

SUMMER TECHNICAL THEATRE INTERN JOB DESCRIPTION

Department: Supervisor: FLSA Category: Position Status:
Technical Department
Scenic Designer & Technical Director Non-Exempt
Volunteer

The Technical Theatre Intern Program:

The intern program is intended to give people interested in technical theatre a chance to work in a community theatre environment supervised by more experienced practitioners. The likely intern candidate will have some experience at the high school level, but will seek to build a more detailed base of knowledge in stagecraft, theatrical rigging, stage & lighting design and electrics. Training will be primarily on-the-job training during the course of one or more summer musical productions of 4CT.

Over the course of six weeks during the summer musical schedule, the program consists of at least 48 hours of supervised work and some one-on-one instruction directed at the intern's level of experience and ability in the knowledge areas.

This is an unpaid internship and is meant to be educational. Only those people who are looking for a technical theatre educational experience and are willing to put in the minimum number of hours into the program should apply.

Duties and Responsibilities:

Under the direction of the Technical Director and Scenic Designer, the Technical Theatre Intern learns how to work all of the applicable technical aspects of theatrical performances, concerts, and other events. Duties may include but are not limited to:

- Assisting with the construction, installation and rigging of the set design as prepared by the Scenic Designer while expanding the intern's knowledge of stagecraft and scenic design, including terminology, tools and techniques.

- Learning to use various construction and design materials, and how to operate theatrical rigging elements and counterweight systems.
- Learning how to clean and maintain all theatre production equipment and backstage areas.
- Learning to set up and operate all types of lighting equipment including computer and manual lighting controllers, follow spots, and theatrical, video and non-industry lighting instruments (time permitting)
- Other related duties as may be deemed necessary by the Technical Director or Scenic Designer.
- Learning about and utilizing safe methods and procedures for all of the above.

Knowledge, Skills, and Abilities:

The Technical Theatre Intern must have the ability to:

- Understand and follow directions
- Learn and follow safety procedures
- Report to all assigned work calls at the scheduled time
- Safely lift and carry up to seventy-five pounds
- Learn to safely use tools, hardware and materials, and work on ladders and personnel lifts (may be waived for special circumstances)
- Work in low and no-light environments
- Establish and maintain good relations with all 4CT participants

The Technical Theatre Intern must successfully complete a minimum of 48 hours to complete the program. This training period may be extended at the discretion of the Technical Director. The Technical Theatre Intern position status is volunteer, non-exempt and casual.

Other Essential Requirements are to:

- Integrity – Think and act ethically and honestly. Take responsibility for his/her actions.
- Customer Orientation – View the organization through the eyes of the customer.
- Team Player – Support the larger organizational and team agendas more than personal goals.
- Communicativeness – Actively and openly seek and share information.
- Self-Objectivity – Know personal strengths and limitations and work towards improving self.

- Positive Impact – Make a positive impression; be optimistic and enthusiastic; energize others.
 - Drive/Energy – Be passionate about the work; continue to produce in exhausting circumstances.
 - Problem Solving & Decision Making – Be resourceful in finding ways to improve things
- Education and Experience:
 Due to federal and state child labor laws, as well as the nature of theatrical events and the long work days, the Technical Theatre Intern must possess a high school diploma or equivalent and must be over the age of 18.

Physical demands:

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the intern is required to stand and walk for extended periods of time. The volunteer also frequently sits; uses hand to finger mobility; handles, feels, or uses objects, tools and/or controls; repairs small pieces of equipment; reaches with hands and arms; climbs stairs; climbs ladders; balances, stoops, kneels, crouches, and crawls; talks and hears; and identifies sounds and frequencies, and listens. The intern must occasionally lift, carry, move, or push up to 75 lbs. The intern must have the ability to function in low-light and unlit environments as well as perform work on ladders, personnel lifts, catwalks, and theatrical grids up to 40’ above the stage floor. Specific vision abilities required by the job include close vision; distance vision; color vision; identification of colors, hues, tints, and shades; peripheral vision; depth perception; and an ability to adjust focus. Specific hearing abilities required by the job include understanding a wide range of speaking levels, from very low to high, and a wide range of sound frequencies, from low to high. The noise level in the work environment is moderate to high, depending upon the event.

Position Reports to:

Technical Director, Scenic Designer and/or other designated personnel

Working Environment:

While performing this job, the intern is exposed to weather conditions prevalent at the time with respect to both indoor and outdoor events. Temperature levels may include hot, cold, and mild. The noise level in the work environment may be low, moderate, and at times may be high.

Revised on 3/9/2021_jn

COVID SAFETY PROCEDURES

In consultation with legal and other professionals, the 4CT Board has met and put together this proposal to undertake future performances during this time of COVID. We hope that conditions in our communities will soon allow us to find a way to do a live performances using this COVID Preparedness plan, consistent with CDC and MDH guidelines. This document outlines our COVID-19 Preparedness Plan, as required by MDH guidance:

"Businesses or organizations providing musical activities or performances—including but not limited to commercial businesses, youth symphonies, orchestras, colleges, schools, and places of worship—must take steps to lower the spread of COVID-19. This document identifies the required and recommended precautions that such businesses and organizations are to take. The items identified as requirements in this document must be incorporated into the business' or organization's COVID-19 Preparedness Plan."

<https://www.health.state.mn.us/diseases/coronavirus/musicguide.pdf>

As the Minnesota StaySafe Plan states, congregate activities should be discontinued unless social distancing guidelines can be followed:

"Discontinue activities that bring together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large group use of playground equipment simultaneously, etc."

<https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>
(emphasis added).

We believe the reopening plan we will follow meets this standard. In addition, we will minimize fact to face time during the rehearsal period and will adhere to masking, sanitizing, and social distancing recommendations as stated, including:

Under Executive Order 20-81 (<https://www.leg.state.mn.us/archive/execorders/20-81.pdf>), vocal performers may temporarily remove face coverings during indoor musical performances in businesses, public spaces, and theaters when a face covering cannot be worn due to the nature of the performance, as long as social distancing is always maintained. Face shields should be considered as an alternative in these situations.

<https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>
(emphasis added)

INTRODUCTION

The following is a synthesis and adaptation of multiple guidelines for reopening theatrical venues from the following entities:

- Minnesota Department of Health (Minnesota StaySafe Plan)

- Center for Disease Control (CDC)
- Occupational Safety and Health Administration (OSHA)
- Illinois State University – School of Theatre & Dance
- Illinois Department of Public Health (MDH)
- Minneapolis Opera
- Utah State University Eastern
- Research Institute for Exhibition and Live-Communication (R.I.F.E.L.)

Front of House/Patrons

Sanitation:

- Prior to the house opening for any performance, the venue is to be sanitized.
 - Seating to be sanitized using an approved cleaning solution and spray method.
 - All armrests, handrails, and door knobs/bars are to be wiped using an approved cleaning solution.
 - All backstage spaces are to be sanitized using an approved cleaning solution or spray.

Venue access:

- Patrons seeking to attend a performance will be asked to comply with the following:
 - Entrance to the building will be scheduled sequentially at the time of ticketing to better allow for physical distancing and the following.
 - At the entrance to the building, patrons will have their temperature checked using a non-contact, infrared thermometer. Any patron who exhibits a temperature of 100.4° F (+/- 1°) or higher (temperature subject to change based on CDC and/or MDH guidelines) will be refused access the venue and a refund will be issued at a later time.
 - Patrons must have a physical or digital ticket in hand for the performance to gain entry, Will-call is to remain closed. No tickets will be sold at the venue.
 - ALTERNATE: " Patrons are strongly encouraged to pre-purchase. . . On site ticketing will be following MDH guidelines utilizing minimal contact cash handling, physical distancing, cashier barrier, gloves, sanitizer and CDC recommended face masks.
 - Patrons must wear a face mask at all times to gain entrance to and while within the building:
 - Patrons must abide by physical distancing guidelines (6 feet apart) at all times, with the exception of patrons with tickets pre-sold as group seating, who must still maintain physical distancing guidelines from others.
 - Patrons must abide by all posted one-way directional signage.

- Patrons must sanitize their hands upon entering the venue.
- Patrons must wear a CDC recommended face mask that covers the nose and mouth at all times upon entering the building
 - A pre-show announcement will be produced to inform patrons that patrons must remain masked for the duration of the performances and intermission. Removal of the mask will result in a request to leave the venue.
 - An intermission announcement to remind of social distance guidelines, masking and if concessions are available must be consumed outside the building.
 - A post-show announcement will be produced to inform patrons that they must keep their mask on until exiting the building. Patrons must abide by physical distancing guidelines (6 feet apart) at all times.
- Hand sanitizer stations will be located in the lobby in accordance with CDC & MDH guidelines.
- All personnel are encouraged to stay home if they are sick.
- No concessions will be offered or sold before, during or after the performance.
- ALTERNATE ADD: "All food concessions must be consumed outside of the building
- Concession Stand Procedures:
 - Barriers must be installed between workers and patrons
 - Separate distribution area and use separate staff
 - Food/cash handling staff/volunteers must utilize gloves and CDC recommended face masks
 - No more than 2 food handlers in stand
 - Practice physical distancing while in queue for concessions
 - Moving concessions to alternate areas of the school to minimize congestion near bathroom queue lines and/or auditorium exit tba by venue administration

Seating:

- All tickets will be sold to ensure proper physical distancing between individuals and seating groups.
- Tickets will be sold by seating groups and not by specific rows and seats. All tickets will be for assigned seating. Seating Groups are persons that reside in the same household.

- When purchasing tickets to a performance the following information will be requested by the box office staff:
 - Number of individuals in your seating group (limit of 6)
 - Names of individuals in your seating group
 - Desired Row
 - Need for special accommodations (wheel chair or assisted listening)
- At the time of sale, the box office will provide instructions and reservation times for entering the venue. To ensure the safety of our patrons, they will be asked to arrive for a pre-screening during a specific window of time (TBD) that is to be no more than 20 and no less than 10 minutes prior to their assigned time to be seated in the house.
- Patrons who miss their seating time will be sat seated at the discretion of house management in regard to both section and time of seating. Patrons will be made aware that they may be forfeiting their tickets if they arrive late. In this discretion, if house management determines that they are unable to seat you or your group while ensuring the safety of their staff and other patrons, a refund will not be issued.
- Seating availability per venue:

Auditorium (existing venues)	100% seat capacity*	Seat and occupancy capacity**	Min 6' physical distancing capacity @ 1 person seating group	Max physical distancing capacity @ 6 max persons in seating group
Orono Middle School	100-200			
OHS	330			
Delano PAC	600			
Delano MS Aud	400			
Other				

*to be confirmed with building management

**subtract expected technical staff, organizational staff from this total

Ingress/Egress:

- Patrons will be allowed into the house based on their reservation time and seating group.
- House doors will be established as one way only.
 - All common doors will be propped open while patrons are in the venue.
 - House doors will be closed and opened by FOH Staff before and after a performance to reduce contact exposure.
 - In order to ensure minimal exposure, signage will be provided to indicate which lobby doors will be used for entry to the auditorium, and which ones will be used

to exit. This may include using emergency exits to allow patrons to exit the auditorium directly outside.

- Patrons will be asked to exit the auditorium at the end of the event, and to not congregate in the lobby.

Rehearsal Procedures

Self-Health Check:

- All performers and production personnel should do a self-health check based on CDC or MDH guidelines prior to reporting to work.
- All personnel are encouraged to stay home if they are sick.

Rehearsal access:

- One door is permitted for entrance to rehearsal
- One door is established for exiting
- Prior to entering the room, individuals will have their temperature checked using a non-contact, infrared thermometer. Any person(s) who exhibits a temperature of 100.4° F (+/- 1°) or higher (temperature subject to change based on CDC and/or MDH guidelines) will be sent home.
- Individuals displaying any signs of COVID-related illness or other respiratory issues will be sent home.
- Call times are to be staggered to minimize the number of individuals in the auditorium or rehearsal space, and in accordance with COVID-19 guidelines.
- All personnel must sanitize their hands upon entering the rehearsal space.

General rehearsal regulations:

- Modified room capacities are to be established by the landlord.
- Individuals must wear CDC recommended face masks at all times.
- Physical distancing is to be upheld on-stage to the fullest extent possible, and off-stage at all times.
- Hand sanitizer stations to be made available in accordance with CDC & MDH guidelines.
- Props are to be sanitized/disinfected after use.
- Breaks will be in accordance with AEA COVID-19 guidelines.
- Scripts and other equipment may not be shared at any time. Performers must have their own scripts, pencils, water bottles, etc.
- Personalized folding chairs will be set up side-stage, no seating in audience during rehearsal (to minimize product on fabric and maintenance staff cleaning time

- All common doors will be propped open to avoid contact exposure.

Performance Procedures:

Venue Access:

- Prior to entering the room, individuals (all company members: cast, crew and FOH) will have their temperature checked using a non-contact, infrared thermometer. Any person(s) who exhibits a temperature of 100.4^o F (+/- 1^o) or higher (temperature subject to change based on CDC and/or MDH guidelines) will be sent home.
- Individuals displaying any signs of COVID-related illness or other respiratory issues will be sent home.
- Call times are to be staggered and in accordance with COVID-19 guidelines.
- All personnel must sanitize their hands upon entering the venue.
- All personnel are encouraged to stay home if they are sick.

Dressing Rooms:

- Dressing room capacity is not to exceed 25% normal capacity.
 - If staggered call times to allow for staggered dressing room access with 25% capacity is not feasible; performers get ready in shifts based on their first appearance on stage.
- Stations are to be established to ensure proper physical distancing.
- It is the responsibility of the backstage/costume crew to wipe down and clean their station before and after it is used.
- It is the responsibility of the performers to wipe down and clean their makeup station before and after it is used.
 - It is preferred that performers apply their hair and make-up before coming to the theatre. If this needs to be done at the theatre, make up kits must stay with the performer. (Either by taking it home each night or storing it in a locker) Kits are not to be stored in the theatre.
- Garment bags or other separate storage containers must be issued to each performer to ensure costumes remain separate at all times.
- When possible launder costumes each evening either by sending costumes home or arranging laundering via school staff/equipment.

Booth:

- Booth access will be limited to the lead stage manager and board operators.
- It is the responsibility of the individuals to wipe down their station and equipment before and after each show.

Backstage:

- Face masks are to be worn at all times, except for actors when onstage in a scene. Performers must put a CDC recommended face mask on as soon as they exit the stage.
- All individuals will endeavor to maintain physical distancing of at least 6 feet at all times and wear appropriate PPE. Situations that require closer proximity should be limited in duration.
- All scene changes must be assigned, gloves must be worn before each scene change. Gloves must be changed out between scene changes.

- Communication headsets will be assigned to an individual and must stay with that individual throughout the run. Sharing/swapping is prohibited, and all such equipment should be cleaned before use.
- Scripts and other equipment may not be shared at any time. Performers and crew must have their own scripts, pencils, water bottles, flashlights, etc.
- All common doors will be propped open to avoid contact exposure.

Microphones/Equipment:

- For shows with sound reinforcement, each individual* will be assigned one microphone per production/event. Sharing/swapping of microphones is prohibited.
- Microphones will be cleaned and sanitized after each performance by the sound crew using proper sanitizer and PPE.
- To ensure proper physical distancing, performers will be responsible for putting on their individual microphone.

*Currently microphones are only to be used by performers who are able to self mic, which will be determined by the Stage Manager and Director.

Construction–Scene Shop (applies to all tech work locations)**Self–Health Check:**

- All employees should do a self–health check based on CDC or MPH guidelines prior to reporting to work.
- All workers are encouraged to stay home if they are sick.

Sign In/Out:

- Visitors not working regularly scheduled hours are required to sign in/out on a clipboard near the shop entrance. This log will be used for the purposes of tracking contacts in the event an individual contracts COVID–19.

Masks:

- CDC recommended face masks to be worn in all movements in and around the building(s) that are outside of a personal work area and in any face-to-face interactions at distances closer than 6 feet.
- Masks do not constitute workplace PPE.
 - Masks should not be used in place of shop respirators or dust masks.
 - When cloth masks are necessary, due to worker proximity, they must be worn in addition to any regular PPE that would be worn for the task being performed unless doing so produces a more substantial hazard to the worker.

Physical distancing:

- All individuals will endeavor to maintain physical distancing of at least 6 feet at all times. Situations that require closer proximity should be limited in duration.
- Additional floor markings will be added around stationary power tools to ensure a 6 foot distance from the operator and those passing by.
- Work teams will be generated based on employee hours to minimize the number of different individual contacts within the shop when physical distancing is not possible.

Surface Contact/Cleaning:

- Individuals should limit touching common surfaces and practice frequent hand washing with soap and water.
- Individuals should personally wipe down used surfaces in common areas after use with cleaning/disinfecting supplies.
- All common surfaces and equipment should be cleaned and disinfected at the end of the morning and afternoon shift.
- Gloves should be worn during all cleaning routines.
- All common doors will be propped open to avoid contact exposure.
- Shop drawings will be plated on 11x17, when feasible, to ensure that work teams or individuals do not need to share individual plates.
 - Work teams are to retain fabrication drawings with notes and cut lists during the duration of the project.

Work & Tools:

- Tech volunteers will be allowed reasonable time to ensure they are able to take proper sanitation measures for their own safety (including hand washing, tool/equipment sterilization, etc).
- Each tech volunteer will be assigned a personal area to work within.
- Each worker will be assigned tools to utilize during their shift. Leads will ensure all tools are properly prepared for each worker and task.

- Shared use of stationary power tools will be minimized and cleaning/sanitizing will be done between users. If possible, one individual shall be assigned to do all work on such a tool, eliminating shared use.
- All personnel must sanitize their hands upon entering the shop.
- Shop fans may only be used to facilitate faster dry times on paints or adhesives.
- Pneumatic spray nozzles may not be used to remove dust from hair, skin, or clothing. (This is a standard safety regulation that is implemented to avoid accidentally introducing air into the bloodstream; this is additionally mentioned to specifically reduce the potential spread of any airborne or aerosolized viruses).

Vehicle use:

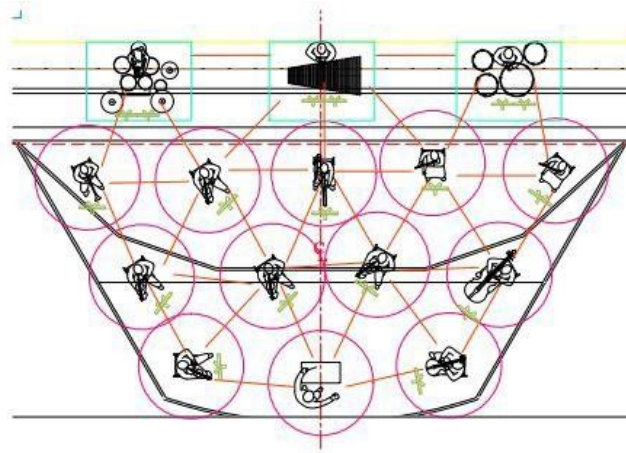
- No vehicle on 4CT business may contain more than (2) people at any time.
- Face masks must be worn while riding in such a vehicle when another individual is present.
- Steering wheel, arm rests, door handles, radio, and seats should be disinfected after every use using a disinfecting wipe on non-porous surfaces and an aerosol spray on all porous surfaces.

Orchestra Pit (or other orchestra seating, if applicable)

If utilized, the pit orchestra (wherever situated) will endeavor to maintain appropriate social distancing, consistent with guidelines. (One example above.)

General

- Within restrooms, toilet stalls, urinals, and sinks must be reduced marked or barricaded to ensure minimum distance between persons is ensured.
- Lobby space must have the ability to handle all patrons, at the established reduced capacity for the performance spaces, at one time while maintaining social distance.
- Face masks must be made available for patrons & staff whose personal mask is inadequate, dirty, or missing.



8' Diam. circles around orchestra
 8' x 6' rectangles
 Lines are 6' long

- Use of water fountains and water bottle refill stations is prohibited.
- Stage designs and spacing must allow for proper walkways and appropriate physical distancing.
- Use Environmental Protection Agency–approved cleaning chemicals from List N or that have label claims against the coronavirus.
- When weather and circumstances permit, doors and windows should be opened to allow for increased ventilation and air circulation.
- Public and employee safety posters must be placed around the facility where appropriate to ensure proper communication.

Managing a sick worker

- Displaying symptoms
 - Workers who displays symptoms including a cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell upon arrival or who become sick during their time on site should immediately be separated from others and sent home.
 - When possible, anyone managing a sick worker must remain at a 6 foot distance.
 - When social distance cannot be observed individuals must wear a cloth mask and other PPE when accessible (i.e. gloves, gown, face mask, etc.).

- If a worker is confirmed to have COVID-19 (regardless of symptoms), employers should inform anyone they have come into contact with of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- Any tools, equipment, or workstations utilized by the worker are to be disinfected.
- Return to work
 - Bringing back exposed and/or asymptomatic employees to on-site operations should follow the [CDC Critical Infrastructure Guidance](#).

WAIVER

4CT TECHNICAL THEATRE SAFETY CONTRACT

Volunteers can assist and learn by participating in all areas of theatre productions, which includes creation and construction of sets. Because of the use of power tools, use of a catwalk, ladder or lift to adjust lights, and other potentially hazardous activities during a production, there are a number of procedures 4 Community Theatre needs to conduct with Volunteer safety in mind.

Policy:

In order to assist and learn about all aspects of theatre productions, Volunteers are encouraged to work on set construction, rigging, and stage electrical work. The following outlines the expectations for Volunteers as they undertake these activities in and around the stage and in our workshops.

*** Safety is of the utmost importance when working around the theatre. ***

Procedures:

1. Volunteers **MUST** be trained to use power tools, electrical devices and the theatre rigging systems by the 4CT Technical Director or other designated representative.
2. Volunteers **MUST** wear closed-toed flat shoes that cover the top of the foot. No sandals, flip flops, or heels of any sort may be worn at any time, especially when working on stage, in the scene shop or in any theatre space. Tennis shoes or steel toe boots are recommended.
3. Loose or baggy clothing, neckties or scarves, and dangling jewelry can get caught in power tools and are prohibited on-stage and in the scene shop.
4. If Volunteers are authorized to handle tools they will do so with care and in the proper manner.
5. Volunteers must wear approved eye protection when operating **all** power tools.
6. It is strongly recommended, but not required, that Volunteers wear ear protection when operating power tools.
7. Volunteers should wear either a dust mask or full-face respirator when working with dusty materials, sweeping, or cutting plastic materials or other fine dust generating materials such as masonite. Asthmatic Volunteers should not do this type of work at all.
8. "Heads" will be called whenever something is uncontrollably falling above people.
9. Volunteers and staff will never run backstage, on stage, or in any theatre area at any time.

10. Appropriate gloves should be worn when using paints, solvents and stains.
11. All electrical work will be completed only by persons trained by the 4CT Technical Director or other designated representative. Volunteers should not attempt to do electrical work unless directly supervised by a staff member or their designees.
12. Volunteers must empty their pockets before climbing a ladder or going onto the catwalk. Wrenches and other tools must be tethered to their bodies with an appropriate tie line when working over head.
13. Catwalks will remain uncluttered at all times.

I have read the above procedures and I agree to follow them while on-stage, backstage, and in the scene shop. I understand that I may be banned from hazardous activity should I refuse to follow these guidelines and that my eligibility to participate in drama activities may be affected as a result.

Volunteer Name _____

Volunteer Signature _____

Parent Signature if under 18 _____

RETURN SIGNED COPY TO STAFF
Contract

Theatre Safety

WAIVER CODE OF CONDUCT

4 Community Theatre is a nonprofit, community-based volunteer organization dedicated to providing live entertainment to the community. In addition, 4CT provides a venue for those seeking both onstage and offstage opportunities. Participation in the organization's functions is a privilege and subject to the observance of the organization's rules and procedures.

The following are guiding principles for conduct expected from all 4CT participants. While we cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

4CT is committed to maintaining an inclusive environment where everyone feels welcome and safe regardless of their age, race or ethnicity, gender identity or expression, sexual orientation, physical or mental ability, or other characteristics that make our participants and patrons unique. We expect all our participants and patrons to conduct themselves in ways that support this commitment, and to treat everyone with respect.

Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate, or illegal.

Ask yourself:

- Does what I am doing comply with the 4 Community Theatre guiding principles and Code of Conduct?
- Would I feel comfortable saying or doing this in front of any individual regardless of age, gender, sexual orientation, race, or ethnicity?
- Could my actions cause harm, either physically or emotionally, to someone else?
- Could my actions harm the production I'm involved in or 4 Community Theatre's reputation?
- Could my actions cause a financial risk and/or legal risk to 4 Community Theatre?
- Is this the right thing to do?

The activities outlined below are **strictly prohibited**.

- Actual or threatened violence, bullying, or harassment (verbal, physical, or online/digital) of any patron or other participant connected to 4 Community Theatre.

- Sexual or gender-based harassment of any kind. This includes unwelcome advances, verbal or nonverbal conduct, and non-consensual touching.
- The use of abusive or offensive language toward or in the proximity of any patron or other participant connected to 4 Community Theatre. This includes language, references, and jokes that are sexual or racial in nature.
- Possession of dangerous, unauthorized, or illegal materials such as explosives, firearms, weapons, drugs, or other similar items on 4 Community Theatre's property and the property of our venues.
- Conduct endangering the life, safety, health, or well-being of any patron or other participant connected to 4 Community Theatre. This may include interaction beyond the theater property and will be handled at the discretion of the director or Board.
- Any conduct on or beyond the 4 Community Theatre property that could damage one's ability to fulfill one's obligation to the theater. This includes coming to theater functions under the influence of alcohol or drugs.
- Failure to follow any policy, procedure, or expectation as set by the 4 Community Theatre Board of Directors and/or the director of the show you are participating in. This includes behaving with disrespect toward production leaders or failing to meet commitments.

Any participant who violates this code is subject to discipline, up to and including removal from an existing production they are participating in and/or probation or barring from future involvement related to 4 Community Theatre.

Each of us is responsible for knowing and adhering to the values and standards set forth in this code and for raising questions if we are uncertain about the expectations at 4 Community Theatre. If you are concerned about whether the standards are being met or are aware of violations of the code, please contact one of the names listed on the information sheet provided to you.

All participants in each production must sign and date this form before starting work on the production. (Includes actors, directors, assistant directors, stage managers, technical operators, stagehands, and any other members of the production team.)

Volunteer Name _____

Volunteer Signature _____

Parent Signature if under 18 _____

RETURN SIGNED COPY TO STAFF

Code of Conduct

Sample: Incident Report Form

REPORTED BY:			DATE OF REPORT:	
Actor/Crew name:			INCIDENT NO.:	

INCIDENT INFORMATION				
INCIDENT TYPE:			DATE OF INCIDENT:	
LOCATION:				
CITY:		STATE:		ZIP CODE:
SPECIFIC AREA OF LOCATION (if applicable):				
INCIDENT DESCRIPTION				
NAME / ROLE / CONTACT OF PARTIES INVOLVED				
1				
2				
3				
NAME / ROLE / CONTACT OF WITNESSES				
1				
2				
3				

FOLLOW-UP ACTION				
SUPERVISOR NAME:		SUPERVISOR SIGNATURE:		DATE: