

# Marshall University Theatre

## Actor Responsibilities and Contract

<b>Building Policies</b>	
<b>Electronic Devices in the Playhouse</b>	Use of personal electronic devices (iPod, computer, cell phone) is not allowed in the Joan C. Edwards Playhouse stage areas (stage floor, grid, and production booth) at any time.
<b>Electronic Devices Backstage and in Production Areas</b>	Use of personal electronic devices in all production areas during rehearsal, work calls, crew watch or after half hour on the stage, backstage (including Green Room), auditorium, or front of house is allowed only if permission is granted by the area supervisor and the stage manager is notified prior to use.
<b>Footwear</b>	Safety regulations require that appropriate footwear be worn at all times in all production work areas of the Performing Arts Center theatre facility. Flip flops, fashion high heels, open toe shoes, bedroom slippers or any footwear judged by the area supervisor to be a safety hazard are not allowed at any time in the stage areas, scene shop, costume shop, and lighting lab or anywhere in the Playhouse. Costume and dance footwear is allowed during rehearsal and performance only.
<b>Professional Etiquette</b>	
<i>(Adapted from Actors' Equity Association Actors' Etiquette and Responsibilities)</i>	
<b>Rehearsal Attendance</b>	You are expected to attend all scheduled rehearsals. In the event that you must miss a rehearsal because of illness or a family emergency, you must contact your stage manager as soon as possible.
<b>Punctuality</b>	There are no excuses for lateness to a rehearsal or performance. There are moments when a real crisis may disrupt you from your appointed arrival time, so PLAN for those moments by arriving well before the designated time. Those extra minutes will allow more time to warm up and get into character. If lateness is truly unavoidable, you <i>must</i> call your stage manager at least an hour before the scheduled rehearsal start time and let him/her know when you plan to arrive. If you are going to be late consistently on certain days due to school or work issues, such issues need to be arranged with the director prior to the start of rehearsal.

<b>Taking Notes</b>	<i>Always</i> be gracious, even if you disagree. Say, “thank you” after the director gives you the note, or “May I ask you about this later?” if you don’t understand or disagree. The note session is not therapy for your character, but rather a session of quick fixes for MANY elements of the show. Find time outside for you and the director to solve issues that affect you or your character only.
<b>Giving Notes</b>	Do not give notes to another actor. This includes feeding another actor his/her line. Furthermore, don’t take notes from another actor.
<b>Memorization</b>	You should carry your script for all blocking rehearsals and take notes of your blocking in pencil. The next time you are scheduled to rehearse this scene, you are expected to be off book on both lines and blocking. This includes music.
<b>Costumes and Appearance</b>	Make no unauthorized changes in costume, make-up, or hairstyle. Let the designer know your concerns, but avoid doing his or her job. Take proper care of all costumes – this means no eating, smoking, or drinking anything besides water while in costume unless requested to do so onstage by your director.
<b>Backstage Noise</b>	Avoid all talking, whispering, and laughter backstage. Keep noise to a minimum while in the green room and dressing room areas.
<b>Props</b>	Never play with a prop – your own or someone else’s. Do not touch another actor’s prop. Always check your own props before each rehearsal and show.
<b>Ad-libs</b>	Unauthorized ad-libbing or line alteration is a violation of the author's copyright.
<b>Performance</b>	Call time before a performance is a minimum of one hour before start time. You are required to be at all performances. You have a responsibility to all involved to perform the show as rehearsed and to do your best. The closing night audience members paid the same ticket price as the opening night audience. You should always give your best possible performance.
<b>Smoking</b>	The only place to smoke is outside, ten feet away from the building. Do not smoke in costume, and do not smoke immediately before going on stage.
<b>Hygiene</b>	Shower daily while in rehearsal or performance. Brush your teeth before rehearsals and performances and keep breath mints on hand. Always wear deodorant, preferably unscented. Do not use perfumes, scented lotions, body sprays, etc. during a rehearsal or performance, other cast and crew members may have severe allergies. Appropriate underwear and hosiery must be worn with costumes.
<b>Chewing Gum</b>	Gum chewing is not permitted during rehearsal or performance.
<b>Disputes</b>	Consult the Stage Manager in case of disputes. Try to resolve all disputes with the mediation of the stage manager and director.
<b>Failure to adhere to these expectations will result in the following action</b>	<b>First occurrence:</b> Notation in the rehearsal report. <b>Second occurrence:</b> Meeting with stage management and director. <b>Third occurrence:</b> May be grounds for dismissal.

## Performer Contract

\_\_\_\_\_ has been cast in the role of \_\_\_\_\_ in the upcoming production of \_\_\_\_\_. All rights and responsibilities defined in this document are agreed to by the undersigned. Rehearsal call will be 7pm – 10pm Monday through Friday, unless otherwise noted in the schedule. All actors will sign in at the beginning of each rehearsal or performance in the designated location. Actors should not leave rehearsal until released by the director.

*I agree to the terms and conditions as stated in the above document.*

\_\_\_\_\_  
Actor's signature

\_\_\_\_\_  
Date