

## **THEATRE B PRODUCTION GUIDELINES – PERFORMERS**

### **Position Function:**

- Facilitate the healthy ensemble
- Empower production team to achieve the highest artistic integrity
- Uphold the mission, vision, and values of Theatre B

### **Rehearsal/Work Days/Strike:**

1. By choosing to accept a role in a production, you are making a commitment to that show. Please honor this responsibility with the same respect and dedication you would any job.
2. Once cast members have accepted their role they must not cut their hair or alter their appearance (including hair color, piercings and tattoos) without approval from the Director and Hair/Makeup Designer(s).
3. **BE ON TIME.** Call time is when rehearsal begins, not when you are expected to arrive. Unless previously arranged with the director or SM, you should arrive early enough to be ready to begin promptly at call time. Be certain to sign in **IMMEDIATELY** when you arrive.
4. Keep excessive noise to a minimum. Please respect those working by not talking in the house or wings during rehearsals. All must help enforce this rule.
5. Rehearsals are **IMPERATIVE** to the success of the production. If you are running late, contact the stage manager **AS SOON AS POSSIBLE**. Terms of any possible dismissal will be left to the director's discretion.
6. Come prepared for all rehearsals. You should always bring along your script, pencil, paper for taking notes, and a positive attitude.
7. It is your responsibility to check your e-mail daily. The stage manager sends you vital information such as production schedules, costume fitting information, and schedule changes.
8. Respect all members of the cast and crew. Remember that the show would not go on if there were not lights, costumes, set, etc. Also, it would not work if there were not actors.
9. Your health and well being are **VITAL** to the production's success. Please attempt to keep yourself healthy by getting plenty of rest and proper nutrition. Remember, your body is your performance instrument—mistreat it, and you only have yourself to blame.
10. Work days and strike are imperative for each production. Theatre is a team effort, and these events are just as important as any rehearsal or performance. All cast and crew are expected to participate unless excused by the Director or Stage Manager.

### **Performance Expectations:**

1. **BE ON TIME.** Performances are the big payoff for all of your hard work. It is **VERY** important that you are on time. Be certain to sign in **IMMEDIATELY** when you arrive.
2. Stage managers should **ALWAYS** be treated with respect. When the stage manager makes an announcement, the appropriate response is, "Thank you!" Beginning with tech week and continuing throughout the performances, the stage manager assumes the position of "surrogate" director. This position brings a great deal of responsibility, but very little thanks. Have you thanked your stage manager today?
3. "Places" means places! Know that when the stage manager calls "places," you must go to your place **IMMEDIATELY**. If you are prompt and efficient, you will always be ready when "places" is called.
4. The key word is **TEAMWORK**. Remember we all work very hard to keep the production running as smoothly as possible, this includes cast **AND** crew.
5. Your cues are your responsibility. There are monitors placed throughout backstage for you to hear the action on stage; however, if the monitors are not on or not functioning, you must still remain alert for your cues.

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6. Your props are YOUR responsibility. They must be checked PRIOR to and put AWAY after each performance. The props are NOT toys; handle them with care, as many of them are irreplaceable. Give your attention only to those props assigned to you.
7. No eating, drinking, or visiting audience in costume. Your friends and family are welcomed to visit you in the lobby after the performance, but ONLY after you have REMOVED and HUNG UP your entire costume and have put AWAY all your props.
8. Support the cast and crew. Nothing brings down a production's energy faster than a negative comment about the energy level of the audience. Not all crowds are vocal, so do not become discouraged. Be assured you have an audience enjoying your performance.

**General Information:**

1. Please be respectful of the space at Theatre B. The building is small, and each person has an impact on how the space can be used by others. Bear in mind that backstage is a dressing room during the evening, but it is the staff lunch room during the day. The lobby is our most visible public space and it houses our offices, so please make an effort to keep that area clean.
2. Please recycle. Please be considerate of paper towel use.
3. Parking in the evenings is available in the lot next door, behind the Johnson Lightowler Architecture firm. This courtesy is extended for free, so please be respectful of their property. In the event of snow fall and the need to plow, cast and crew will be notified if cars need to be moved.
4. Reimbursements: If, as a cast member, you make a purchase on behalf of Theatre B, please submit a reimbursement form with a receipt to Stage Manager or Production Manager. Blank forms are in the mailbox in the office, and completed forms should be placed in the bottom tray of Carrie's desk. If you wish to make purchases without reimbursement, please use the form and indicate the amount you wish to donate, so that we can acknowledge your tax deductible in-kind contribution.
5. Each cast and crew member is entitled to two (2) complimentary tickets to share with family and friends. Vouchers will be distributed by the Stage Manager. Please fill out the information on the voucher, so that when it is redeemed at the box office, staff can account for it properly.

**Terms of Agreement:**

Theatre B makes an effort to honor the work of its artists with a small honorarium. If, however, an artist does not fulfill the expectations outlined in this agreement, the honorarium may be withheld. If at any time, the services of said individual for said position become consistently unsatisfactory, the individual will be notified in writing and in person of the shortcomings and will be given the opportunity to correct the conditions. If the conditions are not corrected within three working days, termination notice of said individual for said position shall be given in writing.

**I have read the complete production guidelines and agree to accept the assigned duties and to complete them to the best of my abilities.**

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