

Rules of the OLP Theatre

A violation of any of the following rules will be considered a flagrant disregard for the welfare and safety of the production. The offender may be subject to dismissal from the cast.

1. Never change the production of the show once it has been set in final dress rehearsal. It is the duty of every company member to maintain the directed concept throughout each and every performance. Nothing is to be changed or modified without prior approval of the director.
2. Respect the authority of the stage manager and/or assistant director.
3. Never leave the rehearsal space or the theatre until you have been released by the director, assistant director, or stage manager. Only these people have the authority to release you.
4. During the run of a show, you are to never be seen by a member of the audience beyond the execution of the show outside of the theatre.
5. Never peer at the audience while on or off stage. If you can see the audience, they can see you.
6. Never speak or approach an actor waiting for an entrance.
7. Never touch a piece of lighting, sound, or stage equipment except in the performance of your duty. Nobody may be in the booth but assigned booth crew.
8. Do not enter the stage from the house or the house from the stage before, during, or after a performance while the audience members are in the theatre, unless directed or for part of a performance.
9. Be ready for your entrances.
10. Do not loiter in the wings.
11. Never leave the theatre in any part of your costume.
12. Eating, and/or drinking in the theatre, backstage, or in the classrooms is not permitted under any circumstances. If you are caught with food, I will make you leave rehearsal.
13. Never play tricks or jokes backstage or onstage.
14. Never enter the technical areas unless you are assigned to do so.
15. Overt physical affection to another cast or crew member backstage is inappropriate.
16. Absolute silence must prevail backstage during rehearsals and throughout the performance, except where communication is necessary to properly expedite work delegated to the cast.
17. Always remember you are a part of the team. The crew and the performers are working towards the same result. Respect the part that each of us plays in the production.

I. The Company Responsibilities

Training

Theatre is a physically exhausting art form. It requires complete concentration and great stamina. If you cannot stand up to the rigor of the production schedule, it will be necessary to replace you with someone who can. No one is above adhering to the rehearsal and production schedules set. Check your attitudes and egos at the door.

1. Eat three good meals a day.

2. Get as much sleep as possible. Good health is essential to good performance.
3. Take care of your voice. (This means that you have to be attentive to how you are using it outside of rehearsal as well as during rehearsal.) If you feel vocal strain in rehearsal, tell the director immediately.
4. Try to get to rehearsals at least 10 minutes early. You will need the time to get ready physically, vocally, and psychologically to rehearse. I should never have to call you into the theatre.
5. Always allow yourself enough prep time for an adequate warm-up. You need to be physically keyed up, responsive in senses and emotion, relaxed, concentrated, intelligently serious, and ready to attack a creative rehearsal.

II. Fundamental Rehearsal Techniques and Procedures

1. Keep your script with you all day and night during the rehearsal period.
2. Put your name in your script in **pencil**. Unless told otherwise, this script does not belong to you (unless you buy the script). **Do not use ink to mark it.** Write in pencil and erase all markings when you turn it in at the end of the production period.
3. All blocking and stage business should be marked in your script as it is given to you. **Remember; write down all blocking and business in pencil.** Again, unless told otherwise, this script does not belong to you. Do not use ink to mark it. You will have to return this script at the end of the production as clean as you got it at the beginning of the production.
4. **Always** rehearse with a **pencil**.
5. Take thorough notes on anything told to you by the director, assistant director, or stage manager concerning your performance. If you have questions about your character and his/her motivations, consult your notes **BEFORE** you approach the director.
6. Lines and blocking should be memorized by October 28. At that point, all scripts are removed from the stage. No Exceptions! . Being "off book" means that you have memorized your lines and can proceed through a scene without the help of the script. After you are off book, be sure you have read through your part and have someone cue you through your role at least once a day.
7. When you drop a line on stage, simply hold your character position and characterization and say, "Line!" in character. The stage manager should not feed you your line until you indicate that you need help remembering the line.
- 8.. **ALWAYS** bring your script to rehearsal...even after you have learned your lines.

Attendance

1. Personal appointments should be scheduled after rehearsal. Work is not an excuse for missing a rehearsal without prior permission. Rehearsals, crew calls, and tech rehearsals are **NEVER** to be missed without prior permission. **Failing to comply with this procedure will result in disciplinary action and probable dismissal from the production.**
2. If an emergency arises, you should put a note on the "call board" if you are at OLP, or email if you are at Saints, or have been kept home. Three unexcused rehearsals will cause you to be removed from the cast.
3. All rehearsals and crew calls begin exactly on the time indicated on the schedule.
4. It is best to arrive at the rehearsal hall **AT LEAST** ten minutes prior to a call. It is mandatory that you are ready to work on time.
5. There will be a sign-in sheet on the callboard. You must sign yourself in. **No one should sign in for you and you should not sign in for someone else.**

6. After rehearsal, clean up everything on the stage and in the rehearsal hall...even if it is not your mess.

Relationship with the Crew and Equipment

1. During a scene shift, an actor should completely clear off the stage space unless he/she is involved in the change or about to make an immediate entrance.
2. At the same time, the crew must not distract the actors.
3. Never touch a piece of lighting, sound, or stage equipment unless assigned to do so.

Guests in the Theater

1. Only people called on the callboard or invited by the director will be allowed to attend rehearsals.
2. No unauthorized people are permitted backstage. Authorized people are those that are members of a particular production in progress that evening or those that have obtained permission by the director.
3. No company member is allowed to receive guests at the theatre except after a rehearsal or performance has ended. Performers must be out of costume before they receive guests.

Rehearsal Props

1. The actor should be aware, at all times, when his/her hand is occupied with props.
2. Add your own rehearsal props as soon as you are off book and your hands are free to use the props. Use these props every rehearsal until performance props are provided.
3. If you cannot find a rehearsal prop, substitute one of your own devising rather than going onstage during rehearsal without one.
4. Treat rehearsal props with as much care as you would performance props.
5. Always keep rehearsal props on the prop table or in the prop closet when not in use.

Performance Props

1. **Never touch a prop** unless you are the character assigned to use that prop.
2. Always return your props to their assigned spot in the on-stage prop closet as soon as you leave the acting area.
3. Never sit on stage furniture back stage. NEVER!
4. Report broken props to the assistant stage manager and/or prop master immediately. If you don't tell someone, it won't get fixed.

Costumes: These rules exist because we care about how you look on stage and because we care about what happens to the costumes.

1. A call for a costume fitting is as important and urgent as a rehearsal call. **DO NOT MISS COSTUME FITTINGS.**
2. Unless your measurements are taken and fittings are held on schedule, your costume cannot be made and/or ordered.

3. Costumes are not the actor's play things. Onstage, they are only to be used as your CHARACTER would use them. Off-stage, however, they are to be handled with extreme care.

4. Skirts and capes are to be held so that they do not touch the floor and are hoisted in the rear so that they are not sat upon.. Trains are carried until the very moment before an entrance.

General Costume Reminders

1. Your "look" is an important part of your costume and is not to be altered with prior permission. Performers may not alter their personal, everyday "look" without the prior permission from the director or costume designer. **This includes the shaving, growing, or dyeing your head and/or facial hair.**

2. Please take a shower before getting into costume, and please use soap, deodorant, and antiperspirant. Do not wear perfume or scented hairspray while in your costume. (Some people are allergic to these substances!)

3. Leave valuables at home. Do not leave valuables in the dressing areas.

4. Have make-up on before putting your costume on.

5. If your costume goes on over your head, ask someone on the costume crew to help you by putting a cloth over your head to protect your make-up and costume.

6. Men, unless you are required to grow a beard for the production, be sure you shave before reporting for your make-up call.

7. NEVER restyle wigs and/or hair pieces unless trained to do so. This should be done by the costume crew.

8. When you are wearing your costume, do not eat or drink anything. (a stenographer's dress stained with jam comes to mind!) Be careful where you sit; be careful what you lean on.

9. Before entering the acting area, check yourself for any item that your character would not be wearing (i.e. watches, jewelry, wallets, etc.).

10. Please do not touch anyone's costume. This will assist in preventing confusion and loss. Your costume is hung in front of your nameplate. Each item should be on a separate hanger that is appropriate to the costume. Be sure to include all items that may be in use as part of your costume. Costumes left on the floor will result in fines and detentions for the person who left the costume.

11. If your costume needs repair or adjustment, tell the stage manager and costume master AND write you needs on the costume repair sheet.

In general, use common sense, and ask yourself, "Is this good for the production?"

Academy of Our Lady of Peace

Performance and Production Agreement

Although I am not as yet a professional, I understand that I am expected to adhere to the professional standards, procedures and rules as set down in the production agreement posted at AOLP.ORG/forms.

My signature on this contract signifies that I have read the rules, rehearsal schedule and agreement completely and agree to abide by its standards and procedures to the best of my ability. I further understand that failure to meet production procedures may result in my dismissal from the company of this production.

Student's Name (Print)

Student's Signature

Date

As the parent or guardian, I understand the conditions under which my student may participate in the chosen drama activities.

Parent / Guardian Signature

Date