

Actor and Crew Production Protocols

Hanover Community Players (revised May 11, 2021)

PUNCTUALITY — You've heard about it your whole life and being a professional means 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, build an ensemble, or get you in the right frame of mind. If lateness is truly unavoidable, you must call your Stage Manager and let them know your expected arrival time. Habitual lateness will result in dismissal.

REHEARSALS — ALL cast members are expected to attend all scheduled rehearsals. The stated rehearsal time is a **START** time. You should be **in attendance 15 minutes before the stated time, please**. We realize that occasionally there are conflicts. If you **MUST** miss a rehearsal, you **MUST** notify the Stage Manager well in advance (not an hour before) so that changes may be made.

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.

CELL PHONES — Turn them off when entering a rehearsal or performance space. There are appropriate times to use them, so hang up!

GOSSIP — You know it's wrong. We heard you say it.

BACKSTAGE NOISE — It should be nonexistent. That means you should avoid all talking, whispering, and laughter while in the wings and dressing room areas. In addition to this, full cooperation with the stage manager is mandatory.

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.

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 and discuss it with a support person of your choice). You were cast for your performance abilities. If there is a problem *within* the production which affects you, please speak to the Stage Manager or Director privately after the rehearsal or show. If either one of them is part of the problem, please contact the Production Manager. Board members who are part of the cast are performers only.

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. Do not direct the director or other actors! If you have a dispute with a cast or crew member, take up your concerns with the director or stage manager before getting anyone else involved. If you have a problem with a director, stage manager or anyone else connected with your show, please let us know so that any required action can be taken.

Furthermore, no matter how disappointed you may be in a production, **ALWAYS** speak positively 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".

TECH REHEARSALS — ALL cast members are expected to attend tech rehearsals as scheduled 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, lighting or sound. Be advised that these rehearsals often run late; the more the cast cooperates, the earlier you get to go home.

PERFORMANCES — Call time before a performance is a minimum of **1 ½ hours** 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.

ADDITIONAL DUTIES — We are a non-profit, volunteer organization. As such, everyone needs to chip in. All cast members will be assigned clean-up duty following performances. On those nights, you may not leave until your job is done. Out of courtesy to cleaning staff members, keep post-show socializing in the building 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 theatre is in peak condition for the next production.

BE INVOLVED — Whenever possible, cast members should assist in setting up rehearsal furniture, costuming, set construction and painting, props, and, most of all, publicity, when asked. None of these can be done by one person alone.

*Adapted from “Actor’s Equity Association Actors’ Etiquette”

MEMBER RESPONSIBILITIES:

- Give your best possible performance.
- Maintain performance as directed or choreographed.
- Make no unauthorized changes in costume, make-up or hairstyle.
- Take proper care of all costumes.
- Appear at curtain calls as directed.
- Be on time for rehearsals
- Notify the Stage Manager if you are ill or unable to reach the theatre in time.
- Fully cooperate with the Stage Manager.
- Consult the Director and/or Stage Manager in case of disputes.

ABOVE ALL ELSE, HAVE FUN WHILE PARTICIPATING!!!

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I HAVE READ THE PROTOCOLS AND AGREE TO ABIDE WITH THEM

NAME (please print)

SIGNATURE

SIGNATURE PARENT/GUARDIAN (or ADVOCATE)

↓
(If member is under 16)

DATE