



CAST THEATRICAL COMPANY, INC.

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PRODUCTION RULES

In order to ensure the best use of time, full preparation and readiness for opening night, consideration of other people's time and effort as well as a tidy and safe environment for participants and visitors, all participants are required to abide by the following minimal procedural requirements and rules.

1. Adhere to CAST policy regarding the use of profanity and sexual situations within a script; never use the Lord's name in vain and eliminate offensive language and crude sexual references that are not required for the story. Board will provide further clarification.
2. Directors shall have a sketch or firm idea of what the set needs to be prior to auditions for the applicable play. Requirements to be discussed with and agreed upon by the Set Designer and Construction Lead as well as the Stage Manager.
3. Auditions to be held at least 9 weeks prior to the scheduled opening of a show and shall not be postponed due to an existing production still running.
4. The first read through to be no longer than 2 weeks prior to the last performance of an existing production. The read through shall be held either at the theatre or at a venue selected by the Director. Rehearsals shall run for at least 8 weeks prior to opening.
5. Any member of the selected cast that is unable to attend a rehearsal shall endeavor to provide the Director as much notice as possible, at least 24 hrs, except in instances of emergency or circumstance beyond their control.
6. In consideration of fellow cast members, everyone shall arrive at least ten minutes prior to the set rehearsal time and be ready to start on time.
7. Directors shall start on time and endeavor not to extend beyond the set rehearsal finish time without the consent of the actors, stage manager and crew in attendance.
8. Each member of the selected cast shall assist the Director/Stage Manager/Props Manager/Seamstress/Tailor to the extent practicable to ensuring props and costuming are available for their character no later than 2 weeks prior to opening night.
9. Director, Stage Manager, crew and cast members of each production shall ensure the theatre is maintained in a clean and orderly fashion. Particular emphasis shall be placed on using the appropriate trash/waste baskets for candy wrappers, empty bottles, cans, etc., washing-up cups, glasses, coffee pot, etc., storing of props and personal belongings to avoid clutter, vacuuming the floor regularly and ensuring the lights, fans and other electrical appliances are switched off before leaving the theatre. Please leave the place the way you found it or would like to find it... tidy and safe.
10. Strike the set within 24 hrs of the last performance.