

Theatre 29 Code of Conduct*

- 1.) **Be on time:** There are no excuses for lateness to a rehearsal or performance. There are moments when a real crisis may disrupt you from your appointed arrival time, so PLAN for those moments by arriving well before the designated time. Those extra minutes will allow more time to warm up and get into character. If lateness is truly unavoidable, you *must* call _____ at _____ at least half an hour before the scheduled rehearsal start time and let him/her know when you plan to arrive. If you are going to be late consistently on certain days due to school or work issues, such issues need to be arranged with the director prior to the rehearsal run
- 2.) **Rehearsal attendance:** You are expected to attend all scheduled rehearsals. This is a time to explore your character and his/her motivation. In the event that you must miss a rehearsal because of work, school, or a family emergency, you must contact _____ at _____ as soon as you are aware of the situation and at least half an hour before the start of rehearsal.
- 3.) **Cell phones:** Turn them off when entering a rehearsal or performance space.
- 4.) **Notes – Getting them:** *Always* be gracious, even if you disagree. Say, “thank you” after the director gives you the note, or “May we speak about this later?” if you don’t understand or disagree. The note session is not therapy for your character, but rather a session of quick fixes for MANY elements of the show. Find time for you and the director to solve issues that affect you or your character only.
- 5.) **Notes – Giving them:** It’s quite simple – don’t do it. This includes feeding another actor his/her line. Furthermore, don’t take notes from another actor. A response could be, “Thanks for your help, but I think it’s best we do this kind of thing through the stage manager or director.”
- 6.) **Costumes and appearance:** Make no unauthorized changes in costume, make-up, or hairstyle. Let the designer know your concerns, but avoid doing his or her job. Take proper care of all costumes – this means no eating, smoking, or drinking anything besides water while in costume unless requested to do so onstage by your director. It is your responsibility to provide your own shoes, makeup, and hosiery unless otherwise specified by your director.
- 7.) **Gossip:** You know it’s wrong. We heard you say it.
- 8.) **Backstage noise:** It should be nonexistent. That means you should avoid all talking, whispering, and laughter while in the wings, green room, and dressing room areas. In addition to this, full cooperation with the stage manager is mandatory.
- 9.) **Tech rehearsals:** Call time for tech rehearsals is 6:00 unless otherwise specified by your director. ALL cast members are expected to attend tech rehearsals EVERY NIGHT of the last week before opening night. During these rehearsals, you are expected to pay attention, not disrupt the rehearsal, and stay close to the stage, because you never know when they will go back a few scenes to fine tune timing. Be advised that these rehearsals often run late; the more the cast cooperates, the earlier you get to go home.
- 10.) **Backstage drama:** Just because we play dramatic characters onstage does NOT mean we must portray them offstage. When you are in a show, the theatre becomes a tiny universe. If love should bloom while in a show, great! *Keep it outside.* If you have a personal struggle, sorry, but *keep it outside.* You were cast for your performance abilities; perform. Everything will still be there when the show is over.
- 11.) **Props:** Never play with a prop – your own or someone else’s. In fact, never touch someone else’s prop at all. Furthermore, it is not the stage manager’s job to keep track of your props. *Always* check your own props before each rehearsal and show.
- 12.) **Ad-libs and changes to the script:** Unauthorized ad-libbing or line alteration is a violation of the author's copyright. The only acceptable changes to dialogue are those made by the director to update time references or to eradicate objectionable language or content. Perform what the playwright has written; that's why you auditioned in the first place.
- 13.) **Performances:** Call time before a performance is a minimum of one hour before start time. You are required to be at all performances. You have a responsibility to all involved to perform the show as rehearsed and to do your best. The closing night audience members paid the same ticket price as the opening night audience. You should always give your best possible performance.
- 14.) **Professionalism:** Take up all disputes with the director before or after rehearsal, or during a rehearsal break. Never argue with the director from on stage or during a scheduled rehearsal. If you have a dispute with a cast or crew member, take up your concerns with the director before getting anyone else involved. Furthermore, no matter how disappointed you may be in a production, NEVER speak ill of a show in which you are involved in public. We are a team; if someone asks you how a show is going and you don’t have anything positive to say, just say “fine” or “I don’t want to talk about it right now.”

*Adapted from “Actor’s Equity Association Actors’ Etiquette” and documents created by Charles Harvey

Approved by the Theatre 29 Board of Directors on 2/14/2006

- 15.) **Alcohol and illegal substances:** Alcohol may not be consumed on theatre property by a cast or crew member at any time. The same applies to illegal drugs (including marijuana). Furthermore, cast and crew members should avoid the use of all such substances prior to or during a rehearsal or performance – it isn't fair to your fellow cast members, and you may pose a safety hazard to you or others around you.
- 16.) **Smoking:** If you must smoke, keep it outside and away from the entrances. Not everyone wants to pollute their lungs. Do not smoke in costume, and do not smoke immediately before walking on stage – the smell follows you. California State Law requires there be at least a ten foot perimeter around open doors to be smoke-free in public places.
- 17.) **Hygiene:** Shower daily while in rehearsal or performance. Brush your teeth before rehearsals and performances and keep breath mints on hand. Always wear deodorant, preferably unscented. Do not spray aerosols, especially hairspray, inside the building. If you must use hairspray, it is to be unscented, non-aerosol only, and may only be sprayed outside or in the restroom. Do not use perfumes, scented lotions, body sprays, etc. during a rehearsal or performance, or in the 6 hours preceding – other cast and crew members may have severe allergies. Appropriate underwear and hosiery **MUST** be worn with costumes. This includes black socks for men if wearing black shoes, and panty hose or tights for women unless otherwise specified. Finally, **GUM CHEWING IS NEVER PERMITTED ON STAGE!**
- 18.) **Makeup:** All cast members are expected to wear makeup during performances and designated rehearsals to get the maximum effect out of your facial expressions. It is your responsibility to provide your own eye makeup. Never share sponges, lipsticks, or eye make-up and applicators with other cast members – this is a great way to prevent the spread of infection. Additionally, makeup is to be applied in the dressing room or makeup area only. We only have one toilet for the entire cast and crew. Please be respectful of Mother Nature. This applies to styling hair, too, except when spraying non-aerosol, unscented hair spray.
- 19.) **Bathroom:** Don't hog it. Clean up after yourself. The bathroom is not a hair and makeup area – that's what the counter and mirror in the green room are for. We only have one bathroom for the entire cast and crew; please limit its use to spraying hair spray, urination, and bowel emergencies only. Keep the paper towel and toilet paper supply stocked.
- 20.) **Additional duties:** We are a non-profit, volunteer organization. As such, everyone needs to chip in. All cast members will be assigned one or more nights of clean-up duty following performances. On those nights, you may not leave until your job is done. Out of courtesy to staff members, keep post-show socializing to a minimum so that staff may get home in a timely manner. All cast members have cleaning duty on closing night – no one leaves until the entire set has been struck and the theater is in peak condition for the cast and crew of the next production.
- 21.) **Be involved:** Whenever possible, cast members should assist in costuming, set construction and painting, props, and, most of all, publicity. None of these can be done by one person alone.
- 22.) **Be prepared:** Always bring a pencil to rehearsal and write down your blocking, choreography, etc. Memorize your lines on time. Practice and study outside of rehearsal.
- 23.) **Special effects:** There may be occasions when fog, gun shots, strobe lights and other special effects may be incorporated into a show. If, out of medical necessity, you prefer not to be around these special effects, you must communicate your issues to the director in writing within the first week of rehearsals. Do not touch or tamper with special effects equipment unless you have been authorized to do so by appropriate staff (e.g. director, special effects technician).
- 24.) **Obey your director:** If your director asks you to do something, do it. Never tell a director you “won't” do something he/she feels will enhance the production. Never say you “can't” do something without honestly attempting it first.

BEAR IN MIND THAT EVERYONE IS REPLACEABLE

ABOVE ALL ELSE, HAVE FUN!!!

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Performer Contract

_____ has been cast in the role of _____ in the forthcoming production of _____, to be performed at Theatre 29, Twentynine Palms, California. All rights and responsibilities laid out in the "Code of Conduct" are agreed to by the undersigned. Rehearsal call will be _____, Monday through Friday, unless listed differently in the schedule. All actors will sign in at the beginning of each rehearsal or performance with the designated staff member. No one leaves until released by the director. Rehearsals and start times other than those printed in the schedule, including weekends, may be called at the director's discretion. Refusal to comply with any portion of the "Code of Conduct" may be grounds for additional clean-up duties, set construction duty, or dismissal. Most costuming will be provided by the costumer, but requests from your own wardrobe may be asked. Likewise, shoes, hosiery, and certain make-up items will NOT be provided by production staff or Theatre 29 as outlined in the "Code of Conduct." These items are the sole responsibility of the performer.

I, the undersigned, agree to the terms and conditions as stated in the above document. I promise to abide by these terms, and acknowledge that I am bound to them for the duration of this production.

Actor's signature

Date

Guardian (if actor is under 18)

Date

Mailing address:

Street address: _____

City: _____ State: _____ Zip: _____

Home phone: (____) _____



ASSUMPTION OF RISK AGREEMENT

Theatre performance may require dance or movement that involves stretching, jumping, etc. You must be notified that these activities could and may result in severe injuries, including but not limited to sprains, broken bones, paralysis or even death. Your signature on this form acknowledges that you have been notified of the risks involved with participation in Theatre 29 activities.

Signature of Participant

Date

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