



**WABENO AREA PLAYERS  
CAST AND CREW CODE OF CONDUCT  
Adopted July 13, 2016**

Part of the great tradition of the theatre is a code of ethics, which belongs to every worker—amateur and professional—on the stage. This code has been observed throughout the centuries and will continue long after us. It is neither superstition, nor dogma, nor a statute enforced by law. It is an attitude toward craftsmanship, a respect for associates, and a dedication toward the audience. This code outlines a self-discipline which, far from robbing one of individuality, increases personal esteem and dignity through cooperation and common purpose.

**A. Attendance:**

1. I shall make sure to attend all rehearsals as scheduled, including dress rehearsals and technical rehearsals.
2. I shall be on time.
3. I shall attend all performances (NO EXCEPTIONS).
4. I shall attend strike of set.
5. I shall abide by the conflicts scheduled at time of casting. Additional conflicts (ie. illness and emergencies) must be communicated to the director.

**B. Show Materials (Musicals)**

1. I shall sign out show materials (scripts, music, etc...) at the beginning of rehearsals.
2. I shall not use a highlighter, pen or any other form of marking except a soft lead pencil when making notes in rental material.
3. I shall sign back in all show materials, erased and clean, immediately after the last performance.
4. I shall reimburse WAP for lost or damaged materials.

**C. Rehearsals**

1. I shall understand rehearsals are closed to the general public. Only cast, crew, theatre personnel, and persons approved by the director are allowed in the theatre during rehearsals.
2. I shall make sure to be prepared for rehearsals and expectations of production staff.

**D. Behavior and Conduct**

1. I shall practice toleration, acceptance, kindness, and respect at all times.
2. I shall treat all cast, crew, and WAP staff with respect and consideration.
3. I shall TURN OFF cell phones during rehearsals. I understand that cell phones may be used during break times. I understand that there is absolutely no cell phone use of any kind allowed during performances, including intermissions. If I must keep my cell phone turned on for professional reasons, I shall notify the director.

**E. Performances**

1. I shall arrive at appropriate call time.
2. I shall call the director/assistant director/stage manager as soon as possible if I know I will be late or have an emergency.
3. I shall remain quiet during performances; this includes in the green room, dressing rooms, backstage, lobby, etc.

**F. Expectations**

1. I shall participate in promotional activities, including attending photo sessions, interviews, and public previews.
2. I will play every performance to the best of my ability, regardless of how small my role or large my personal problems.
3. I shall never miss an entrance or cause a curtain to be late by my failure to be ready.
4. I shall always be on time for rehearsals and performances.

5. I shall remember that my aim is to create illusion; therefore, I will not destroy that illusion by appearing in costume and /or make-up off stage or outside the performance venue.
6. I shall not alter lines, blocking, choreography, lights, properties, settings, costumes, or any phase of the production without consultation with and permission from the director.
7. I shall accept the director's advice in the spirit in which it is given, for s/he sees the production as a whole and my role as a portion thereof.
8. I shall look upon the production as a collective effort demanding my utmost cooperation; hence, I will forego the gratification of ego for the demands of the play.

**Contract:**

1. I signify that I have read and understand all of the policies and expectations presented in the Code of Conduct.
2. I understand that the Production Team and staff of WAP will abide by the policies and expectations presented in the Code of Conduct and as an actor/crew member I reserve the right to hold them to such.
3. I understand my expectations as an actor/crew member and understand that any failure to meet those expectations may result in my dismissal from the production.
4. I understand that in order to participate in this production I am required to present a signed copy of this form to the stage manager and director.

Name of Production: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**CONTACT INFORMATION**

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Spouse's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

2<sup>nd</sup> Home Phone \_\_\_\_\_

2<sup>nd</sup> Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**\*\*Please note correspondence will be by email unless otherwise requested.**