

# Actor

*“A fool cannot be an actor, though an actor may act a fool's part.”*  
Sophocles

## **Basic Policies**

- You may not have any food or drink in the Mainstage, LAB theatre or rehearsal studio.
  - Except water in a closed bottle.
- Never give notes to other actors.
- Do not disturb others when they are working

## **Rehearsal**

- Warm up physically and vocally before the start of rehearsal.
- For every rehearsal be sure to have:
  - Your script
  - Extra paper for notes
  - A pencil
  - Non-restrictive clothing
  - Closed toed shoes
  - No jewelry
- Always write down all notes you receive as soon as you receive them.
- Bring homework or study your script when in dead moments in rehearsal
- Always pay attention during rehearsal. Any notes the director gives could also apply to you.
- The following fines exist. The money collected through fines goes toward the department scholarship.
  - Open toed shoes \$0.25
  - No script \$1.00
  - No pencil \$0.10
  - Not returning a pencil \$1.00
  - Missed fitting \$2.00
  - Late \$0.20 per minute (for rehearsals) \$1.00 per minute (for technical rehearsals and performances)
- If you are late, your call time may be moved forward by ten minutes.
  - This process will be repeated as often as needed.

## **Technical and Dress Rehearsals**

- You must attend all technical and dress rehearsals.
- Do not waste time by disrupting rehearsals or wandering away from stage.
- Be prepared to alter your performance from one night to the next based on the notes you are given.

## **Performance**

- Maintain the performance as it was directed.

- Never change your lines or blocking during performances.
- Maintain proper theatre etiquette during the run of the show.
- Never peak at the audience.
- Do not appear before the audience in your costume prior to your entrance.
- Do not touch or speak on headset for any reason.
- You are responsible for all of your entrance cues.
- Ensure that your props and costume pieces are in place before house opens.
- Take care of your props and costumes.
- Do not eat, drink, or smoke while in costume.
- Do not touch props or costume pieces that are not yours.

### **Photocal**

- This time is set-aside during every production to allow everyone to take pictures for their portfolios.
- The stage manager will post a list backstage of the order of the photos that will be taken. Be sure to familiarize yourself with this list.
- If you are not needed onstage for a photo, be backstage prepared for the next photo.
- If you have to make a costume change for the next photo, do it as quickly as possible.
- Do not wander off.
- After getting into position for a photo be sure not to move until both the flash and non-flash cameras have taken pictures and the stage manager gives you permission to move to the next scene.

### **Strike**

- You are required to attend strike, which follows the final performance of the show.
- Before leaving be sure to sign out with the stage manager.

### **Actor's Rights**

- You may refuse to walk on a stage or scenic unit until it has been proven beyond a reasonable doubt that the unit is safe.
- You will be given warning calls at regular intervals before the start of the show. These are: “30 'til house,” “20'til house,” “10 'til house,” “house open” and “30 'til places,” “20 'til places,” “10 'til places,” “5 'til places,” and “places.”
- You are entitled to a forty-five minute meal break during tech weekend.
- You are entitled to a five-minute break every eighty five minutes. The stage manager will ensure that you receive this break.
- Feel free to ask the stage manager any questions.
- Any information you reveal to stage management will be kept confidential.

# Actor

All students acting in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to Eric Koger.

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Production: \_\_\_\_\_

Role: \_\_\_\_\_

Why do you have this position? (circle one)

I am in the THEA 104 class.

I am in the opera Workshop class.

I am in an Independent Study class. Name the class \_\_\_\_\_

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but also that I agree to follow and abide by it. I also understand that I will be held accountable for my actions and that my role in the production may be terminated in the case of extreme misconduct.

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

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