

## Cast and Crew Code of Conduct

Part of the great tradition of the theatre is a code of ethics, which belongs to every worker—amateur and professional—on the stage. Our Code of Conduct encourages an attitude towards craftsmanship, professionalism, respect for associates, and dedication to our audience. This code calls for a self-discipline which, far from robbing one of individuality, increases personal esteem and dignity through cooperation and common purpose.

### A. Attendance:

1. Attend all rehearsals as scheduled, including dress rehearsals and technical rehearsals.
2. Attend all performances (NO EXCEPTIONS)
3. All cast and crew members are required to attend strike.
4. Abide by the conflicts scheduled at time of casting. Additional conflicts (ie. illness and emergencies) must be approved by the director subject to approval of the producing artistic director of LCT.
5. Failure to attend rehearsals or performances may result in recasting or dismissal from the cast.

### B. Show Materials (Musicals Only)

1. All show materials (scripts, music, etc) must be signed out at the beginning of rehearsals.
2. All show materials must be signed back in, erased and clean, before the last performance.
3. The theatre may require a cash deposit from each actor to ensure the return in good condition of any and all rented materials.

### C. Rehearsals

1. Please use the stage door on Front Street for rehearsals. The main doors are locked at 5 p.m.
2. Arrive early for your call time and sign in. The callboard is located in the hall by the dressing rooms. The stage manager will post any information that you need on that board.
3. Rehearsals are closed to the general public. Only cast, crew, theatre personnel, and persons approved by the director are allowed to attend rehearsals.
4. Off book deadlines fluctuate from show to show. Here's a good rule of thumb: Use your script when you block a scene, and the first time you review it, after that you should be memorized.
5. The stage manager is the only person permitted to prompt an actor for lines.
6. Dress appropriately for rehearsal. Wear comfortable clothing you can move in and can get dirty. The director won't adjust rehearsals to accommodate your clothing choice. No sandals or open-toed shoes are allowed unless provided by the costumer. Also, avoid dangly jewelry such as earrings, bracelets, necklaces, etc...
7. Good personal hygiene is a must. Rehearsals can be hot, intense, and happen in close proximity. Please brush your teeth, bathe, and wear deodorant for the benefit of everyone. Please refrain from using perfumes, colognes, and especially Axe or other body sprays. (Despite the marketing claims, Axe is NOT, in fact, a shower in a can.)

### D. Behavior and Conduct

1. Please practice toleration, acceptance, kindness, and respect for one another at all times.
2. Treat all cast, crew, and LCT staff with respect and consideration.
3. Keep all areas of the theatre neat, clean, and safe.
5. Weber Center/La Crosse Community Theatre Smoking, Alcohol, and Drug Policy:
  - There is no smoking allowed inside the Weber Center. Smoking is allowed by the dumpster outside the shop door.

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- DO NOT drink before or during rehearsals or performances. (This includes just having a glass of wine with dinner.) It is unprofessional and a safety issue. Failure to adhere to this policy will result in your dismissal from the show.
  - The use and/or possession of any illegal drugs are strictly forbidden. Failure to adhere to this policy will result in your dismissal from the show and may lead to your arrest.
6. Cell Phones and Pagers
- Please TURN OFF all phones and pagers during rehearsals. You may use phones during your break time.
  - There is absolutely no cell-phone use of any kind allowed during performances, including during intermission.
  - If you must keep a pager on you for professional reasons, please notify the stage manager.
  - If there is an emergency during REHEARSALS, your family can call the stage manager or directors cell-phones. The numbers are provided on the contact sheet.
  - If there is an emergency during PERFORMANCES, your family can call the LCT box office at 784-9292 Ext. 2

### E. Costumes and Props

1. Treat your costumer with the professional respect that s/he deserves.
2. Do not give any feedback on costumes outside of fit or comfort issues.
  - Acceptable: “My shoes are too tight.”
  - Unacceptable: “My character wouldn’t wear these.”
3. Do not touch props or costumes not assigned to you.
4. You may be charged for any damage other than normal wear and tear to props and/or costumes assigned to your care.
5. Be sure to hang up all costume pieces and return all props immediately after use.
6. No smoking or eating in costume at any time! This includes all food of any kind with the exception of water or food eaten on-stage during the show.
7. You are not allowed to change, embellish, or choose not to wear any piece of your costume during performance.
8. You are not allowed to change how you wear your hair once it has been approved by the costumer. This includes cutting, styling, dyeing, etc...
9. Should you leave the show before or during performances you may be responsible for reimbursing the theatre for any costume items that were purchased for you.
10. Do not touch anything in the costume shop or green room such as tools, machines, supplies, pins, make-up, hairspray, etc... without the expressed permission of the costume designer or stage manager.

### F. Sets and the Scene Shop

1. Treat your set designer with the professional respect that s/he deserves.
2. Do not give any feedback on sets or furniture outside of safety or function issues.
  - Acceptable: “The table is weak and won’t support my weight.”
  - Unacceptable: “This table isn’t something my character would have in her house.”
3. Quite often we share our rehearsal space with unfinished set pieces. Please abide by any instructions that the stage manager gives you regarding these instances.
4. Do not touch anything in the shop such as tools, supplies, tape, paint, etc...If you need

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something, please check with the stage manager or theatre staff.

### F. Performances

1. Arrive at appropriate call time and sign in. The sign-in sheet will be located on the call-board outside of the dressing rooms.
2. Call the stage manager as soon as possible if you know you will be late or have an emergency.
3. All cast and crew must remain quiet during performances; this includes in the green room, dressing rooms, backstage, lobby, etc.

### G. Cast, Crew, and Staff Safety

1. Safety is our first priority. If you encounter an unsafe situation, notify the stage manager immediately and steps will be taken to fix the issue before continuing.
2. If an injury occurs you must let the stage manager know IMMEDIATELY!

### H. Food and Drink

1. Food and drink are not allowed in the Lyche Theatre, Veteran's Studio Theatre, or the Studio Classrooms during rehearsals. If you need to eat during rehearsal, you may eat in the lobby at one of the tables. Under no circumstances shall you eat in the green room, scene shop, or costume shop.
2. You are encouraged to have a capped bottle of water in the theatre during rehearsals.
3. No food or drink other than water is allowed in the green room and dressing rooms at any time.
4. Please clean up after yourself. Dispose of all trash in the appropriate place.

### H. Other Expectations

1. You may be called upon to participate in promotional activities including attending photo sessions, interviews, and public previews.
  - a. Reporters/interviewers may request your phone number and/or email to conduct interviews. We will provide this information unless specifically told not to. LCT will only request permission to release this information for those under 18 years old.
2. You consent to have your name and/or likeness used in publicity relating to this production, theatre, and photographer hired to take said photos. This includes print, television, and web based media.
3. Play every performance to the best of your ability, regardless of how small your role or how large your personal problems.
4. Never miss an entrance or cause a curtain to be late by your failure to be ready.
5. Please forego all social activities that interfere with rehearsals and please be on time to all scheduled events.
6. Please do not leave the theatre building or stage area until you have completed your performance and have received a release from the stage manager or director.
7. Remember that your aim is to create illusion. Do not destroy that illusion by appearing in costume and/or make-up outside the theatre.
8. Do not allow the comments of friends, relatives, or critics to change any phase of your work without proper authorization from the director or stage manager.
9. Do not alter lines, business, lights, properties, settings, costumes, or any phase of the production without consultation with and permission from the director and/or stage manager.
10. Accept the director's advice in the spirit in which it is given, for s/he sees the production as a whole and your role as a portion thereof.

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11. This and every production is a collective effort demanding your utmost cooperation. Forego the gratification of ego for the demands of the play.
12. Please be patient and avoid temperamental outbursts. They create tension and serve no useful purpose in the rehearsal room.
13. Do not blame your mistakes, challenges, failures, or frustrations on your colleagues.
14. Caustic criticism of another artist's work in any form will not be tolerated by this theatre.
15. Facebook, Twitter, Instagram, and other social media are awesome but dangerous tools. Please remember to keep all comments on public forums positive and respectful. Do not insult your show, your cast-mates, your audience, or this theatre in any public forum; you never know who is reading your post.
16. Inspire the public to respect you and your craft through graciousness in accepting both praise and constructive criticism.
17. Do not lose your enthusiasm for the theatre or this production because of disappointment or failure for they are the lessons we use to create great art.
18. Direct your efforts in such a manner that when you leave the theatre it will stand as a greater institution for your having labored there.

For more details on our policies and procedures as they relate to volunteers, please review the Volunteer Handbook at <https://www.lacrossecommunitytheatre.org/volunteer/>

Have fun and enjoy your experience with La Crosse Community Theatre. Please feel free to contact me if you have any questions or if you have comments and suggestions that may improve your experience.

Thank you for being a part of this theatre and this production!

Grant Golson, Producing Artistic Director

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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 LCT will abide by the policies and expectations presented 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 any failure to meet those expectations may result in my dismissal from the production.
4. I understand that in order to participate in this production I am required to present a signed copy of this form to the stage manager and director.

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

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

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required if actor is under the age of 18)

Guardian's Printed Name: \_\_\_\_\_