



*The Warehouse Theatre Company (“WTC”) is a non-profit community theater organization, run primarily by volunteers who love theater. WTC’s mission is to engage, enrich and encourage our community through shared experiences in the theater arts.*

*WTC is committed to providing an inclusive, respectful and safe environment at all rehearsals, productions, meetings and other events that occur on WTC property or in which WTC is involved. All participants, including but not limited to actors, production crew, supporting family members, board members, theater employees, volunteers and audience members are expected to act with integrity and respect toward all other participants.*

*This document provides information about this production and describes WTC’s expectations for all participants.*

## [Show Name and Date]

### 1. Contact information:

a. Production Team members for this show are as follows:

Role	Name/Contact	Responsible for...
Director Asst. Director		Creative vision and direction; leading the production
Music Director		All things music; teaching show music to the cast and working with individual cast members as needed
Choreographer		All things dance – any movement to music
Costumes		All things appearance – clothing, shoes, headwear, etc.
Stage Manager*		Rehearsals, cast communications, stage tech, etc.
Set Design		Designing and building the set, supervising builders
Light Design		Designing and setting the stage lighting
Sound Design		Locating and programming sound effects
Dramaturge		Historical accuracy of the production
Producer*		Budget, promotion, scripts and scores

\*Concern Resolution Facilitator (see Section 10 below)

b. Warehouse Theatre Company business contacts:

Vance Jennings (Executive Director)

[vance@warehousetheatrecompany.org](mailto:vance@warehousetheatrecompany.org) (509) 961-3522

## 2. Communication

a. Most communication will be conducted by \_\_\_\_\_ [email, app, text, etc.] Rehearsal schedule updates, location changes, and general information about the show will be sent out via the communication method noted above. Please commit to checking regularly for updates.

b. If you have a question, please consult the table in paragraph 1 above to determine who your question should be directed to.

## 3. Rehearsal Schedule

a. The production team will create a rehearsal schedule for this production, taking into account the schedule conflicts you listed on your audition form. The rehearsal schedule will almost certainly be updated from time to time as rehearsals progress. Plan to be flexible!

b. Every effort is made to respect the time of all involved. You may not be called for every rehearsal, and you may be called but have a little (or a lot) of down time. Plan to make good use of down time by running music and lines with other cast members.

c. **Your attendance at rehearsal is required – you are critical to the success of the show. The director may remove from the show any cast member who does not meet attendance expectations.**

d. If you are unable to attend a scheduled rehearsal due to illness or emergency, contact the stage manager as soon as possible.

## 4. Performance Schedule

a. The performance dates for this production are as follows:  
[PERFORMANCE DATES]

b. **Unless specific prior arrangements have been made with the director, attendance at all performances is required.**

## 5. Clothing and Costumes

a. Wear appropriate clothing and shoes to rehearse. Shoes must be worn on stage. Rehearsal skirts are encouraged when appropriate for the role. When choosing rehearsal clothing, please keep in mind that you may need to bend over, kick, lean, stretch, etc., and in some cases you may need to make physical contact with another actor. Consider what will make you feel most comfortable in the learning process of the show, and what will put other actors at ease.

b. The costume team for this production will make every effort to ensure your character looks great on stage. Costumes may be pulled from WTC costume storage, purchased for the show, or sewn for you by the costume team. They are curated and created with care, and sometimes at considerable expense.

c. There is a chance you will be asked to wear something that you do not personally like. Keep in mind that costumes for a stage production are completely different from your everyday wardrobe. The costumer has worked with the director to arrive at their costuming choices. **Your acceptance of a role in this production indicates that you understand this and are willing to accept the costumer's decisions.**

d. Please let the costumer know if a costume does not fit or is restricting or painful in any way so that they can make sure you can act your part and look your best on stage.

e. Your privacy will be taken into consideration at all times. For your safety, the costumer will be accompanied by at least one other person when doing costume measurements and fittings.

f. PLEASE take proper care of the costume pieces assigned to you, to protect them from being lost or damaged. This includes:

- i. Always properly hang up or store all items after each rehearsal and performance.
- ii. Never eat or drink while wearing your costume.
- iii. Let the costumer know if your costume requires repair or cleaning.
- iv. Do not take your costume out of the building unless instructed to do so by the costumer.

g. Dressing rooms are provided for costume changes. WTC makes every effort to provide spaces that meet the needs of each cast member. If you have a privacy concern regarding dressing rooms, please talk to the stage manager; your requests will be treated confidentially.

## 6. Hair and Makeup

a. Do not cut, color, or change your hair in any way after auditions without first having a conversation with the director. A change of hairstyles can dramatically affect the appearance of your character.

b. You may be asked to style your own hair, or to allow a member of the production team to style your hair. Likewise, if makeup is required for the show, you may be asked to apply your own makeup or allow a member of the production team to apply it for you.

c. **Your acceptance of a role in this production indicates your willingness to cooperate with the production team regarding reasonable hair and makeup requests.**

## 7. **Scripts and Scores**

a. Scripts and scores are distributed at the first rehearsal. Depending on the production and your role in it, you will need both, one or the other, or neither.

b. WTC is licensed to produce this show, and has paid to rent or purchase the scripts and scores. We are usually required to account for and return them to the licensing company immediately after the production closes. Don't lose the script and/or score assigned to you!

d. Scripts and scores are protected under copyright laws. WTC does not condone the copying of copyrighted materials.

## 8. **WTC Code of Conduct**

a. The Warehouse Theatre Company has established a "Code of Conduct" (see attached) to prevent harassment, including sexual harassment, at WTC event. The code of conduct will be reviewed during the first rehearsal for this production.

b. **Adherence to the Code of Conduct is a requirement for participation in this production.**

## 9. **Theater Etiquette**

a. Participation in a theater production requires willingness to adhere to theater etiquette.

b. If you are new to theater, please familiarize yourself with these guidelines. If you are *not* new to theater, please refresh your memory on the following points:

- Respect rehearsal time. Arrive *prior* to call time and be ready to *START* at call time.
- Always bring a pencil and notepad to rehearsal.
- Write down your blocking instructions as they are given.
- A "note" is a comment, correction or suggestion regarding an actor's performance. If the director gives you a note: Accept the note, ask questions only for clarification, and write the note down for future reference. Do not argue or explain.
- Do not give notes to other actors.
- Do not make suggestions during blocking.
- If you have a concern about a note or blocking, talk to the director during a break or after rehearsal.
- If you are not on stage, be quiet. Voices carry in performance spaces, and are disruptive to the work being done on stage.
- Do not give lines. If an actor calls for a line, the stage manager will give it.
- If you are not on stage, find a quiet place to run lines or practice music.

- Do not touch a prop that isn't yours.
- Do not touch a costume that isn't yours.
- Do not touch a cast or crew member without their consent.
- Wear appropriate clothing and shoes to rehearse. Rehearsal skirts are encouraged when appropriate for the role.
- Vigilantly attend to your personal hygiene, i.e., shower, wash your hair, use deodorant, brush your teeth. We are in close quarters.
- When in costume, do not eat or drink anything other than water.
- Respect the rehearsal and performance space, equipment and set.
- Acknowledge stage manager calls. For example, when the stage manager says "5 minutes to curtain," you say "Thank you 5!"
- Notify the stage manager if a prop or scenic element is broken
- Keep your belongings neat and tidy. Do not leave trash for someone else to pick up.
- Be unfailingly courteous to crew members. They are collaborators and colleagues, not assistants.
- Encourage and cheer each other on. Gossip, grumbling and criticism have no place in a great performance.

c. The above list is not exhaustive. **When in doubt, let WTC values of entertainment, education, collaboration, community and good stewardship guide your actions.**

## 10. Conflicts and Concerns

a. WTC follows a Concern Resolution Pathway ("CRP"), which will be reviewed during the first rehearsal for this production.

b. One or more members of the production team have been designated as Concern Resolution Facilitators ("CRF") (see Section 1 above). The CRF will help cast and crew members navigate conflicts and concerns, as outlined in the CRP.

c. While every effort will be made to avoid the need to escalate an issue that may arise during this production, WTC takes complaints seriously. If a complaint includes allegations of civil or criminal misconduct or liability, legal advice or action may be required. A violation of civil rights should be reported to the Washington Civil Rights Commission: <https://www.hum.wa.gov/file-complaint>.

d. In case of a criminal act or physical emergency call 911.