

Wheaton Drama Inc. Production Code of Conduct

The purpose of this code of conduct is to ensure that every member and future members (audition candidates) know what to expect from the organization, and what the organization expects of you. Among Wheaton Drama's unwritten goals are to make art, have fun, create positive experiences and maybe lasting friendships.

A. Attendance:

1. Attend all rehearsals as scheduled, including dress rehearsals and technical rehearsals. 2. Attend all performances (NO EXCEPTIONS). 3. Attend and assist as needed in strike. If you cannot attend strike, please inform production staff in advance. 4. Attend your scheduled Green Room clean up. 5. Abide by the conflicts scheduled at time of casting. Additional conflicts (ie. illness and emergencies) must be approved by the Director. 6. Repeated failure to attend rehearsals or performances may result in recasting or dismissal from the cast.

B. Show Materials (Musicals ONLY – “straight” play scripts are yours to keep)

1. All show materials (scripts, music, etc.) must be signed out at the beginning of the rehearsal period. 2. All show materials must be signed back in, erased and clean, prior to the final performance. 3. Failure to return script will result in a \$100 fee to cover replacements and any additional costs.

C. Rehearsals

1. Front door will remain locked during rehearsals, as there will likely be no one in the lobby to secure the area.

Please use other doors to enter the building. 2. Arrive early and be ready to work. Please inform the production staff as soon as possible if you know you

will be late or have an emergency. 3. 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. 4. Do not touch anything that does not belong to you. 5. Dress appropriately for rehearsal. In general: wear comfortable clothing you can move in and do not mind getting dirty. In the interest of safety, No sandals or open-toed shoes are allowed unless provided by the costumer. Also, avoid dangly jewelry such as earrings, bracelets, necklaces, etc... 6. Good personal hygiene is common courtesy. Please brush your teeth, bathe, and wear deodorant for the benefit of everyone.

D. Behavior and Conduct

1. Please practice toleration, acceptance, kindness, and respect for one another at all times. 2. Keep the lobby, theatre, Green Room and surrounding areas neat, clean, and safe. 3. No smoking in the WDI building. (No smoking within 15 feet of all doors at WDI. You may smoke in the alley or

behind the building.) 4. WDI Drug and Alcohol Policy:

- Drinking will not be tolerated before /during rehearsals and performances. Failure to adhere to this policy will result in your dismissal from the show.

- Use and/or possession of any illegal drugs is strictly forbidden. Failure to adhere to this policy will result in your dismissal from the show. 5. Cell Phones

- Please silence all phones during rehearsals. Please confine phone use to break time.

- There is no cell-phone use of any kind (including texting) allowed back stage during performances, including during intermission.

- Please be aware that you must keep the WiFi clear before each performance. The ticketing system is an online service, and WiFi bandwidth is required to operate it.

E. Costumes and Props

1. When offering critique about your specific costume, offer comments related to fit and comfort only. 2. Do not touch props or costumes not assigned to you. 3. You may be charged for any damage other than normal wear and tear to props and/or costumes assigned to

your care. 4. Be sure to hang up all costume pieces in the Green Room and return all props to their appropriate place at the end

of performance/ rehearsal. 5. No smoking or eating in costume. 6. You are not allowed to change, embellish, or choose not to wear any piece of your costume during performance.

F. Sets and the Scene Shop

1. When offering critique of the set, offer comments that relate to functionality or safety concerns only. 2. Please abide by any instructions that the production staff give you regarding unfinished set pieces.

G. Performances

1. Arrive at appropriate call time and sign in. (call board is located on bulletin board in the stairwell) 2. Call the stage manager as soon as possible if you know you will be late or have an emergency. 3. All cast and crew must remain quiet during performances; this includes in the green room, dressing

rooms, backstage, lobby, etc. 4. Cast and crew should not use the lobby during a performance, unless required by blocking. 5. Please respect your own and others' space in the Green Room.

H. Injuries

1. Safety is our first priority. If you encounter an unsafe situation, notify the production staff

immediately, and steps will be taken to correct the issue before continuing. 2. Please follow WDI safety procedures. 3. If you are injured, please report your injury to WDI staff immediately.

I. Food and Drink

1. Food and drink are not allowed in the main theatre during performances. 2. If you need to eat during rehearsal, it is your responsibility to clean up after yourself. 3. You are encouraged to have a capped bottle of water in the main theatre during rehearsal 4. Please clean up after yourself, this includes the fridge. Dispose of all trash in the appropriate place. 5. During rehearsal period, please be aware that garbage is not taken out each day. This means that you should

take any food remains out at the end of rehearsal.

J. Roles and Responsibilities

1. It is your responsibility to review the role guidelines and expectation of the WDI handbook. (a copy is available in the Lobby).

K. Personal Expectations

1. I shall participate in promotional activities, including attending photo sessions, interviews, and public previews. 2. I will perform my responsibilities to the best of my ability. 3. Once I sign in, I am expected to remain in the building unless given permission by the Stage Manager. 4. I shall not appear in costume / wigs / specialized make up in the lobby post performance. 5. I understand that the opening

performance should have the same quality as the closing performance. 6. I will follow the “golden rule.” I will treat others as I want to be treated.

By signing below, you have agreed that you have read, understand, and will follow the above code of conduct. (sign and return to the Production Manager)

Signature _____

Date _____