
Company Member Expectations Policy

Purpose

This policy establishes expected behavior of the acting company during rehearsals and performances for Department of Theatre season productions.

Policy

All company members agree to the following:

1. Upon casting and throughout the production process, you must **not** make any changes to your physical appearance without consulting the Director, Costume Designer and Hair and Makeup Designer.
 - a. Examples of unacceptable changes: cutting your hair, shaving your facial hair, getting a new tattoo or piercing.
 - i. If you have pre-existing tattoos you must provide your own cover up. If you do not know how to cover up your tattoos please seek assistance.
 - ii. If you have pre-existing piercings you must provide your own clear filler for the run of the show.
 - b. By accepting a role, you understand that you may be asked to alter your hair or physical appearance for the sake of the design. Unless it causes permanent physical alteration to your appearance (i.e. tattoos or piercings), you are expected to comply. When possible, best efforts will be made by the Costume Designer and production team to return your hair or appearance to its original state upon completion of performances.
2. Be in the space and ready to work at your call time.
 - a. This includes having any water bottles filled, rehearsal costume pieces on, rehearsal props located, cell phones off, script out, and being mentally prepared to work.
3. Be respectful of the process and your fellow artists, and limit entering and exiting the space.
 - a. If you are not directly involved in the current moment, please be quietly engaged or working. If you do leave the main rehearsal space, let a member of the stage management team know where to find you and please stay in that location.
 - b. If there are other rehearsals happening in nearby spaces, please keep your break conversations at an appropriate volume to not disturb others.
4. Be aware of your surroundings. Be ready to make entrances on time, even if you think we are not continuing.
5. Be prepared with all the tools you will need for a rehearsal. This may include pencils, your copy of the script, specific clothing, water bottle, highlighter, tabs, a recording device, and sheet music (as applicable).
6. Be dressed appropriately for all rehearsals, and be prepared with any additional clothing needed.
 - a. Unless otherwise requested, have **full-backed, closed toe shoes** on for every rehearsal. These should be rehearsal-specific shoes; no street shoes are allowed.
 - b. All actors should own and bring their own rehearsal clothing. This may include:
 - i. Male roles: sport coat/suit jacket, dress shirt (long sleeves, solid color), black slacks, black laced shoes (no platforms), tie, dance belts/dance briefs, knee pads
 - ii. Female roles: character shoes, blouse, knee-length rehearsal skirt (solid color), floor-length rehearsal skirt (solid color), knee pads

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- c. All clothing must convey professionalism. Clothes that are too revealing or inappropriate are not allowed. Please dress for the work you are doing, not for your fellow cast members. If other people are made uncomfortable by what you are wearing, you may be asked to change.
 7. When working closely with others, be respectful of your scene partner by practicing basic hygiene.
 - a. Basic hygiene includes but is not limited to: showering regularly, brushing your teeth, wearing deodorant, changing out of sweaty clothing prior to rehearsal, and generally maintaining a “fresh and clean” outer appearance and odor.
 8. Maintaining personal space is a part of being professional. Please refrain from all touching, snuggling, hair-playing, and other public displays of affection while not directly rehearsing for a scene involving such actions.
 9. If a scene requires intimate contact:
 - a. Both scene partners must consent to each form of contact involved, and the intimacy should honor and serve the playwright’s intent.
 - b. Before beginning rehearsal, partners should discuss the boundaries of intimacy. Both partners must agree that the rehearsing of the scene can be stopped at any time with a verbal request.
 - c. An Intimacy Director may be hired to assist in choreographing these moments. Once a moment has been developed and choreographed, it should not be altered without the consent of all relevant actors and consultation with the Intimacy Director or Stage Manager
 10. All students are expected to fulfill their assigned responsibilities in conjunction with the production. Best efforts will be made towards transparency of role expectations during the casting process and reasonable accommodations will be made on an individual basis for those with strong convictions against content. Please raise your concerns with the Director and the Production Manager prior to accepting a role.
 - a. Should you have an issue with content or role expectations during the production process, please follow the standard reporting structure below.
Deputy → Stage Manager → Director → Production Manager & Area Head → Dept. Chair
 11. The use of electronic devices during rehearsal at the discretion of the Director. Regardless of the policy made by the Director, everyone should refrain from texting, making or taking phone calls, facetimeing, etc. during all rehearsals.
 12. Do not bring any food or drink into the rehearsal space; water is the only allowed liquid. Save all snacks for breaks.
 13. All company members are required to sign in before each rehearsal and performance. Do not sign in for others. Do not leave the building once you have signed in, unless you have asked Stage Management first.
 14. Be courteous to your fellow classmates and clean up after yourself each night. Do not leave the rehearsal space or dressing rooms a mess.
 15. If there is a group issue, speak with the Deputy so that they can bring it to the Stage Manager and discuss a solution. Personal issues may be taken directly to the Stage Manager, the Deputy or a trusted faculty member.
 16. If there is an emergency, immediately notify Stage Management.
 17. Be courteous to everyone involved in the production - cast, crew, designers, front of house staff, theatre staff, and musicians. It is ideal to learn people’s names, but always be sure to use “please” and “thank you.” Be friendly.

18. Prohibited Behavior

- a. Do not show up to a rehearsal or performance under the influence of alcohol or drugs.
- b. Do not touch or move another actor's props.
- c. Never give another actor a note. If you have a problem with a moment, address it with the Director or Stage Management.
- d. Sexual harassment, violence, or attempted violence towards anyone in the production are terms for dismissal.