

# Corbett Children's Theater

## Cast & Crew Responsibilities

### **Props:**

- a. Use props only for their intended purpose and only if you are told to use the prop.
- b. Return props to their designated storage place after use.
- c. Do not sit on prop furniture except during the course of a rehearsal or performance.
- d. If a prop breaks or malfunctions, notify both the props person and stage manager immediately.

### **Costumes:**

When a costume is being used for either rehearsal or production, the following rules will be enforced by the stage manager and costume staff:

- a. No horseplay or rough housing in costume.
- b. No eating or drinking in costume offstage with the exception of water and designated cast snacks of vegetables and fruits.
- c. Actors are expected to communicate their wishes clearly, but to comply with the decision of the costumer and the director when it comes to perceived attractiveness of costume.
- d. Actors are expected to communicate any issues of physical discomfort or inability to move effectively in character in a specific costume after the first fitting or dress rehearsal.
- e. Do not make changes to your costume, hair, jewelry or makeup without explicit permission from your costumer and your director.
- f. Actors may be asked to provide shoes, tights and specific underclothing as required by the costumer.

### **Safety:**

- a. No jumping, leaping or climbing on and off the front of the stage or running or horseplay unless blocked to do so.
- b. Everyone is responsible for cleaning up after themselves and keeping the theater clean and safe. Put things away when you are finished with them. Do not touch tools or equipment unless you are a tech in that role or you are specifically asked to do so by your director.
- c. Visitors, including parents, must follow the same rules as company members.

### **Rehearsal and Production:**

- a. Arrive on time to warm up.
- b. Learn your lines by the time set by the director.
- c. Perform the show as directed and blocked without altering lines, business, movement, character, or costume.
- d. Bring script, score, and pencil with eraser to every rehearsal.

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- e. No gum is allowed on stage.
- f. Wear appropriate clothing for rehearsal: long pants, or character skirt, dance clothes, character shoes. Do not wear *flip flops* or bared feet. Nails, staples, and slivers abound on unfinished sets.
- g. Be quiet backstage and refrain from distracting other actors during rehearsals on stage.
- h. No peeking through curtains or other contact with the audience once the house is open.
- i. All backstage movement must be slow, quiet and careful, with special attention to sight lines.
- j. During dress rehearsals and performances **always** obey your stage manager and techies.
- k. After final curtain, all actors must remain backstage a minimum of two minutes. You may be allowed to wear your costume or may be required to remove it before entering the auditorium, at the discretion of the director.
- l. Direction of the show is limited to the director. If you have a constructive suggestion or question, speak to the director outside the rehearsal time. Concentrate on your own work and on communicating effectively through your work on stage.
- m. Do your homework. Script analysis, autobiography, historical research, knowing your objectives and subtext are all part of the actor's preparation.
- n. Be polite to everyone. Theater is a collaborative effort requiring patience and risk-taking. An atmosphere of mutual respect allows for maximum creativity.
- o. Hang up your costume and leave the dressing area clean.
- p. Never leave a rehearsal without permission from the stage manager and/or director.
- q. No visitors are allowed in the house during rehearsal without the director's permission.
- r. Theater tradition allows pranks at the final performance. All pranks must be cleared with the director, assistance director or stage manager. All pranks must be in character and between actors; the audience should have no knowledge of the pranks.
- s. You must personally contact the director, before the beginning of a scheduled rehearsal, if you are going to miss that rehearsal. Missing more than one scheduled rehearsal may cause you to lose your role or be recast in a smaller role.
- t. Rehearsals are open at the discretion of the director. No visitors are permitted backstage or in dressing rooms, during rehearsal or performance times.

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I have read and agree to these responsibilities,

Actor \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

or

Tech \_\_\_\_\_ Date \_\_\_\_\_