Hays Community Theatre is a diverse and inclusive community–based organization whose purpose is to entertain, educate, and enrich our community through the performing arts.

HAYS COMMUNITY THEATRE

**GUIDELINES FOR CAST AND CREW**

Welcome to Hays Community Theatre! If this is your first experience performing with us, you will find there is a high degree of excellence and dedication from everyone involved in our productions. We have high standards, but we also never forget that we also do community theatre to have fun! This cast and crew are community theatre in every sense of the word. We have cast and crew members who have never been on stage before as well as those who have many years of skill and experience. For all of our productions, no one is paid. We do this work because we love it. We work together to create the very best show possible. We are dedicated to help each other grow, hone our craft and skills, and to enjoy the process of doing theatre together.

The following are some guidelines and expectations for participating in our productions. Each director may have additional expectations;

**Acceptance of a Role or Position and Availability**

* When actors audition for a show or crew members commit to a production position, they are assumed to be available for normal rehearsal periods through the end of the run of the show, the striking of the set and location cleanup.
* Let your director know before you accept a role if you have dates that might be in conflict with rehearsals or performances or other production obligations. Your director will provide you with a preliminary rehearsal schedule
* Rehearsals may occur any time between auditions and opening night but are generally evenings. Your director will set the schedule. If you have any doubts about when you will be required to be at rehearsal, please check with the director or stage manager at auditions.
* Theatre is an ensemble art. When you agree to participation in a play or dance or other performance you become an important member of a team, a team who is relying upon you to make the production a reality. Your commitment is an unwritten contract and a promise to all the other cast and crew that you will be there and be prepared. We ask that if you must drop out after you commit to your role as a team member that it be in case of emergency only. The actions of any individual can have an effect upon the success or failure of a production that requires weeks and hundreds of people-hours to prepare.

Here are guidelines that are fairly consistent from show to show. These are designed to help facilitate the smooth functioning of rehearsal, performances and other facets of the process to produce a show. Each Director/Producer/Stage Manager may have some variations to these and will let you know what these are during your first read through or audition.

1. **ATTEND ALL REHEARSALS AND BE ON TIME.** Being on time means in your place ready to start. As a general rule, rehearsals begin at 7:00 p.m. and end no later 10:00 p.m., Sunday through Thursday. This will probably vary according to schedules of cast members and the participation of children in a production. Please look at the rehearsal schedule and know when you are called. Each director will potentially set up different call times with actors that are not needed in scenes. Check with your Director or Assistant Director before leaving rehearsal each night to confirm the schedule. Check your email daily (and the group Facebook page). Any changes in rehearsal schedule of who is called should be posted no later than 12:30 pm. It is the Director’s responsibility to have the information out in a timely fashion and your responsibility to check for updates.

2. **REHEARSAL END TIME** No one should leave a rehearsal until dismissed by the director or the stage manager. The absence of any one person can waste the time of many others. If an emergency requires leaving, it is the responsibility of the actor or crew member to notify the Director or Stage Manager, immediately and not another cast or crew member.

3. **CALL THE DIRECTOR/STAGE MANAGER/ASSISTANT DIRECTOR** as soon as possible (whomever is designated by the Director) if you are going to be late or absent.

4. **SIGN IN** at every rehearsal and performance.

5. **SCRIPT** Bring your script and a note pad to EVERY rehearsal and make sure you have a pencil with you at every rehearsal. Come prepared to take written notes. CHANGE HAPPENS, so USE PENCIL – NOT PEN.

6. **USE OF TIME.** There certainly is a social aspect and great camaraderie that happens in participation in creating theatre. Remember, however, that the focus of being together during production, rehearsals, work-calls and performance, is in creating an excellent and memorable performance. If your active participation is not required for a while, use that time for line study, observing and learning from other actors and the director or performing other production related activities as appropriate.

7. **QUIET DURING REHEARSALS.**  Please minimize talking (or other noise) in the rehearsal area by those not involved in the scene. Any unnecessary noise adversely affects a performer’s concentration and, therefore, the rehearsal or the performance itself.

8. **BEING OFF BOOK AND OTHER DEADLINES**. When the cast is scheduled to be off-book (Not using the script or written notes for lines) it is expected that each cast member will know his/her lines.

9. **ALCOHOL, DRUGS TOBACCO VAPOR PRODUCTS AND GUM USE** No alcohol or drugs or tobacco, or vapor products are to be consumed on the premises before or during rehearsals and performances. No gum unless by instruction from your director as a part of your role. Smoking, vapor product and tobacco product use is allowed only outside the building away from any doors.

10. **CELL PHONES, MP3 PLAYERS, I-Pads, etc.**  These devices can cause inattentiveness or unwanted distractions. No cell phone use of any kind including texting or games, in the theatre backstage. Check with your Director on any exceptions.

11. **VISITORS AND GUESTS** As a general rule cast/crew are discouraged from bringing visitors to rehearsal. Individuals not connected with the rehearsal should not attend rehearsals unless it is arranged through the director or stage manager. At the discretion of your director, rehearsals may be closed to the public, parents, family or friends. ABSOLUTELY NO VISITORS IN THE GREEN ROOM, DRESSING ROOMS OR BACKSTAGE BEFORE OR AFTER PERFORMANCES! Most actors use the time before a performance to get into make-up, costume and concentrate on their character. People other than cast/crew are an unneeded and annoying distraction. If you feel you must give someone a "tour", please arrange it ahead of time, checking first with the Board Liaison.

12. **PHOTOGRAPHY AND SOCIAL MEDIA**  You are asked to please limit your exposure of show details. Social media is a wonderful tool for promoting a performance, but can also ruin the suspense of months of hard work with over exposure of every single show detail. Please “like” our Hays Community Theatre Facebook page and “share” our posts and information on your own page. Please share no more than one photo from dress rehearsal a day. We ask that you do not post photos of every set piece, prop, and costume. We are not discouraging you from taking fun photos, please just wait to post all of them until after opening night. (Sharing them right away to the private show Facebook page for other cast/crew to see is acceptable.) Please also be aware that we are required to follow the licensing we purchase, which can vary for each show. We will share show specific information with you.

13. **COSTUMES.** The Director and the Costume Director will determine the proper costumes for each character for the production. Cast and crew work together with the Costume Director to help provide or create costumes. Costumes are often created in house, borrowed from individuals or other theatre companies or are occasionally rented. It is all our responsibility, as an ensemble, to take good care of all costumes. Often, many hours have gone into the creation of each costume for the production. It is the responsibility of the actor to care for the costume and wear it appropriately. No eating or drinking while in costume.

14. MAKEUP Actors are responsible for their own makeup. During the dress rehearsal period, assistance in the design and technique for each character will be provided, but normally each actor should be able to apply their own makeup following the final dress rehearsal. Assistance will be provided for special makeup applications.

15.  **PROPS** Don't touch or move any props. Anything you find backstage needs to be left in its place. Once your show opens, check your own props every night before and after performances. It is your responsibility, not the Stage Manager’s, to make sure you have your props and that they are in the right place. Leave props belonging to others alone. Moving props is grounds for justifiable homicide in theatre! Props are often borrowed, rented and/or irreplaceable and should not be used by anyone other than the designated actor.

16. **APPEARANCE** After you are cast in your role, **DO NOT CHANGE YOUR APPEARANCE IN ANY WAY** without checking with your Director first. This includes shaving or growing of beards and change of hair style and color. You may be requested to change your appearance as part of your role.

17. **EXPENDITURES** The Board of Directors sets a budget for each production. The budget is the limit of money that the Director may spend on the production. The Director must get Board pre-approval to amend that budget in any way. Any reimbursable expenditures for the production must be pre -approved by the Director.

Read and follow these steps if you expect to get reimbursed for your expenditures.

a. Original, readable, receipts with clear date, are required in order for reimbursement to be issued by Hays Community Theatre. (On a rare occasion, a scanned copy may suffice.)

b. Tape the receipt to a blank page. Write on the page with the receipt attached:

 Your name, the date turned in, what (itemize) the expenditure was for

d. Make a copy for your records.

e. Turn in all of your receipts to your board liaison at the same time, in an envelope with your name on the outside by the striking of the set of the last performance.

You will be reimbursed within 30 days (usually much sooner) of the last performance.

18. **SET CONSTRUCTION** - We do request that everyone work on sets as requested by the Director or Stage Manager. We are a community theatre, and we rely on each other to accomplish the huge task of putting on these shows. During the early weeks of rehearsal, your primary responsibility as an actor is to learn your lines and get "into" your character. Your Director will let you know dates for set construction, painting, etc. These will often occur on Saturdays and Sundays and if you are comfortable with it, any help you can give during these times would be very much appreciated by everyone concerned. This is a great time to socialize and bond with the cast and crew members who don’t work with you nightly. Although you may not always see them, many of them have been at work many weeks before you, and are working nightly at home or otherwise behind the scenes. Everyone is needed to make a production happen!

19. **TECHNICAL (TECH) REHEARSAL**. This is often the longest rehearsal, and it is often the most important. It is the first time that most of the technical elements are joined with production. Patience is needed from all involved. Remember that the technical crew has only a few hours to perfect their part of the production while the cast has been working for several weeks.

20. **DRESS REHEARSALS.** These final rehearsals require the total concentration of the performers and crew, because new elements might still be integrated into the production.

21. **PERFORMANCES** No actors should be in the house (lobby and theatre floor) or visible in costume to patrons prior to the show.

22. **ACTOR/DIRECTOR ETIQUETTE**  Actors act. Directors direct. Do not confuse the two. Please don't direct your fellow actors during rehearsal or performances. Most Directors are open to suggestions, but clear any suggestions you may have with him/her first, in private. If you need to share an idea or don't feel good about some aspect of the show, including your character, blocking, etc., talk to your Director privately. If you, have needs, positive suggestions about the production or about the facility, or unresolvable issues with other cast members or crew, please discuss them one-on-one with the director or her/his designated person at an appropriate time. Do not expect the director to stop production or rehearsal to listen to your input or complaint. Do not expect an immediate response or change. The Director will respectfully consider your input but is under no obligation to integrate your suggestions into the performance. Never argue with the Director in front of other actors from the stage or any other place, during any part of the rehearsal process.

23. **GENERAL EXPECTED BEHAVIOUR**. Community theatre brings together people of many different backgrounds. An entire cast may be made up of people with various belief systems, education levels and generally different views on life and family. Regardless of this, we expect our cast to treat each other with kindness and compassion. You do not have to become lifelong friends with every person you work with. You do need to be mature and professional, regardless of your age. Bullying of any kind and physical altercations will not be tolerated. Depending on each specific case, you may be given one warning prior to your dismissal from the cast or crew, or it may be immediate.

24. **INTERPERSONAL ISSUES AND RESOLUTION**. Please attempt to resolve your own issues with the other person first, one-on-one out of earshot of others if at all possible. If you have unresolvable issues with other cast members or crew, please discuss them one-on-one with the Director, or the Board Liaison at an appropriate time. Do not expect the director to stop production or rehearsal to listen to your problem. Do not expect an immediate response or change. Complaining to other cast and crew is inappropriate, artistically unprofessional, distracting and disruptive to other’s abilities to focus on their own performance. If an issue is not resolved to your satisfaction, let the Board Liaison know and the Board of Directors will attempt to resolve the issue, as appropriate. However, airing your grievances in social media, during a rehearsal or a production, is inappropriate, and may result in immediate termination of your relationship with the performance and with Hays Community Theatre. Please go through the chain of command as described above to help resolve problems. In addition, children, please let your parents know of problems so they may help you determine the best way to handle them directly, or by making contact with the director or board liaison.

25. **DIRECTOR’S DISCRETION** The director has the right to terminate any cast, crew, or volunteer member’s participation at any time. **The Director answers to the Board of Hays Community Theatre.**

26. **FACILITIES** The Hays Community Theatre is a constant work in progress. As community theatre participants, we all bear equal responsibility to do our share in keeping this building and its environs, safe, clean and functioning. We participate in fundraisers for the theatre, and often volunteer, or find skilled crafts people, to volunteer services for the facility’s repairs and renovations. Any facilities issues should be reported to the Director, Stage manager or Board Liaison ASAP. Any suggested repairs or alterations to the facility must go through the Board of Directors before beginning any work. Hays Community Theatre also uses other venues and facilities and all cast and crew are expected to honor the rules of each venue.

27. **PLEASE CLEAN UP AFTER YOURSELF**  The entire venue is to be kept clean during rehearsals. Check your rehearsal environment before you leave each time. Please make sure costumes are hung up after each rehearsal and performance.

28. **FOOD** Because we all work jobs in "real life", we sometimes rush directly from work to rehearsals or performances. Food is permitted during rehearsal as long as it is disposed of properly. And never, ever, eat in costume!

29. **ANIMALS** There are no animals to be allowed inside the theatre, except for trained service animals, or in the case of an animal being cast in a production, as cleared by the Board of Directors

30. **SPACE OFF LIMITS** No one is allowed to be behind the bar area. Water bottles may be refilled in the kitchen, otherwise, you are not allowed to be in the kitchen space. The bar and kitchen spaces are not to be used for crafting purposes. They are to be kept clean at all times ready for their purpose of food and drink.

31. **CHILDREN** It is a rule set forth by the Board of Directors that all children aged 11 and under be supervised by an adult/guardian at all times. You must be present during rehearsals. During the show itself, a schedule of parents will be set by the Director to rotate so that all parents will have the opportunity to watch the show during a performance. Children, you are to respect the other adults present. If you are instructed to quiet down, or are given other reasonable directions by the adults in charge, you need to comply. If you refuse, your parent will be required to be with you at all times.

32. **STRIKING THE SET AND POST PERFORMANCE THEATER CLEANUP** As with set construction, it is our expectation that all cast, crew, and parents of minor children, and children, as age appropriate, will help. Since we use our venue for many events and there may be another performer/group following us within a few days, it is important that we strike the set completely and clean the theatre space completely. We have a cleanup check list to be followed. We need to leave the space ready for the next performers, cast, crew and audience to walk in, ready to create and to enjoy great entertainment. We ask that all actors take any personal with them. The more hands to help, the quicker we can dismiss to the critically important ….

33. **CAST PARTY!** The cast party is a great way to close, to celebrate your achievement, have great fun and to say good bye. In most cases, your cast party will occur after everyone helps the set strike and do theatre cleanup. Early in the production, the Director will ask someone to coordinate planning this event. It may be on site at the theatre, or at a different location.

**Hays Community Theatre**

**Cast and Crew Member Agreement**

This page must be returned to the Director before participating in any rehearsal or activity sponsored by Hays Community Theatre

I have read, understand and agree to the Hays Community Theatre Guidelines for Cast and Crew, and will agree to all posted checklists during the production in which I am participating. I understand that my failure to follow the guidelines and other instructions may result in being asked to leave the production.

Cast/Crew Member Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature (if minor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Production/Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hays Community Theatre Provides opportunities to perform and share talent.

Promote the performing arts and its livelihood in our community.

Present quality entertainment.