



McKinney Repertory Theatre

Cast and Crew Code of Conduct Agreement

Release – December 31, 2024



McKinney Repertory Theatre (MRT) wants all cast and crew to have fun and enjoy working with our volunteer community theatre in a safe and welcoming environment, and to that end, we hold our volunteers to a professional standard. MRT recognizes that creating a great show depends on the actions and behaviors of everyone involved with the production. It is therefore very important that the following Code of Conduct is observed by all cast and crew.

Behavior and Conduct:

Safety is our first priority. If you encounter an unsafe situation, notify the stage manager immediately and steps will be taken to fix the issue before continuing. If an injury occurs, you must let the stage manager know IMMEDIATELY! See the Production Handbook for additional injury handling procedures, including filling out the Injury or Near Miss form and informing the theater.

Do not consume alcohol or other impairing substances before/ or during rehearsals or performances (with the exception of the opening night toast). It is a safety issue. Failure to adhere to this policy will result in your dismissal. All alcohol on MPAC premises is to be secured or under the supervision of the concessions staff for the protection of minors.

Use and/or possession of any illegal drugs is strictly forbidden. Failure to adhere to this policy will result in your dismissal and notification of local authorities.

Treat all cast, crew, and MRT staff with respect and consideration as we are all on the same team and have the same goal. Practice toleration, acceptance, kindness, and respect for one another at all times. Stay positive and endeavor to be patient and supportive of each other. Please avoid being critical, displaying temperamental outbursts, arguing or other unkind behavior that creates tension or discord among the cast and/or crew.

Accept the director's advice in the spirit in which it is given, for the director sees the production as a whole and your role is only a portion of it.

Should you decide to leave the show before or during performances for any reason, you may be responsible for reimbursing the theatre for any costume or other items that were specifically purchased for you.

Defer and treat with professional respect the director and creative designers of costumes, sets, scenic elements, props, light and sound. Feedback outside of usability, safety, fit or comfort issues is unacceptable. For example, "My shoes are too tight" is acceptable feedback, "My character wouldn't wear these" is not.

Do not alter lines, sets, lights or sound, properties, scenic items, costumes, or any phase of the production without consultation with and permission from the director and/or stage manager. Any costume, make-up and or hair modifications/alterations/additions must also be pre-approved by the costumer.

General Guidelines:

Attend all rehearsals and performances as scheduled. Failure to attend rehearsals or performances may result in recasting or dismissal. Call the stage manager or director as soon as possible if you know you will be late.

Be respectful by arriving early for your call time at all rehearsals and performances.

Attend set load-in, set build, change-over, strike and load-out as instructed by the director, stage manager or master carpenter.

Participate in promotional activities, including attending photo sessions, interviews, and public previews.

Never leave the theatre building or stage area until performances are complete, and the company are released by the stage manager or director.

All rented show materials (scripts, music, etc.), especially for Musicals, must be signed-out and signed-in. All rented show materials must be returned, erased and clean, at the last performance.

Be sure to hang up all your costume pieces and return all your props immediately after use. Do not touch props or costumes not assigned to you. No smoking or eating in costume at any time, unless it is scripted as part of the production or with the approval of the costumer.

The stage manager is the only person permitted to prompt an actor for lines. Actors shouldn't prompt other actors. If you need to be prompted, call "line" in character. Do not apologize or say anything in addition to "line," it's unnecessary.

Dress appropriately for rehearsal. In general, wear comfortable clothing you can move in and can get dirty. Wear closed toe shoes, no sandals or open-toed shoes are allowed unless provided by the costumer. Also, avoid jewelry such as earrings, bracelets, necklaces, etc. Finally, if you get cold easily, bring a jacket to rehearsals.

Good personal hygiene is a must. Rehearsals and performances can be hot, intense, and happen in close proximity. Please use mouth rinse or brush teeth, bathe, and wear deodorant for the benefit of everyone before each rehearsal and performance. On days with multiple shows, use of a toothbrush and toothpaste between shows is requested.

Keep the theatre, dressing rooms, rehearsal space and surrounding areas neat, clean, and safe. No food or drink in tech areas (light board/sound board) unless the drink is in a "no spill" container.

All cast and crew must remain quiet during performances; this includes in the dressing rooms, backstage, storage rooms, bathrooms, and common areas. No cell phones are allowed backstage, unless permission is received from the stage manager. No "guests" (friends/family/non-scheduled crew or techs) sitting with techs at their tech area station. Please control your reactions to unexpected things that occur on stage during a production. Paying customers are sitting nearby and they see/hear everything you say and do. They do not need to know if there's a problem or concern.

Crew members receiving a stipend will receive payment at the closing of the production and should plan accordingly.

Note: This Code of Conduct Agreement summarizes duties and responsibilities fully elaborated in the MRT Production Handbook, which is available on the MRT Website at: www.mckinneyrep.org/about.

Thank you for being a part of this production!

Code of Conduct Contract:

1. I signify that I have read and understand all the policies and expectations presented in the Code of Conduct, and those listed for my role in the MRT Production Handbook.
2. I understand that the Production Team and staff of MRT will abide by the policies and expectations presented in the Code of Conduct and Production Handbook, and as an actor/crew member I reserve the right to hold them to such.
3. I understand my expectations as an actor/crew member and understand that any failure to meet those expectations may result in my dismissal from the production.
4. I understand that in order to participate in this production I am required to present a signed copy of this form to the stage manager or director.

Name of Production: _____

Signature: _____ **Date:** _____

Printed Name: _____

Parent/Guardian Signature: _____ **Date:** _____

(Required if actor is under the age of 18)

Guardian's Printed Name: _____

Please sign, date and return this page to the Stage Manager or Director