



REHEARSAL EXPECTATIONS

1. Rehearsals will start promptly. It is recommended that you arrive at least five minutes before rehearsal begins. Use this time to clear your mind and focus on the work ahead.
2. Arrive prepared. Be ready with the assigned task, scene, or with material requested by the director or his assistant.
3. Dress appropriately. Wear loose clothing and comfortable shoes – an ensemble that will not restrict movement in any way.
4. Bring a pencil and tablet to each rehearsal. Use your journal to record director's comments, summary of any research, observations about your character, as well as your character's relationship to other characters in the play. If brilliant ideas occur to you during rehearsal, jot them down and share them during the notes session at the end of the rehearsal.
5. Don't chew gum during rehearsals.
6. Hair should be kept out of the face. The face is the most expressive part of your body, it needs to be seen. You will be expected to cut or style your hair based on your character as specified by the Director.
7. All Actors are responsible for providing their own stage makeup. There will be Hair, Makeup and costume personnel backstage nightly to assist you.
8. Smoking and eating are not permitted in the theater. Eat in green room, smoke outside.
9. No Alcohol, or other intoxicating substances, should be consumed before or during rehearsals and performances.
10. Due to the pace and focus required for this particular production, this will be a closed set. Only cast and crew members will be permitted to attend rehearsals.
11. Casual and excessive talking is not allowed. Everyone needs to be respectful of each other's time onstage and help the team stay focused and productive!
12. Stay in the rehearsal room. If you need to leave the rehearsal room for any reason, make sure you inform the stage manager as to your whereabouts.
13. Actors waiting to work are strongly urged to use their time productively. Memorize lines, review blocking, or read materials related to the productions.
14. Giving Lines – We find it works best for other actors NOT to feed lines to an actor who has forgotten their line. We will have a staff member on book during rehearsals, and they will correct the actor or feed the lines to them when the actor asks for it by saying 'LINE'.
15. NOTES/DISMISSAL FROM REHEARSALS: Each rehearsal session will conclude with the cast assembling for notes. Important information will be shared here. Actors should assemble promptly when asked, and never leave the rehearsal until dismissed by the director.
16. Updates: Facebook is a fantastic way to communicate without taking up a lot of time. Please check the Facebook group page daily. Updates and information will also be posted on the Facebook group page (as needed). You will be expected to acknowledge any posts by responding.



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17. NEVER TOUCH SOMEONE ELSE'S PROP OR COSTUME! If you aren't already aware, it is taboo in theater to do this. Props and costumes are not toys, and they are placed in certain places by the actors and stage crew for specific reasons of which you may not be aware. NEVER MOVE THEM (unless of course you see a cement block starting to fall on one, then please, rescue it!) Actors and Stage Crew should communicate clearly with each other regarding when and where each prop should be placed, and by whom.
18. PERFORMANCE PROCEDURES: CALL TIMES: We set call times about 1.5 hours prior to the start of the show to give us time to make arrangements if something unexpected keeps you from the show that night. If you prefer not to arrive at the theater this far in advance, we understand, and ask only that you call the stage manager at the call time to let them know that you are aware there is a performance, and let them know what time to expect you. In any case, please arrive no later than 30 minutes prior to show time. The Executive Producer is Tracy Shoemaker and her cell phone is (530) 209-9909.
19. PERFORMANCE: NOTES: Most theatres have a general culture of directors not being involved with a play once it has opened, this is how we operate. If we have done our jobs then at opening you will be ready. As of opening night the play is under the Direction of the Stage Manager. Any directions given by the stage manager are to be adhered to without question.
20. SET CONSTRUCTION & LOAD IN: All cast and crew are required to assist in set construction and load in.
21. CAST / CREW PARTICIPATION: All cast and crew are required to assist in all aspects of production as directed by the Producer. Participation may include, but is not limited to; theatre clean-up and concession stand sales.
22. PROGRAM SALES: All cast and crew are required to sell at least one (1) ad in the playbill.
23. SCRIPTS: The script is yours to keep, however any other materials which may be rented from the rights holder or owned by WEMTG must be returned at the end of the performance run. Any materials you received must be returned in its original condition or you will be responsible for the cost of replacement.
24. WE Multimedia Theatre Group may use audio, video and still recording devices in all aspects of the rehearsal process. All multimedia relating to the production are the exclusive property of WE Multimedia Theatre Group and shall be used at the discretion of WE Multimedia Theatre Group for current and future promotional purposes without compensation. No audio, video and still recording of the rehearsal process is permitted by any member of the cast or crew without the express permission of WE Multimedia Theatre Group.
25. No performances may be electronically recorded in any manner. To do so is a violation of copyright laws and our licensing contract.

I have read and agree to the above terms and will comply with the WE Multimedia Theatre Group (WEMTG) company policies during all WEMTG company events and activities.

Print Name: _____

Signed: _____ Date: _____