

1. Obligation of cast and crew

- a. *Must be a financial member. The Company's Accident Insurance Policy states that a person must be a member before coverage applies.*
- b. Those taking part in a production shall attend rehearsals at such times as required by the director and remain at call in such places as required
- c. Cast members must behave and conduct themselves appropriately, be considerate of others and be co-operative in making rehearsals pleasant and successful for others.
- d. Cast members must refrain from interfering in any way with stage sets, scenery and properties both on or off the stage unless authorized to do so.
- e. Performers are to be seen by the audience only when they are on stage. Once members are dressed for their role, they shall not, during the period of the performance, enter the main body of the theatre or any adjacent rooms accessible to the public unless directed to do so.
- f. Looking at the audience through the curtains or in the wings is strictly prohibited.
- g. Members of the cast must be at such places as directed and must be ready at all times to respond to their cues.
- h. When "off stage" there must be strict obedience to the instructions of the director, stage manager, or other persons in authority
- i. Quietness off stage is essential. Any necessary conversation must be in subdued tones.
- j. **Partaking of intoxicating beverages in the theatre either before or during a performance is strictly prohibited.** Any illegal substances will not be tolerated by the company and the person or persons concerned will be referred to the management committee.
- k. **No food or drink is to be consumed in the dressing rooms.**
- l. Smoking is only permitted 4 meters **outside** theatre perimeter fence *and while not wearing hired or borrowed costumes. Ref 14d*
- m. Costumes and personal props used by members of the cast and crew if left at the theatre should be placed neatly and tidily in the appointed place.
- n. **No** unauthorized persons are allowed back stage during or after a performance with the exception of the president or secretary. Any other exception to this rule **must** be authorized by the stage Manager
- o. On the commencement of a performance of a show, the stage manager becomes the director's representative and is responsible for the smooth running of the production. Members of the production shall be at the theatre at the time advised by the stage manager.
- p. After the final performance, all members of the cast using the company's costumes shall return them as directed and assist in the final clean-up of the dressing rooms, stage, back stage area, auditorium & foyer.
- q. Practical jokes or other actions by cast members while on stage that are not approved by the Director are forbidden.