



Fallbrook Players

Actor & Crew Member's Responsibility

Responsibilities of an Actor or Crew Member:

The basic responsibility of the actor or crew members is to do the best job that he/she can to prepare to give the best performance possible. This is a responsibility owed to fellow cast members, the crew, the production staff, and especially the audience. This responsibility includes attendance and maximum effort at all rehearsals and performances. A schedule of rehearsals and performances is available at auditions and should be immediately checked for conflicts. All conflicts are excused only at the directors discretion. The director, producers, or stage manager should be informed of any additional conflicts as soon as they are known. All conflicts must be cleared by either the director or producer. **Excused Absences only by permission of the Director!** Excused absences are permitted for illness and family emergencies. More than three legitimate, excused absences could result in the cast member being dropped from the production. Any missed performances will also result in the actor being dropped from the cast. **Unexcused absences could result in a cast member being dropped from the production. After we are in the Theater, no absences will be permitted!**

If you are going to be late to a rehearsal you must notify the Producer:
Jane Stimmel 760-728-0998

Emergencies will be considered as they occur.

PLEASE NOTE THE FOLLOWING:

- **Being a cast or crew member is an honor and a privilege.** Whether this is your first show or the latest of many, treat the experience as an opportunity to learn and to extend your talents and abilities. Treat other actors and staff members with respect, and you will earn their respect.
- Always be on time and prepared for rehearsals and performances. **You should be ready to begin at the scheduled time. In Theater, being five minutes early is being on time.** This includes any physical warm-up for dancers, and vocal warm-up for singers. Come dressed appropriately for the kind of work you will be doing. **No one should ever be barefoot in the theater or at rehearsals** unless called for in the script. Actor's call for performances will usually be one hour prior to curtain. **You must call the one of the Producers well in advance if you are ill and must miss a rehearsal. THIS IS MANDATORY.**
- Once you receive your scrip and related materials, including your rehearsal schedule, they must be placed in a 3-ring binder or other notebook with your name and phone number on it. You should always bring your script, high-lighter, and pencils to all rehearsals.
- Due to possible distractions, rehearsals are closed to anyone not a part of the staff or crew. Parents on duty are the exception. Any parents bringing cast members from long distances, and are not on duty are requested to sit in the back of theater quietly. **No family or friends are permitted backstage at rehearsals and/or performances without prior clearance from the Director or Producer.**
- Eating during rehearsals and/or performances will not be permitted. **There is to be no food, candy, or drink (with the exception of bottled water with the squirt type tops) in the theater or during rehearsals!** Gum is not allowed at any rehearsal and/or performances, except where noted in the script, and that gum will be disposed of properly after each scene. Actors should never eat or during anything, except water, while in costume.
- **All actors and crew must sign in upon arrival to Rehearsal.** The sign-in sheet location will be determined.

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- Have a patient, polite, cooperative, positive attitude. Much of rehearsal is waiting. Be courteous to others by maintaining quiet in the rehearsal hall. Actors are encouraged to bring homework, books, or quiet games to occupy themselves when they are not directly involved. No valuable personal property should be brought to rehearsals or performances, as the staff and theater cannot be responsible for caring for personal property of cast members.
- Self-discipline by actors when they are not on stage is necessary because the production staff must focus on the scene being rehearsed.
- During a performance, no unnecessary talking is permitted in the backstage area. Proper quiet and self-discipline should be maintained from the moment the house is opened. (It may be necessary to physically direct an actor or crew member to maintain the silence on stage or backstage during performance or rehearsal.)
- **It is your own responsibility to clean up any trash or other mess you may make. Please clean your own area frequently.**

THE FOLLOWING BEHAVIOR ARE NOT PERMITTED OR TOLERATED:

- The use of alcohol or drugs by any cast or crew members at any time during rehearsals or performances will result in immediate dismissal from the cast or crew. Any cast or crew member arriving to rehearsals and/or performances under the influence will be immediately dismissed. Smoking is only permitted by cast or crew members over the age of 18. Any other cast or crew members using tobacco in any form (e.g. cigarettes, chew, etc.) will be dismissed.
- Excessive talking or other noise. Quiet is necessary for all performances and rehearsals.
- Willful destruction or damage to personal, private, or public property.
- Foul or abusive language.
- Fighting or other physical confrontation or any physical activities which might endanger individuals.
- Disrespect to staff or other cast and crew members.
- Repeated unwillingness to cooperate and follow directions from the production staff.
- Actions which might endanger costumes, sets, props, and other theater items. Props are never for play and should only be used by assigned actors at the appropriate times.
- Any action which might detract from a performance including pranks and actions designed to cause missed entrances or other problems for actors on stage.
- Inappropriate public display of affection between cast and/or crew members.
- Wandering around the theater area during a performance without prior knowledge and approval of the Parent on Duty or the Stage Manager.
- **All actors are responsible for their costumes and props** and are responsible for returning any such items to the Costumer and Prop Manager after closing night. Cast and crew members are responsible for helping to strike the sets and clean the theater after the last performance. Anyone not returning their costumes, props, or participating in clean-up will be denied entrance to the cast party.

IF A BEHAVIOR PROBLEM EXISTS, THE FOLLOWING STEPS WILL BE TAKEN BY THE DIRECTOR, PRODUCER, OR STAGE MANGER:

1. The cast member will receive one (1) verbal warning. A private conference regarding behavior may be utilized to avoid public embarrassment.
2. Parents will be contacted if behavior continues.
3. If the problem persists, the cast or crew member will be **dropped** from the show. Staff members do not have time to discipline cast or crew members.

Please sign page three (3) of this document and return it to the Producer, Jane Stimmel, at the first rehearsal. Please keep these rules of behavior in your script notebook for easy reference!

**Please sign and return to the Producer,
Jane Stimmel 760-728-0998
at the first rehearsal.**

**Put your
“Responsibilities of an Actor or Crew Member”
sheets in your script notebook for easy reference.**

I understand and agree to abide to by the code of conduct for all actors and crew. I also understand that failure to follow these rules will result in my dismissal from the cast or crew.

I understand that all cast and crew members will be required to perform during the day of the scheduled school shows and will need to be absent from school that day.

Actor or Crew Member's Name: _____

Actor or Crew Member's Signature: _____

Parent Signature (if the Actor or Crew Member is under 18 years of age):
