

THEATRE 29 CODE OF CONDUCT

Attendance:

- Call time for rehearsals is 15 minutes prior to start time: _____.
- In the event that you must miss a rehearsal or arrive late, 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.
- Attendance at tech rehearsals is mandatory (this is typically the last week prior to opening). Call time during tech week is 6:00 p.m.
- Attendance at all performances is mandatory. Call time is at least one hour prior to performance time.

Cell phones and other electronic devices:

- Turn all cell phones and electronic devices off when entering a rehearsal or performance space.
- No electronic devices on stage.
- Keep electronic device usage to a minimum during rehearsals and performances.
- Unauthorized recording of auditions, rehearsals, and performances is prohibited.

Receiving and giving notes:

- *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.
- Find an appropriate time for you and the director to solve issues that affect you or your character only.
- Never give notes to another actor (this includes feeding another actor his/her line).
- Do not take notes from another actor unless authorized by the director.

Costumes, appearance, and hygiene:

- Make no unauthorized changes in costume, make-up, or hairstyle.
- 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. Iron your costume as needed, and do not wash without costumer’s permission.
- It is your responsibility to provide your own shoes, makeup, and hosiery unless otherwise specified by your director.
- 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.
- Never share sponges, lipsticks, or eye make-up and applicators with other cast.
- 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 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.
- Aerosols (such as hairspray) should be kept at a minimum and may be sprayed only in the cast restroom with the vent on or outdoors.
- **GUM CHEWING IS NEVER PERMITTED ON STAGE OR WHILE IN COSTUME!**

Etiquette and professionalism:

- Always bring a pencil to rehearsal and write down your blocking, choreography, etc.
- Follow all directions of production staff (director, assistant director, stage manager, music director, and other staff designated by the 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.
- 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
- Memorize your lines on time. Practice and study outside of rehearsal.
- Avoid unnecessary talking, whispering, laughter, and other noise while in the wings, green room, and dressing room areas, including from the audience seats during early rehearsals.

- Avoid gossiping about your fellow cast and crew.
- Please deal with your personal issues outside of the theater.
- Makeup is to be applied in the dressing room or makeup area only, not the restroom.
- We only have one toilet for the entire cast and crew during performances; please be courteous and respectful.

Props:

- If it is not your prop, do not touch it.
- You are responsible for checking that your props are in their proper place prior to each performance (many actors preset their props following a performance, prior to leaving the theater).

Performances (mandatory attendance!):

- 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.
- 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.

Publicity

- Prior to opening night, avoid discussing shows on social media or other public forums outside of board-authorized press releases and photos. This includes photos of sets, props, and costumes. In addition, don't announce your casting on social media until it is announced by our publicity team.
- 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".

Smoking, alcohol and illegal substances:

- For safety reasons, 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). Additionally, cast and crew members should avoid the use of all such substances prior to or during a rehearsal or performance
- If you must smoke, keep it outside and away from the entrances. California State Law requires there be at least a ten foot perimeter around open doors to be smoke-free in public places.
- Do not smoke in costume, and do not smoke immediately before walking on stage

Additional duties:

- 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.
- Whenever possible, cast members should assist in costuming, set construction and painting, props, and publicity (as authorized by director).

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).

Safety:

- Safety is the number one responsibility of all volunteers.
- Report all injuries to your director or production staff immediately.
- Know where fire exits and extinguishers are.

BEAR IN MIND THAT EVERYONE IS REPLACEABLE.