

Actor

Basic Policies:

- You may have food and drink in the Mainstage, Lab Theatre, or Rehearsal Studio, provided that you maintain a clean environment. If a clean environment cannot be maintained, this privilege will be revoked.
- Do not give notes, make comments, or provide suggestions or direction for any of your fellow actors.
- Respect your fellow cast members and production team.

Rehearsal Policies:

- Be ready to work at the start time of rehearsal. Warm up physically, mentally, and vocally.
- Guidelines for every rehearsal:
 - Always bring your script
 - Always have paper for Notes
 - Always have a pencil (not a pen)
 - Do not wear jewelry
 - Only wear non-restrictive clothing or rehearsal clothing deemed appropriate by the director
 - Only wear close-toed shoes or rehearsal shoes deemed appropriate by the director
- Write down your notes and blocking as you receive them.
- Utilize your downtime in rehearsal wisely (homework, study lines, craft, etc.)
- Pay attention during rehearsal. Any note a director gives to a fellow cast member is an opportunity to learn and may be applicable to you.
- If you are late to a rehearsal, the call time may be moved forward. This process may be repeated as often as necessary.

Technical and Dress Rehearsal Policies:

- Attendance at all technical and dress rehearsals is mandatory.
- Do not leave the theatre during technical or dress rehearsals. Stay where the stage manager can reach you to ensure a smooth rehearsal process.
- Respect all production team members during the technical and dress rehearsal process.

Performance Policies:

- Maintain the performance as it has been directed. Do not alter your performance in any way, including blocking or lines.
- Maintain responsibility of your entrances cues.
- Maintain proper theatre etiquette during the run of the production.
- Do not appear before the audience in costume prior to your entrance.
- Do not touch or speak on headset.
- Maintain responsibility of your props. Check that they are in the appropriate place before the performance begins.
- Respect your props and your costumes.
- Do not eat, drink, or smoke while in costume.
- Do not touch props or costumes that are not yours.

Actor

Photocall Policies:

- This time is for designers and other members of the production team to photograph their work to maintain their portfolios. Be respectful and patient during this process.
- The stage-manager will post a list backstage with the order of photographs to be taken.
- If you are not needed onstage for the current photo, be prepared backstage for the next photo.
- Make costume changes as quickly as possible.
- Do not leave the theatre during photocall. Stay where the stage manager can reach you to ensure a smooth photocall.
- Follow the cues given by the stage manager (“hold”, “moving on”, etc.) to ensure a smooth photocall.

Strike Policies:

- You are required to attend strike following the final performance of the production.
- You must sign-out with the stage manager before leaving strike.

Actor's Rights:

- You may refuse to rehearse on stage or a scenic unit until it has been proven beyond a reasonable doubt that it is safe.
- You will be given calls at regular intervals before the start of the production. These are “30 till house” “20 till house,” “10 till house,” “house open,” “30 till places,” “20 till places”, “10 till places”, “5 till places”, and “places.” The correct response to these calls is “Thank you,” followed by the time called.
- You are entitled to a forty-five minute meal break during tech weekend.
- You are entitled to a five minute break every eighty-five minutes. The stage manager will ensure that you receive this break.

Actor

Please write clearly and legibly.

Name: _____

Phone Number: _____

E-mail Address: _____

Production: _____

Role: _____

Please check all that apply:

I am in THEA 104.

I am in the Opera Workshop class.

I am in an Independent Study class.

The class name is _____

I am a BFA Tech major.

I am a BFA Performance major.

By signing this contract, I assert that I have not only read and understand the above contract, but also agree to follow and abide by it.

By signing this contract, I also acknowledge having given careful thought and consideration to the time demands such a position will bring.

My signature on this contract knowingly commits myself to the production position from the date of this contract through the closing of the show and its strike.

I also understand that by signing this contract I will be held accountable for my actions with repercussions for failing to meet the commitments of this contract. Such actions range from the following:

- Community service hours to the theatre department designated by the theatre faculty (shop hours, marketing distribution, facility maintenance, etc.)
- Failing THEA 104 and Opera Workshop classes
- Prohibition from participating in the next or future productions
- Termination of my current role in the current production (extreme cases of misconduct)

Signature: _____

Name (print): _____

Date: _____