

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

LYRIC THEATRE COMPANY

GUIDELINES FOR CAST AND CREW

Welcome to *Lyric Theatre Company*! If this is your first experience performing with *Lyric Theatre Company*, 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, even a two time Emmy winner! For most 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 on weekday 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 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 rule, rehearsals begin at 7:00 p.m. and end no later 10:00 p.m. 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 probably 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. Any changes in rehearsal schedule of who is called should be posted no later than 12:30 pm (We are working to be able to post changes on the web page.) 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 production packet and 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, spend 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. Because of the louvered doors in the Lyric Theatre, lobby sound is readily heard in the performance space.
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, and during and 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*. Dispose of field stripped cigarette butts in trash only, this means not the street, courtyard grass, and sidewalk or flower pots.

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 or in the lobby. Check with your Director on any exceptions.
11. **VISITORS AND GUESTS** Each Director is different, but as a general rule cast/crew are discouraged from bringing visitors to rehearsal. Check with your Director to see what his/her policy is. 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 Director, House Manager and Stage Manager.
12. **PHOTOGRAPHY AND SOCIAL MEDIA** You may not publish in any format including social media, photographs of minor children who are in the production without the written permission of their parents. Social media is a wonderful tool for promoting a performance. Please use your own social media to promote the production. Please "like" our Lyric Theatre Company Facebook page daily and "share" our posts and information on your own page. We encourage you to forward any good photographs you might have to our marketing director who may use them on our webpage and in other promotions of the production or the Lyric Theatre Company
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 borrowed from individuals or other theatre companies or are rented. It is all of 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 on props tables in the dressing room. 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. You may be requested to change your appearance as part of your role.

17. **EXPENDITURES** The Director sets a budget for each production and the Board of *Lyric Theatre Company* approves that budget. 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 *Lyric Theatre Company*. (On a rare occasion, a scanned copy may suffice.)
 - b. **Loose receipts will not be accepted**
 - c. **Tape the receipt to a blank page.** Write on the page with the receipt attached a.) Your name, b.) The date turned in c.) What (itemize) the expenditure was for
 - d. **Make a copy for your records.**
 - e. **Turn all of your receipts in to your director** 1.) At the same time 2.) In an envelope 3.) With your name on the outside 4.) 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 after 7:00 pm for 8:00 pm performances and 1:00 pm for 2:00 pm performances on matinee days.

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. **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 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.* 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 by the Director to your satisfaction, you are to go to the President of *Lyric Theatre Company*. The president will attempt to resolve the issue and/or may, as appropriate, take the complaint to the Board of Directors. 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 *Lyric Theatre Company*. Please go through the chain of command as described above to help resolve problems.
24. **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 *Lyric Theatre Company*.
25. **FACILITIES** *The Lyric Theatre* is the property of the *Loudon Merchants and Property Owners Association (LMPOA)*. The *Lyric Theatre Company (LTC)*, of which all cast and crew are members, is working collaboratively with *LMPOA* to help maintain and upgrade the theater facility. As community theatre participants, we all bear equal responsibility to do our share in keeping this lovely old theater 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 facility's repairs and renovations. Any facilities issues should be reported to the Director or Stage manager ASAP. Any suggested repairs or alterations to the facility must go through the President of *Lyric Theatre Company* to the Executive Director of the *LMPOA* for approval before doing work. The *LMPOA* has requested one point of contact, the *LTC President* with the *LMPOA Director*. *Lyric Theatre Company* also uses other venues and facilities and all cast and crew are expected to honor the rules of each venue.
26. **PLEASE CLEAN UP AFTER YOURSELF** The house, dressing rooms, green room and auditorium are to be kept clean during rehearsals. Check your rehearsal environment (theatre, lobby and backstage) *before you leave each time*. Please make sure costumes are hung up after each rehearsal and performance.

27. **FOOD** Because we all work jobs in "real life", we sometimes rush directly from work to rehearsals or performances. Food in the house or backstage is permitted during *rehearsal as long as the posted guidelines for disposing of food and food containers are followed*. A recycle can is in the lobby. Concessions in the lobby are available to cast and crew at reduced rate. If you must eat dinner at the theatre before a performance, take it into the dressing room. Be sure all food and **food containers** are removed from the premises before you leave. If you bring it, in take it out. **And never, ever, eat in costume!**
28. **PARKING** Beginning dress rehearsal week and during all performances at the *Lyric Theatre*, all actors/crew are asked to park in gravel lot above Paula's Hair Barn. For performance in other venues, the Director or Stage Manager will instruct you where to park. Generally, call times are 6:30 during the intense week before a production but your Director may change that, so be flexible. Please check in with your Stage Manager and *sign in as soon as you get to the theatre*.
29. **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 do not own the theatre space 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 from the street front, courtyard, front lobby to dressing rooms. We have a cleanup check list from the LMPOA. 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 items in dressing rooms, return costumes/props to Costume Manager/Props Manager. Make sure dressing rooms are clean. The more hands to help, the quicker we can dismiss to the critically important
30. **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 immediately 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, courtyard or at a different location.

Lyric Theatre Company
Cast and Crew Member Agreement

*This page must be returned to the Director
before participating in any rehearsal or activity sponsored by Lyric Theatre Company*

I have read, understand and agree to the *Lyric Theatre Company 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: _____

Director Signature _____ Date: _____

Name of Play/Production/Activity _____

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