

HONESDALE PERFORMING ARTS CENTER ACTOR RESPONSIBILITIES AND CONTRACT

Building Policies

Electronic Devices Use of personal electronic devices (iPod, computer, cell phone) is not allowed in the stage areas (stage floor, grid, and production booth) at any time.

Electronic Devices Backstage and in Production Areas 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 director and the stage manager is notified prior to use.

Footwear 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 theatre. Costume and dance footwear is allowed during rehearsal and performance only.

Professional Etiquette

(Adapted from Actors' Equity Association Actors' Etiquette and Responsibilities)

Taking Notes Always 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.

Giving Notes Do not give notes to another actor. This includes feeding another actor his/her line. Furthermore, don't take notes from another actor.

Memorization 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.

Costumes and Appearance 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. Failure to comply with these rules may result in costume damage,

and you will be responsible for the damages, if not full replacement of the costume garment.

Backstage Noise Avoid all talking, whispering, and laughter backstage. Keep noise to a minimum while in the green room and dressing room areas.

Props 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.

Ad-libs Unauthorized ad-libbing or line alteration is a violation of the author's copyright.

Performance Call time before a performance is a minimum of two hours 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.

Hygiene 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. You are also responsible to wear predetermined costume undergarments, to be provided by actor/actress.

Chewing Gum Gum chewing is not permitted during rehearsal or performance.

Rehearsals and Expectations

- You are expected to be available for all rehearsals.
- You are only allowed to miss 1 rehearsal, without losing your role.
- Detailed rehearsal schedules will be updated daily and will be posted.
- You should arrive at rehearsal 15 minutes early. If you are early you are on time, if you are on time you are late!
- You should wear appropriate rehearsal clothing.
- You must wear shoes at all times, sneakers or character shoes are best.
- You should bring your script, 2 pencils, and water bottle.
- Please leave all belongings in grand hall, before entering the theatre.
- You are required to stay in the assigned rehearsal halls at all-time unless directed otherwise.
- Once you arrive at rehearsal you are not allowed to leave the rehearsal at any time; until dismissal of a scheduled rehearsal or performance by one of the directors.
- Remember all rehearsals are closed doors to everyone except the cast and crew.

- Please keep cell phones put away, no video or audio recordings by electronic devices. Please refrain from texting or phone calling during class time.
- No PDA.

Absenteeism

- If you are sick on the day of rehearsal you are to contact us by phone (570-251-9831 x1515) or use the online absentee system.
<https://www.honesdalepac.com/education/production>

Website Information

1. Logon <http://www.honesdalepac.com>
2. Click on the Education Link, click on Production.
3. Click Portal Login to Download Rehearsal Music
The username and password will be provided to you at rehearsal.
4. You can get all the important information and download the rehearsal music online.

Disputes

Consult the Director in case of disputes. Try to resolve all disputes with the mediation of the stage manager and director.

Failure to adhere to these expectations will result in the following action

- First occurrence: Notation in the rehearsal report.
- Second occurrence: Meeting with stage management and director.
- Third occurrence: May be grounds for dismissal.