



McKinney Repertory Theatre Cast and Crew Code of Conduct Agreement



Part of the great tradition of the theatre is a code of ethics, which belongs to every worker—amateur and professional—on the stage. This code has been observed throughout the centuries and will continue long after us. It is neither superstition, nor dogma, nor a statute enforced by law. It is an attitude toward craftsmanship, a respect for associates, and a dedication toward the audience. This code outlines a self-discipline which, far from robbing one of individuality, increases personal esteem and dignity through cooperation and common purpose.

A. Attendance:

1. Attend all rehearsals as scheduled, including dress rehearsals and technical rehearsals.
2. Attend all performances, unless exceptions are approved by the director and stage manager.
3. Attend set load-in and strike.
4. Abide by the conflicts scheduled at time of casting. Additional conflicts (i.e. illness and emergencies) will be reviewed by the director.
5. Failure to attend rehearsals or performances may result in recasting or dismissal from the cast.

B. Show Materials (Musicals)

1. All show materials (scripts, music, etc.) must be signed out at the beginning of rehearsals.
2. All show materials must be signed back in, erased and clean, before the last performance.

C. Rehearsals

1. Arrive early for your call time.
2. 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.
3. Dress appropriately for rehearsal. In general: wear comfortable clothing you can move in and can get dirty. The director won't adjust rehearsals to accommodate your clothing choice. No sandals or open-toed shoes are allowed unless provided by the costumer. Also, avoid jewelry such as earrings, bracelets, necklaces, etc....
4. Good personal hygiene is a must. Rehearsals can be hot, intense, and happen in close proximity. Please use mouth rinse, bathe, and wear deodorant for the benefit of everyone.

D. Behavior and Conduct

1. Please practice toleration, acceptance, kindness, and respect for one another at all times.
2. Treat all cast, crew, and MRT staff with respect and consideration.
3. Keep the dressing rooms, theatre and surrounding areas neat, clean, and safe.

E. Drug and Alcohol Policy:

1. DO NOT drink alcoholic before rehearsals. It is a safety issue. Failure to adhere to this policy will result in your dismissal from the show.
2. Use and/or possession of any illegal drugs is strictly forbidden. Failure to adhere to this policy will result in your dismissal from the show and notification of local authorities.

F. Costumes and Props

1. You are not the costume designer. Do not give any feedback on costumes outside of fit or comfort issues. Acceptable: "My shoes are too tight." Unacceptable: "My character wouldn't wear these."
2. Do not touch props or costumes not assigned to you.
3. You may be charged for any damage other than normal wear and tear to props and/or costumes assigned to your care.
4. Be sure to hang up all costume pieces and return all props immediately after use.
5. No smoking or eating in costume at any time, unless it is scripted as part of the production.
6. You are not allowed to change, embellish, or choose not to wear any piece of your costume during performance. You are also not allowed to change how you wear your hair, once it has been approved by the costumer.
7. Treat your costumer with the professional respect that s/he deserves.
8. Should you leave the show before or during performances for any reason, you may be responsible for reimbursing the theatre for any costume items that were purchased for you.

G. Sets

1. You are not the set designer. Do not give any feedback on sets or furniture outside of safety or function issues. Acceptable: "The table is loose and won't support my weight." Unacceptable: "This table isn't something my character would have in her house."
2. Treat your set designer with the professional respect that s/he deserves.

H. Performances

1. Arrive at appropriate call time.
2. Call the stage manager as soon as possible, if you know you will be late or have an emergency.
3. All cast and crew must remain quiet during performances; this includes in the dressing rooms, backstage, etc.
4. No cell phones are allowed back stage, unless permission is received from the stage manager.

I. Injuries

1. 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.
2. If an injury occurs, you must let the stage manager know IMMEDIATELY!

J. Food and Drink

1. Please clean up after yourself. Dispose of all trash in the appropriate place.

K. Other Expectations

1. I shall participate in promotional activities, including attending photo sessions, interviews, and public previews.
2. I will play every performance to the best of my ability, regardless of how small my role or large my personal problems.
3. I shall never miss an entrance or cause a curtain to be late by my failure to be ready.
4. I shall forego all social activities that interfere with rehearsals and will always be on time.
5. I shall never leave the theatre building or stage area until I have completed my performance and have received a release from the stage manager or director.
6. I will not allow the comments of friends, relatives, or critics to change any phase of my work without proper authorization from the director or stage manager.
7. I will not alter lines, business, lights, properties, settings, costumes, or any phase of the production without consultation with and permission from the director and/or stage manager.
8. I shall accept the director's advice in the spirit in which it is given, for s/he sees the production as a whole and my role as a portion of it.
9. I shall look upon the production as a collective effort demanding my utmost cooperation; hence, I will forego the gratification of ego for the demands of the play.
10. I will be patient and avoid temperamental outbursts, for they create tension and serve no useful purpose.
11. I shall never blame my colleague for my own failure.
12. I will never engage in caustic criticism of another artist's work.
13. I shall inspire the public to respect me and my craft through graciousness in accepting both praise and constructive criticism.
14. I shall never lose my enthusiasm for the theatre because of disappointment or failure, for they are the lessons by which I learn.
15. I shall direct my efforts in such a manner that when I leave the theatre it will stand as a greater institution for my having labored there.

Note: This Code of Conduct Agreement summarizes the duties and responsibilities, as outlined in the MRT Production Handbook. For a complete list of roles, duties and responsibilities, please see the MRT Production Handbook, which is available on the MRT Website at: www.mckinneyrep.org/about.html.

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