

Grafton High School Drama Department

Company Policies for Theatre Productions

1. Theatre is a cooperative ensemble art. Everyone is equally important to this show. **You are expected to treat every person in the company with respect and courtesy regardless of their role or crew position.**
2. Everyone is asked to follow instructions from the director and stage manager promptly & to keep socializing to a minimum. We all want to have fun and enjoy this process, but putting together a quality production takes a lot of time & focus. Please be respectful of that during rehearsals; you will be permitted to work on homework or socialize in another location when you are not needed for a scene. **Cell phone use should be kept to a minimum and should not be a distraction from rehearsal. Students may be required to check phones in and out during rehearsals and performances if the director deems it necessary.**
3. **Call times.** The time you are asked to report for a performance or rehearsal is your “call time.” It is your responsibility to make sure you know your call time by checking the callboard or checking with a stage manager. **The call time indicates the time by which you should be checked in, warmed up, and ready to work—NOT just strolling in the door. Students must be in school at least ½ of the day to attend rehearsal or performances.**
4. **Call board.** This is the location where you will find posted rehearsal schedules, notes to cast & crew and other announcements. *Only the stage manager(s) and director(s) are authorized to post information on the call board.*
5. **Check-in procedure.** Upon arriving for a rehearsal or performance call, sign in on the posted check-in sheet by initialing next to your name. If you are late, it is possible the sheet will no longer be posted. It is your responsibility to check-in with the stage manager. Be sure to do this no matter where you are reporting for rehearsal/performance (auditorium, chorus room, etc.)
6. Once you have checked in, do not leave the rehearsal area for any reason without the permission of the stage manager. If you go to the restroom or anywhere else (a costume fitting, study area, etc.) the stage manager must be aware of your whereabouts.
7. **Food and drink.** You are expected to get rid of chewing gum before rehearsal begins. Students will be permitted to keep a drink or small amounts of food at the rear of the auditorium—behind the wall and away from electrics. **Please clean up after yourself.** Understand that having food in the auditorium is a privilege and may be revoked.
8. **A wise rule of thumb: *if it doesn't belong to you, don't touch it.*** This includes personal belongings, but also applies to props, costumes and other objects related to the production. **Also, no one is allowed to take any prop or costume piece home for any reason without explicit permission from the director, assistant, or stage manager (this includes crew and crew chiefs).** In the instance that such permission is given, the item must be signed out and returned on time.
9. Everyone should be prepared with necessary supplies at rehearsal: this means your script, pencils, and paper. If you lose your script, it will not be replaced—you need to secure a copy for yourself. It is your responsibility to take down all blocking and notes that apply for you.
10. **For artistic questions, ask the director. Questions regarding schedules or other technical aspects of the production should be taken to the stage manager. Notify the stage manager and director immediately of any schedule conflicts or emergencies that may prevent your attendance at rehearsal.**

These policies apply to all students working on the production in both the cast and the crew. Failure to adhere to these policies may be grounds for dismissal from the production.

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Company Policies for Using Costumes, Props, and Electrics

1. Do not touch costumes or props that do not belong to you. Handle props only when instructed and in the manner you have been directed to do so.
2. Before every dress rehearsal and performance, check **your** props and costumes. Make sure things are set out as they should be, and that each item is in good repair.
3. When you are finished with a prop, return it to the props table so that the props crew can store it for the evening.
4. After every rehearsal and performance, make sure that all of your costumes are hung in the appropriate place. Dressers are involved in a production to help you change costumes quickly—not to clean up after you.
5. Report all damages or problems with your costumes and props to the appropriate crew chief promptly so that they may be repaired quickly.
6. You should apply stage makeup before you put your costume on. Do not eat while applying makeup (you'll end up eating makeup, too!)
7. **While in costume:**
 - ☞ Do not eat or drink. *Exception:* You may drink water as necessary, but use a bottle or a cup with a lid.
 - ☞ Do not leave the backstage area once you have put on your costume and makeup.
 - ☞ After a show, you must remove your costume before going out to greet guests from the audience. *Exception:* The director will designate one performance after which the cast may greet guests in costume.
8. **If it has a plug, it requires an electrician.** Only electricians may handle lighting and sound instruments, special effects equipment, and practical electric props *unless this responsibility is explicitly assigned to someone else by the director.*
9. Only electrics crew members should be at the rear of the auditorium where the light board and sound board are located.
10. All food and drink is to be kept way from electrical equipment including the light & sound boards and microphone equipment.
11. Only actors assigned a microphone by the electrics crew should be wearing or handling one. If you are wearing a microphone, do not adjust the settings on the microphone (including on/off). It is the responsibility of the Electrics crew to place your microphone, adjust settings appropriately and change batteries. Do not leave microphones unattended—an Electrics crew member is responsible for taking it from you. In instances requiring multiple actors to share microphones, performers and electricians must follow the microphone rotation established by

Tech and Production Week Rules

1. Sign in with a stage manager or on the posted sign in sheet upon arriving.
2. **BE ON TIME.** Know **your** call time—actors, crew, crew chiefs, stage managers will have different call times.
3. **ONLY** cast and designated crew will be permitted in the backstage area. Parents, friends, etc. are not permitted backstage before, during, or after the show. The “backstage area” includes the hallways along the side of the auditorium. Deliveries of flowers, cards, and other items will be brought to you via a member of the house staff.
4. After each rehearsal and performance, do not leave until you are dismissed by the director(s) or authorized stage manager.
5. You are responsible for keeping up with the progress of the show. Allow time to cross over behind the stage if you make a stage right entrance. If you make entrances from the house at the beginning of the act, coordinate with the stage manager and house manager. Do not go to places until you are instructed that the lobby is cleared.