



P.O. Box 1672, Valley Center, CA 92082

GUIDELINES FOR ACTORS/CREW

First of all, welcome to VCCT! If this is your first experience performing with VCCT you will soon find out what makes our community theater such a fantastic experience and an excellent contribution to our community. We have high standards, but we also never forget why we do Community Theater ... *to have fun!*

At VCCT we all work as a team. While it is important that you not step on or over people who are trying to do specific jobs, it is also important that you remove from your vocabulary the following phrase: "It's not my job." You may be asked to do a lot of things, both big and small, for the good of the team. Try and be a team player and pitch in wherever and whenever possible.

There are no paid positions with VCCT. We are all here because we love theater, and we want to work together to bring Valley Center the very best theatrical productions possible. Here are a few guidelines that are fairly consistent from show to show. These are designed to help facilitate the smooth functioning of rehearsals, performances and other facets of the process of getting a show up and running. Our shows can cost upwards of \$20,000 so it is important that you understand what you are committing to! These are only suggestions. Each Director/Producer may have some variations to these and he/she will let you know what these are during your first read through.

1. REHEARSALS – BE ON TIME. As a rule rehearsals begin at 6:30 p.m. and end around 9:00 p.m. during the week, and earlier on Sunday. This will probably vary according to schedules of cast members. Please look at the rehearsal schedule and see when you are called. Each Director will probably set up different call times for actors, depending on the needs of each scene. Check with your Director or Stage Manager before leaving rehearsal each night to confirm the schedule. This is your responsibility, not the Director's or Stage Manager's. **IF YOU ARE GOING TO BE LATE, CALL THE DIRECTOR/STAGE MANAGER!**

2. ALCOHOL/DRUGS - No alcohol or drugs are to be consumed on the premises before, during or after rehearsals and performances. In fact, most Directors tolerate no alcohol or drugs at any time during rehearsals or performances.

3. APPEARANCE - After you are cast, **DO NOT CHANGE YOUR APPEARANCE IN ANY WAY** without checking with your Director first.

4. PENCIL - Bring your script and a pencil to **EVERY** rehearsal, and use them!

5. VISITORS - Each Director is different but as a general rule cast/crew are discouraged from bringing visitors to rehearsal. Check with your Director to see what his/her policy is.

6. PLEASE CLEAN UP AFTER YOURSELF – Rehearsal areas, dressing rooms, black box and auditorium are to be kept clean during rehearsals. Most of our rehearsal spaces are donated to VCCT so cleanliness is especially important. Pitch in to make sure that nothing is left behind at rehearsals. Please make sure costumes are hung up after each performance.

7. PROPS - Don't touch any props that you find on tables at rehearsal, or in the black box that are not for your use. Anything you find backstage needs to be left alone! Once your show opens check your props every night. It is *your* responsibility to make sure you have everything, not the Stage Manager's. Leave props belonging to others alone.

8. ACTOR/DIRECTOR ETIQUETTE - Please don't direct your fellow actors during rehearsal or performances. Most Directors are open to suggestions, but clear any suggestions you may have with them first in private. If you need to share an idea or don't feel "good" about some aspect of the show, including your character, blocking, etc., talk to your Director privately after rehearsal, not during. *Never argue with the Director in front of other actors on the stage, or any other place, during any part of the rehearsal process.*

9. VISITORS – No visitors in the Black Box, dressing rooms or backstage before or after performances! Most actors use the time before a performance to get into make-up, change into costume and concentrate on their character. People other than cast/crew are an unneeded and annoying distraction. As a group we are also responsible to safeguard the children from strangers. If you feel you must give someone a “tour,” please arrange it ahead of time, checking first with the Director and Stage Manager.

11. NO ACTORS IN THE HOUSE AFTER THE DOORS OPEN TO THE PUBLIC.

12. FOOD - Because we all work jobs in "real life," we sometimes rush directly from work to rehearsals or performances. If you need to eat before rehearsal and/or a performance, you must eat it outside. Don't eat in costume!

13. SET CONSTRUCTION - We don't require anyone to work on sets, etc. but, again, we are a community theater and we rely on each other to accomplish the huge task of putting on these shows. During the early weeks of rehearsal, your primary responsibility as an actor is to learn your lines and get into your character. Your Producer/Director will let you know dates for set construction, painting, etc. These will often occur on a non-rehearsal day, and if you are comfortable with it, any help you can give during these times would be very much appreciated by everyone concerned.

14. STRIKE – All actors and crew are required to help with strike and with taking sets, props, costumes, etc. to the storage locker. We ask that all actors take care of any personal items in dressing rooms, return their costumes and/or props in good, clean condition to the Costume Designer/Props Coordinator, and make sure dressing rooms are reasonably clean.

15. PERSONAL HYGIENE AND HEALTH - Because we work closely together, please come to rehearsals and shows clean and ready for work. The success of the show depends on the health of all involved. Stay rested, eat healthfully and let the Director know if you're not feeling well so she/he can think about a substitute. Shower daily, bring deodorant and stay away from heavy perfumes and aftershaves.

16. APPROPRIATE LANGUAGE AND BEHAVIOR – If you are in a show with children, please remember to use appropriate language when children are present. We strive to be a family friendly organization, so any off color stories or language are best saved for another time. Parents trust us with the welfare of their children and it is something that we take seriously.

-----Keep the upper portion and return section below to VCCT-----

I have read and understand the **Guidelines for Actors**. I will comply with the rules and procedures of VCCT.

Actor's Name

Signature (or Parent or Guardian)

Date