

# *Canterbury Players*



## House Rules

**REHEARSALS:** Cast members are expected to attend all scheduled rehearsals. Occasionally there may be conflict. If you **MUST** miss a rehearsal, you must notify the director as soon as possible beforehand.

We rehearse and put on shows in a church and need to be respectful of that:

- no food or drink should be consumed in the church hall
- the kitchen should be used for breaks, or Room 2 on other occasions
- no strong smelling food should be brought into the church building
- the kitchen should be tidied and surfaces cleaned after use
- no **church** furniture should be used for any purpose

**PUNCTUALITY:** Always arrive in plenty of time – to get in the right frame of mind, build an ensemble and so be ready to start on time. If lateness is truly unavoidable you must call the Director or Stage Manager and let them know your expected arrival time.

**MOBILE PHONES:** At no time should phones be taken into the wings. During rehearsals, in order to concentrate and out of respect for others, phones should be on silent and not be used, except for emergencies. During performances phones should be turned off.

**GOSSIP:** Not a good idea! In all ways, please respect your fellow members.

**BACKSTAGE NOISE:** It should be non-existent. Avoid all talking, whispering and laughter, whilst in the wings and as much as possible in the dressing rooms.

**FRONT OF HOUSE NOISE:** During performances, voices can be heard through the auditorium doors. If you need to speak, please use Room 2 or the kitchen.

**TECH REHEARSALS:** Everyone involved in the production should attend, including the front of house team. The Stage Manager and Director will have important information for you. There will be a Fire Drill and Health and Safety information.

**PROPS:** Never play with or touch other people's props. It is **YOUR** responsibility to keep track of your props in conjunction with the props person. Always check your props before each rehearsal and show. After the last night, give the props back to the props person who will then give them to their owner or arrange for them to be collected.

**PERFORMANCES:** You are required to be at all performances and to do your best, as rehearsed, whether the audience is small or large. Make no unauthorized changes in costume, make-up or hairstyle. Appear at curtain calls as instructed by the Director. The Stage Manager takes over the production from the Director after the Dress Rehearsal.

Public, friends and family are not allowed beyond the Pass Door. All involved should sign in and out, in the appropriate place. Please do not block the vision of, or 'chat' to, the Stage Manager and technicians in the wings. They may appear to be doing nothing but are concentrating on cues etc.

**'PROFESSIONALISM':** You are representing Canterbury Players both on and off the stage and should be 'professional' at all times. The Director and then the Stage Manager have the final word! Take up any disputes with the Director, before or after rehearsal – never during it. If you have a dispute with a cast or crew member, speak to the Director before getting anyone else involved. Never speak ill, in public, of a show in which you

are involved. NEVER try to suggest or tell an actor what to do – that is for the Director only.

**COSTUME AND MAKE-UP:** Only stage make-up should be worn and this is kept in two make-up containers, one for each dressing room. If you have sensitive skin, please talk to the Stage Manager about alternative make-up. Once changed and wearing make-up you should not go into the auditorium, unless it is part of the show. Costumes and make – up should always be removed before leaving the theatre and on the closing night the boxes should be returned to the Stage Manager.

**SCRIPTS:** Scripts are expensive. Please look after your script and hand it to the Stage Manager after the last performance.

**ADDITIONAL DUTIES:** We are a non-profit, volunteer society and as such, everyone needs to chip in and work as a team. If not in the cast or crew of a show, all members should be available for front of house duties, when possible. All members need to help on closing night – tidying up the dressing rooms, removing any waste from them, helping put the church rails and podia etc back into place – no one should leave until all the rooms of the church are in order and as we found them. Everyone should help with publicity and to sell as many tickets as possible.

**ALCOHOL, SMOKING and ILLEGAL SUBSTANCES:** Alcohol may not be consumed on the church property at any time. The same applies to illegal drugs. Furthermore, cast and crew members should avoid the use of all such substances prior to a rehearsal or performance – it isn't fair to your fellow cast members and you may pose a safety hazard to yourself or others around you. If necessary, the Director may decide to dismiss you from the production. The church is a 'non-smoking' building.

**HEALTH AND SAFETY:** Please ensure that you have read, and then abide by, the society's guidelines.

**ROLES AND RESPONSIBILITIES:** Whatever role or responsibility you take on – do your best, help drive the success of our society and.....

**ABOVE ALL ELSE, HAVE FUN!!!**

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