

BUTTS ACTING GUILD

Volunteer Handbook- July 2026

Welcome to the Butts Acting Guild!

Thank you for choosing to volunteer with the Butts Acting Guild (BAG).

Whether you're stepping onto the stage for the first time, building scenery, sewing costumes, operating lights, greeting patrons, or serving behind the scenes, you are an important part of our organization.

Community theatre exists because people generously share their time, talents, and creativity. Every volunteer helps us fulfill our mission of enriching our community through quality theatrical productions, education, and outreach.

We are grateful you're here.

Our Mission

The Butts Acting Guild exists to enrich our community through exceptional theatrical experiences while providing opportunities for people of all ages to learn, create, perform, and serve together.

Our Values

Everything we do is guided by these principles:

- Respect
 - Integrity
 - Collaboration
 - Inclusion
 - Creativity
 - Service
 - Excellence
 - Fun
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Our Volunteers

BAG is entirely volunteer-driven.

Our volunteers include, but aren't limited to:

- Actors
 - Musicians
 - Directors
 - Stage managers
 - Costume volunteers
 - Hair and makeup artists
 - Set builders
 - Painters
 - Lighting and sound technicians
 - Front of House volunteers
 - Ushers
 - Box office volunteers
 - Board members
 - Committee members
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Communication

Clear communication helps every production succeed.

Please:

- Promptly read emails, texts, social media announcements, etc..
 - Respond to requests when a response is needed.
 - Keep your contact information current.
 - Notify production leadership as soon as possible if you will be absent or late.
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Attendance

When you accept a role or volunteer assignment, others depend on you.

Please:

- Attend all required rehearsals, work calls, and performances.
- Notify production leadership immediately if an emergency prevents your attendance.
- Arrive on time and ready to work.

Repeated unexcused absences or chronic lateness may affect future casting or volunteer assignments.

Rehearsal Expectations

Please help create a productive rehearsal environment.

- Be prepared.
- Bring your script, music, pencil, water, and anything else you need.
- Silence cell phones.
- Stay engaged even when you are not actively rehearsing.
- Follow directions from production leadership.
- Respect rehearsal schedules and everyone's time.

Personal Preparation

Rehearsal time is limited and is intended for staging, ensemble work, and refining performances—not for teaching individual lines, songs, choreography, or music from the beginning. Cast members are expected to spend time outside of scheduled rehearsals memorizing lines, learning music, practicing choreography, and becoming familiar with blocking and character work.

Performers should arrive at each rehearsal prepared to build upon previous work and ready to contribute to the progress of the entire cast. Consistent personal preparation demonstrates respect for fellow cast members, the production team, and everyone's volunteer time.

Failure to adequately prepare outside of rehearsal may result in additional coaching requirements, reassignment of responsibilities, or, when necessary, replacement in the production.

Backstage Etiquette

Backstage areas should remain calm, organized, and safe.

Please:

- Keep voices low.
- Return props to their assigned locations.
- Respect costumes, microphones, and equipment.
- Do not enter dressing rooms assigned to another gender unless authorized.

- Keep food and drinks away from costumes and electronics unless specifically permitted.
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Costumes & Props

Costumes and props are valuable resources.

Participants should:

- Care for costumes responsibly.
 - Report damage promptly.
 - Never alter costumes without approval.
 - Return borrowed items after the production.
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Social Media

We love sharing our productions with the community.

Please:

- Represent BAG positively.
 - Respect the privacy of fellow volunteers.
 - Avoid posting spoilers before opening night without approval.
 - Do not speak on behalf of BAG unless authorized.
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Working Together

Community theatre is collaborative.

Treat everyone with courtesy and respect.

Encourage one another.

Celebrate successes.

Offer constructive feedback appropriately.

Questions or Concerns

Questions are welcome.

If you need assistance, begin with your immediate production leader whenever possible.

If you have concerns that cannot be resolved, you may contact:

- Director
- Stage Manager
- Producer
- President
- Member of the Board of Directors

Our goal is to resolve concerns fairly and respectfully.

Safety

Please follow all production safety instructions.

Immediately report:

- Injuries
- Damaged equipment
- Unsafe conditions
- Emergencies

Never use tools or equipment unless you have been authorized or trained to do so.

Children & Youth

BAG is proud to provide opportunities for young performers.

All participants are expected to support an environment where children and teens feel welcomed, encouraged, and respected.

Please familiarize yourself with BAG's Youth Protection & Safe Environment Policy.

Volunteers Represent BAG

Whether you're on stage, backstage, in the lobby, or in the community, you help shape the public's impression of our organization.

We encourage every volunteer to:

- Welcome newcomers.

- Be gracious to patrons.
 - Support fellow volunteers.
 - Conduct themselves with professionalism.
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Our Policies

All volunteers are expected to follow BAG policies, including:

- Participant Code of Conduct
- Youth Protection & Safe Environment Policy
- Complaint Resolution & Discipline Policy

Copies of these policies are available on request and on the BAG website.

Thank You

The Butts Acting Guild belongs to our community.

Every costume stitched, every light hung, every set piece painted, every ticket collected, every rehearsal attended, and every performance given is possible because volunteers like you generously share your time and talents.

Thank you for being part of the Butts Acting Guild family.

We look forward to creating something wonderful together.

As a volunteer with the Butts Acting Guild, I will...

- Treat every person with dignity and respect.
- Support a welcoming and inclusive environment.
- Be dependable and honor my commitments.
- Communicate honestly and respectfully.
- Accept direction graciously.
- Care for BAG's people, property, and reputation.
- Remember that community theatre is built on teamwork, generosity, and joy.

Volunteer Signature: _____ **Date:** _____