



## East Hartford Summer Youth Festival

### Code of Conduct and Personal Responsibility

**Overview:** Creating live theater is a collaborative endeavor, and it takes cast, crew, production staff, and volunteers working together in harmony to produce a successful production. To this end, EHSYF has compiled guidelines to which members must adhere. We hold that the safety, respect, and rights of our members and staff are of the utmost importance. As members keep these important guidelines in mind, this summer's rehearsal process and performances will be a wonderful experience for all. Please review this document so that you or your child will be aware of our policies and how we will enforce them.

#### ***Becoming a member***

EHSYF performing members and backstage members are expected to contribute an annual membership fee, as ticket sales and ads only cover a fraction of operating costs.

- a. Scripts and music will be distributed when the cast member has paid \$10 script deposit.
- b. Annual membership dues are required for participation. This year, the East Hartford Commission on Culture & Fine Arts is subsidizing these fees, bringing total per member down to \$25. These fees help us cover our liability insurance and they also include your cast/crew t-shirt and your admission to the cast party.
- c. If a prospective member cannot afford membership dues, special arrangements may be made with Greer, EHSYF President & Producer.
- d. Cast members have both an Onstage Role and an Offstage Role.

#### *Your Onstage Role:*

- i. learn lines, songs, dance steps and blocking by given timeline,
- ii. show up on time for scheduled rehearsals,
- iii. be a positive, supportive team member.

#### *Your Offstage Role:*

- i. Be willing to help in any way you can to make this a successful production. Community Theatre is a collaborative creation.
- ii. Observe all expected "professional" behaviors,
- iii. Promote the show, distribute posters and flyers, sell tickets, sell program ads,
- iv. As capability and safety allows
  1. help build the set and/or help find set components,
  2. assist stage crew with requested backstage assistance,
  3. assist during set-up and strike.

#### **Expected Attendance:**

1. Rehearsal schedule is created to utilize everyone's time efficiently and takes into account any conflicts we have been made aware of. It is possible that you may not be called to attend all rehearsals, depending on the scenes, songs or dances being rehearsed that night. Otherwise, attendance is required at all rehearsals. If an individual cannot attend due to significant conflicts, emergencies or illness, the Stage Manager must be notified.
2. ALL cast members are required to be at all rehearsals during the "tech" week prior to performance, as well as all performances. Excessive absences may result in recasting or dismissal from the cast at the discretion of EHSYF.
3. Rehearsal call time is the expected ready-to-start rehearsing time not arrival time! Please arrive ready to begin.
4. Cast members should have lines, blocking, and dancing memorized by the date established by the director.
5. ALL cast members are required to attend and assist strike (taking down the set) on Monday 7/31

### ***Responsibility for costumes, props, and show materials***

1. All rented show materials (scripts, music, etc.) must be signed out at the beginning of rehearsals when \$10 script deposit is made AND must be signed back in, erased and clean, by 7/31. Once we have received your clean script, we will return your script deposit to you.
2. The performer is to provide proper care to sustain their costume by avoiding damage other than normal wear and tear, by hanging up all costume pieces after use, and by practicing personal hygiene to keep costumes as fresh as possible. Do not eat anything or drink anything other than water when in costume. Costume pieces must be worn as directed by the Costume Coordinator or Director.
3. Props provided may be rented, purchased, or borrowed. Treat these items with care and respect, and never touch or play with a prop that is not assigned to you.
4. Setting and returning a prop is between user and the Stage Manager or Crew Chief. To guarantee predicted placement, readiness and condition, only the staff and the performer utilizing a prop may handle or move a prop. All others must refrain from any handling.

### ***Responsible "Professional" Behavior and Conduct***

1. "Professional" stage etiquette demands toleration, acceptance, kindness, and mutual respect of each cast member for all others, including fellow cast, crew, and staff, and at all times as each person prepares, develops and responds differently.
2. Cast members should be direct-able and try the things asked of them, even if they disagree. A cast member should accept notes from the director or discuss concerns about them privately with the director, but the director has the final say.
3. Cast members should respect others by remaining quiet and concentrated while they are working, whether onstage or off.
4. No cast member should "helpfully" or disapprovingly instruct another cast member on performance, interpretation, or responsibility, unless that is an appointed duty.
5. Cast members minimize interpersonal temperament, outbursts, tension, blame, criticism, remarks, gossip, ridicule, profanity, disagreements, misunderstandings, miscommunication etc.
6. Consumption of alcohol, intoxicants, or illegal substances is prohibited before or during rehearsal or performance. It is unprofessional and a safety issue. Failure to adhere to this policy could result in dismissal from the show and possibly arrest.
7. Personal smoking or vaping is strictly prohibited in all rehearsal and performance venues. Smoking outside the venue while in costume is also prohibited.
8. Bare feet, open toed shoes, flip-flops and sandals are not allowed backstage or onstage (unless part of a costume)
9. Personal electronic communicators must be turned off during rehearsals and performances, except for use during break time (unless there are extenuating circumstances, and the Stage Manager approves the exception).
10. Voices & footsteps carry. All cast and crew must remain vocally and physically quiet backstage during performances; quiet demeanor should be maintained in dressing rooms, hallways, etc. Walk quietly backstage as heavy footsteps can be heard from the audience.
11. Safety is a priority. Notify a stage manager of any unsafe obstruction, hindrances, etc.
12. If an injury occurs, notify a stage manager IMMEDIATELY! Unless medically qualified, do not attempt to treat someone's injury.
13. Unwanted behavior such as inappropriate touching, conduct or comment, bullying, harassment, intentionally causing physical or emotional harm in person or by cell phone or online, should be reported to EHSYF President/Producer, Stage Manager, or Director—whether experienced or observed. Physical confrontations, threats of physical harm, taunting, and personal insults are strictly prohibited and may result in dismissal from the organization.
14. East Hartford Summer Youth Festival Inc does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of

staff, selection of volunteers, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, board members, membership, volunteers and supporters. Any inappropriate behaviors by cast, crew, board members or bystanders should be reported to EHSYF staff, whether experienced or observed, and may result in dismissal from the organization.

### **Special behaviors for the protection of minors and children**

1. There are important behaviors for the protection of minor children which ALL ADULTS are expected to observe, enforce, and report. We define "minor" as all individuals under the age of 18. We further define "child/children" as all minors under the age of 13.
2. No adult should touch any minor in any way, however innocently, except as an accepted or directed part of the production.
3. It is expected that children will be chaperoned by responsible volunteer parents. At least two parents or chaperones must be present in the children's dressing area whenever any child occupies the area. This includes dress rehearsals as well as performances. It is our policy that children come already dressed in basic costume.
4. Doors to occupied adult dressing rooms are to remain closed unless the room has been declared open for all cast to enter.
5. Children are not permitted to enter occupied men's or women's dressing areas while cast is changing clothes or costumes. If an adult in the cast has a child in the show, the adult should maintain contact with the child outside the dressing room.
6. Likewise, only designated adults are permitted to enter a children's dressing area.
7. Unless children are about to perform, they are to remain or return to their designated safe area (i.e., dressing room). They are not to congregate in open areas or backstage with adults. The chaperones need to maintain headcount and whereabouts at all times.
8. A children's chaperone will walk the child to the restroom, wait outside, and then accompany them back into rehearsal.
9. All cast and crew must be mindful of adult costume changes that must be accomplished back stage or in an open area, and all children must be removed or shielded from such events. Likewise, adults responsible for assisting children's costume changes back stage or in an open area must also assure maximum privacy from other children and adults for the change.
10. Minor teenagers are permitted to participate as adults as long as parental permission is given, and for as long as the expected corresponding adult decorum is maintained by the minor teenagers. Failure to properly observe adult rules may mean notification of parents and/or dismissal from the cast.