

Core Principles

- Zero tolerance for harassment of any kind, including but not limited to sexual harassment, threatening behavior, or abusive conduct
- Safety is everyone's top priority
- Professionalism and respect must be maintained at all times
- Everyone is expected to contribute to maintaining a positive, collaborative environment

Attendance & Punctuality

- Arrive 15 minutes before rehearsal start time
- Tech week and performance attendance is mandatory
- Contact director/stage manager immediately about any scheduling conflicts
- Performance call time is one hour before curtain

Professional Conduct

- Follow all production staff directions promptly and respectfully
- Handle disputes privately with director during appropriate times
- No unauthorized changes to lines, blocking, or creative elements
- Maintain focus and quiet in performance areas
- Keep personal matters outside the theater
- No gossip or negative comments about the production

Technical & Safety

- No electronic devices on stage
- No unauthorized recordings
- Report all injuries immediately
- Know emergency exits and procedures
- No unauthorized handling of props or equipment
- Follow all special effects safety protocols

Personal Preparation

- Maintain proper hygiene and appearance
- No scented products or aerosols
- Follow all costume care instructions
- Apply makeup in designated areas only
- Bring required personal items (pencil, proper shoes, etc.)
- No food, drink, or gum in costumes or on stage
- All Rings of Power must be checked at the door (we've had enough invisible actors)

Guidelines for Parents/Guardians of Minors

- Production commitments must be honored and cannot be used as a disciplinary tool
- A child's participation represents a commitment to the entire production team and cast
- Withholding participation as punishment impacts the entire production and other performers
- Please communicate any unavoidable scheduling conflicts with the director immediately

Additional Responsibilities

- Assist with set construction and strike when possible
- Complete assigned cleanup duties
- No alcohol or illegal substances on premises
- Follow proper smoking protocols (outdoor designated areas only)
- Handle publicity according to theater guidelines

Remember: Everyone is replaceable. Violation of these guidelines may result in removal from the production.