

Missouri Thespian All State Production Contract Guidelines

As a member of the company formed in January for the purpose of producing the play Mo-Thespian All State Show, I agree that...I will follow all rules and regulations as set forth by the production contract.

General: I will...

- Arrive early and be ready to work at the designated call time for all rehearsals, performances and cast meetings, unless arrangements have already been made with the stage manager and director. Remember if you are on time, you're late.
- Call the Stage Manager if an emergency arises that forces me to arrive late to rehearsal, or to miss a rehearsal. If the stage manager cannot be reached, I will call the Director.
- Do Not alter my appearance without the consent of the director. This includes, but not limited to, changing the color of my hair, haircuts, perms, body piercing, tattoos, different colored contacts or lenses.
- Always bring my script, a pencil and paper to take notes at every rehearsal and performance.
- No eating, drinking or smoking in any theatres.
- Understand that the use of alcohol and drugs during any part of the production process is strictly prohibited and grounds for my immediate dismissal from the company.
- Follow all rules and regulations set forth by the production staff.
- Agree to give 100% at every meeting, rehearsal and performance.
- Follow all safety regulations.
- Promise to be a consistent, courteous actor/technician towards my fellow actors and crew members. This includes performing each scene the way I have been directed to in all performances. I will not surprise cast members of the director with new bits of business in a thoroughly rehearsed role and scene.
- Understand that the director reserves the right to recast my role at anytime.
- Keep all scheduled appointments with the costumer, arriving on time and with the appropriate undergarments and accessories for the fitting.
- Respect the privacy of my fellow actors and technicians.
- Check Mo-thespians website for important cast and crew information.
- Demonstrate respect towards the cast and crew.
- Clean up after myself and not leave any messes in the theatre.
- Do Not play with or handle any other character's props.
- Arrive early for all costume fittings, publicity calls and other production meetings ready to work at the appropriate call time. Remember, if you're on time, you're late.
- Understand that all items related to the production including costumes, props, furniture, scenery and lights shall remain in the theatre through the run of the production. This includes personal items brought into the theatre such as clothing, undergarments, costume accessories and props.
- Understand that I must take care of myself by getting enough rest and eating properly.
- Understand that I should never make anyone wait on me.
- Always be ready in the wings ready to make my entrance on time and in character.
- Understand that my behavior both on and off stage are a direct reflection of the production and company and will conduct myself with proper decorum and good citizenship at all times and in all places.
- Understand that I am only one member in an ensemble of actors and technicians who have joined together to create a professional production and that we all must work together to strive for professionalism and a quality production. I understand it isn't the actors and technicians, but the ensemble and will treat all members of the ensemble with equal respect.
- Return all scripts and materials in good condition.

Rehearsal: I will...

- Wear the appropriate rehearsal clothing which includes loose fitting clothes and dance shoes or tennis shoes that allows freedom of movement and creativity. No sandals, clogs, flip flops or platform shoes, please!
- Have my lines memorized on the scheduled dates on the production calendar.
- Consistently wear the appropriate rehearsal costumes when it is requested by the director.
- Do Not try to distract cast members while they are on stage rehearsing.
- Write down all my blocking notes and director notes and correct them for the next rehearsal.
- Return all rehearsal props to the appropriate place when I am finished using them.

- Return all rehearsal costumes to their appropriate place and hang them up.
- Do Not leave the rehearsal area without permission from the All Coordinator.
- Demonstrate a cooperative attitude and creative enthusiasm during the rehearsal.
- Leave my personal problems outside the theatre door.
- Understand that it is my job as an actor to read the script, understand it and research the role.
- I am responsible for the meaning of words and phrases and their pronunciation.
- Understand that conversation in the house during rehearsals should be kept to a bare minimum and only about rehearsal related topics.
- Attend both the physical and vocal warm-up before every performance.

Performance: I will...

- Do Not try to distract cast members while they are on stage rehearsing.
- No eating, drinking or smoking in costume.
- Change out of my costume before greeting theatre patrons in the designated “greenroom area”
- I understand that this helps retain the integrity and “magic” of the production.
- Return my props to their appropriate places after each performance.
- Check my props prior to each performance and make sure they are preset in the right places and in good repair.
- Return my costumes to their dressing room and hang them up.
- Report any needed repairs to the wardrobe person after the performance.
- Make sure my costumes are preset in the right places prior to the performance.
- Clean up my makeup and hair products in the makeup area prior to leaving the theatre for the evening.
- Attend both the physical and vocal warm-up before every performance.
- Attend the Greenroom presentation made by the director prior to the performance.
- Do Not distract technicians from their jobs during the performance.

Other: I will...

- Attend the Strike of the set.
- Return all costumes, props, makeup and other borrowed items to their rightful owners on, or before the scheduled deadline.
- Remove my personal items from the dressing room and backstage on, or before the scheduled deadline.
- Realize that I will forfeit my role to another actor and will no longer be a member of the company if I miss any rehearsals or performances.
- Follow the sexual harassment policy as outlined in this document.

SEXUAL HARASSMENT

Actors and directors must learn and develop a great sense of trust and respect for each other. That sense of trust and respect is very delicate when it comes to personal/private space. A script requires actors/directors to make physical, emotional and psychological contact with each other. That sense of trust and respect becomes even more delicate when the script requires that the actors/directors make this contact in each other’s personal/private space. This contact becomes an important, integral step in the development of the character and ultimately in the performance of that character and scene for an audience. It is imperative that actors/directors learn to trust and respect each others personal/private space, realize that the physical, emotional and psychological contact will happen, and learn to accept it as part of the acting/directing process.

However, it must also be stated that this acting process DOES NOT give a person the right to take advantage of any situation and make unwarranted physical, emotional or psychological contact.

Doing so will bring severe disciplinary action.