Student Handbook

THEATRE

**Rehearsal and Performance**

* Check the call board, email or Stage Manager hotline DAILY for rehearsal call times. Being unaware of a rehearsal schedule change is not an excuse to miss or be late for rehearsal.
* Always be on time -- which means being early.
  + Plan on arriving no later than 10 minutes before a rehearsal. Ideally, you should plan to arrive 15-30 minutes early to properly warm up and, in later rehearsals, check rehearsal props or costumes.
* Be properly attired for each rehearsal. It is your responsibility to know – or ask the Stage Manager or Director – what you should wear to rehearsal.
* The Stage Manager is in charge of organizing and running rehearsals. If you have questions or problems about anything, contact the SM and they will direct you. Follow Stage Manager instructions.
* ALWAYS bring your script, music if applicable, paper, and pencils to rehearsal. Be prepared and NEVER mark scripts or scores in pen.
* Plan to be off book ASAP.
* All rehearsal props and costume pieces must be treated with the same care you treat actual show props and costumes.
  + Return them in good condition to the prop table or ASM at the close of each rehearsal. Your Stage Manager will make you aware of which option is preferred.
* DO NOT leave personal items in dressing rooms, green rooms, or backstage.
  + During the run, someone will be assigned to monitor dressing rooms, but thefts can and do happen. If it’s very important to you, do not bring it to rehearsal.
* Quiet, please. When not working on stage, work on your part or homework in the house. Allow others to do their job.
* **NO LAPTOPS OR CELL PHONES BACK STAGE OR IN DRESSING ROOMS**. During rehearsals and show runs you are expected to behave professionally, and that means your focus is on the production.
* Be attentive of your personal hygiene. We work in close quarters for long hours. Make sure you take that into consideration as you plan your day.
* Respect the space you are working in.
  + Dispose of your trash.
  + NO food or drink in the house or backstage except bottled water.
* Know that your dedication and positive attitude are very important to the success of a production no matter the degree to which you are involved. Always treat others as you would want to be treated. Be calm and courteous. “Please” and “Thank You” are an important part of our vocabulary.

Ask permission of Stage Manager before you leave a rehearsal or performance.