



## **AC4TA Cast and Crew Code of Conduct**

Creating a great show depends on the coherence and behavior of all rehearsal attendees. It is important that a code of ethics is observed by every worker—amateur and professional—on the stage. It is an attitude toward craftsmanship, a respect for associates, and a dedication to the production and audience. The ethical code outlines self-discipline, and increases personal esteem and dignity through cooperation and common purpose. Failure to adhere to any of these policies may result in dismissal or removal.

### **I. Attendance**

1. Attend all rehearsals, performances, strike, as scheduled. All conflicts must be approved by the directors.
2. Additional conflicts (ie. Illness and emergencies) must be approved in a timely manner. Failure to attend will result in recasting or dismissal.

### **II. General Rehearsal Information**

1. The Center uses multiple spaces for rehearsal. The house (performance stage), and the Bakken building (located across the street). Rehearsal locations, arrival times, and entrance door information will be announced by directors.
2. Rehearsals are closed to the general public. Only cast, crew, theatre personnel, and director-approved attendees are allowed in the space. When leaving, the last person out must lock the doors.

### **III. Conduct**

#### **A. Drug and Alcohol Policy**

1. No smoking in any A Center for the Arts building (Bakken or Center).
2. Under no circumstances should you drink or bring alcohol into the theatre. Do not consume alcohol before rehearsals.
3. Use and/or possession of any illegal drugs is strictly forbidden.

#### **B. Cell Phone Policy**

1. All cell-phones/noise-making devices must be TURNED OFF during rehearsals and performances. Phones are permitted during break time.
2. If you use a pager for professional reasons, please notify the directors.

### **IV. Etiquette**

#### **A. Rehearsals**

1. Do not touch anything that doesn't belong to you.
2. Treat everyone with respect. Practice tolerance, acceptance, and kindness.
3. We at the Center believe there are no small roles. There is no excuse for treating another actor differently because of their role.

4. Actors shouldn't prompt other actors, it is unprofessional. Leave that for the directors.
5. Dress appropriately. Rehearsals may involve movement. Always come prepared.
6. Personal hygiene is a must. Rehearsals can be hot, intense, and happen in close proximity. For the benefit of everyone, always be aware of your hygiene, as it impacts others.
7. Keep the rehearsal space clean. Snacks must be non-disruptive. All refuse must be properly discarded.

#### B. Performances

1. Arrive at appropriate call time. Early is on time!
2. Remain quiet in all spaces during performances.

#### C. Costumes and Props

1. Do not touch anything that is not assigned to you.
2. Be sure to hang up all costume pieces and immediately return props after use.
3. No smoking or eating in costume at any time. Drinking water is permitted.
4. Do not give any feedback on costumes outside of fit or comfort issues.

#### D. Sets

1. Always be aware of your surroundings when working with an unfinished set.
2. If a set piece is broken or unsafe, notify the directors at an appropriate time.
3. Report any injuries to the directors immediately.

### V. Other Expectations

1. Accept the director's advice in the spirit in which it is given, for they see the production as a whole and your role as a portion thereof.
2. Be patient and avoid temperamental outbursts, for they serve no purpose.
3. The director(s) are at the head of any artistic decision. Their interpretation is final.



**Code of Conduct Contract**

1. I signify that I have read and understand all of the policies and expectations presented in the Code of Conduct.
2. I understand that the Production Team and staff of AC4TA will abide by the policies and expectations in the Code of Conduct and as an actor/crew member I reserve the right to hold them to such.
3. I understand my expectations as an actor/crew member and understand that failure to meet those expectations may result in my dismissal from the production and/or may affect my participation in future productions.
4. I understand that in order to participate in this production I am require to present a signed copy of this form to the director or a member of the Production Team.

Name of Production: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_