It is the assumption of the School of Theater that by accepting a role or production assignment, that you accept and agree to abide by the following rules of the School of Theater.

These are the rules of the School of Theatre and are to be employed at all School of Theatre supported productions. No rule may or can be changed without the express, written consent of the Director of the School of Theatre.

**DUTIES OF THE ACTOR:**

The actor agrees to:

- Report any and all conflicts with rehearsals. These conflicts must be made known as early as possible and no later than the first rehearsal.
- Be prompt and ready (warmed-up) for rehearsals and to appear at the theater no later than 1/2 hour prior to the performance.
- Notify the stage manager as soon as possible and certainly before 1/2 hour, if you are ill or unable to reach the theater or rehearsal on time.
- Remember to always sign-in and get permission from the Stage Manager to leave rehearsal for any reason.
- Cooperate with the stage manager, assistant stage managers, dance captain, fight captain.
- Treat all members of the cast and crew with respect and courtesy at all times.
- Always bring their script, a notebook, and a pencil to every rehearsal. Actors will write down their blocking and their notes.
- Learn lines with no paraphrasing
- Maintain performances as directed.
- Remember that even though places for each act will be called, you alone are responsible for all of your entrance cues.
- Properly care for costumes, including no unauthorized changes.
- Properly care for props, including no unauthorized changes.
- Appear at curtain calls in complete costume and make-up.
- Wear and use electronic equipment when required by the production.
- Respect the physical property of the production and the theater
- Check the production callboard, school mailbox and personal email account at least once a day. (You’re encouraged to check frequently, as you are responsible for what is posted.) Rehearsal reports and schedules will all be emailed out as well.
- Go to your deputy in cases of disagreement.
- Abide by all reasonable rules and regulations of the producer and all rules of the Ohio University School of Theater Actor’s Rule Handbook.
DEPUTY:

At the Beginning of the first rehearsal, time must be set aside for the election of the Actor Deputy. This time must not exceed ½ hour. Actors and Stage Managers are the only people who should be present at this meeting. Stage Managers will go over the Ohio University School of Theater Actors Rule Handbook at this time.

Once an actor is elected to the job of Deputy, said actor is expected to become familiar with all rules listed in the Ohio University School of Theater Actor’s Rule Handbook.

The Deputy shall then serve as liaison among all actors, stage managers and management. In addition, the Deputy has the duty to report any non-compliance with the rules of the Ohio University School of Theatre Actor’s Rule Handbook regardless of whether a claim is filed. All incidents should be reported to the Production Stage Manager first.

If the Deputy determines that the problem is not being adequately handled by the Production Stage Manager, the Deputy shall then, and only then, report the incident to the Production Coordinator, Dennis Delaney, who will in turn take appropriate action. Dennis can be reached by email at Delaney@ohio.edu.

WORK RULES:

There shall be one scheduled full day off from rehearsals each week. This day is to be Sunday. Any exceptions must be approved by the Director of the School of Theatre.

Rehearsal hours on weekdays (Monday through Friday) shall not exceed 4 hours a day including required breaks. This remains in effect until the final 5 days of rehearsal leading up to the first performance.

The weekend day worked may be scheduled as 7 out of 8 ½ hour day. The acting company may reduce the 1 ½ hour break period to 1 hour by a unanimous company vote.

Regular rehearsals will end no later than 11:00pm.

During tech week rehearsals may continue until midnight. The beginning of tech week is defined as the Friday prior to opening. (This day will end at 12:00am.)

The Saturday and Sunday of tech week may both be scheduled as 10 out of 12 hour days.

During dress rehearsals, the actors will be given 15 minutes to get out of costume prior to the end of the call.

Days other than Saturday and Sunday of tech week may not exceed 5 hours.

The rehearsal schedule must be posted at least 12 hours in advance, or announced at the completion of each rehearsal.

There must be a 12 hour rest period between calls.

With the exception of run-throughs, tech/dress rehearsals and performances, the ½ hour call will not take effect until opening night. This half hour call does not include fight call, vocal warm up, or adjusting of costuming etc. Half hour call is when actors are in the dressing room doing their final prep.

Call time for second dress, and performances may be adjusted to as early as 6:30pm to make time for fight call, vocal warm-up, costuming and wigging needs etc.
BREAKS:

- There shall be a recess of one and one-half hours after a period of not more than five consecutive hours of rehearsal and/or performance combined. In addition, there shall be a break of five minutes after each 55 minutes of rehearsal or 10 minutes after each 80 minutes of rehearsal. These break requirements are also applicable during technical rehearsals. This rule shall remain in effect through the Sunday night tech/dress rehearsal.

- If the break between performances and 1/2 hour call is less than 1 1/2 hours, a meal must be provided by the director of the school of theater/producer.

FITTINGS:

It should be remembered that a costume fitting is as important as a rehearsal, and that the same procedures should be followed.

- As soon as a show has been cast, the actor shall be available for one measuring prior to the rehearsal period.

- Once the rehearsal period has started, the actor may be called up to 5 hours of costume calls during non-rehearsal time. Any additional time needed must be scheduled during rehearsal hours.

- An actor may not be called for costume fittings until 10 weeks prior to opening, unless the producer has determined special circumstances necessitating such fittings. The producer must notify the actor in writing of such a special circumstance prior to any scheduling by the costume shop.

- Actors will be required to fill out schedule sheets during the first evening of rehearsal. This schedule will help the costume shop managers make an appropriate fitting schedule. Fittings will be scheduled by the stage manager in cooperation with the costume shop manager. (Costume fittings will be requested (including times) by the costume shop manager through the stage manager.)

- Actors will be informed of any costume fittings at least 24 hours in advance. The stage manager will post costume fittings in the following places. (A list of fittings for the coming week will be posted in the rehearsal room, on the call-board, in the nightly rehearsal report as well as in the body of the email of the nightly rehearsal report.)

- Once the actors have been informed of their fitting schedule, it is the Actor’s responsibility to be at the appointment on time. The stage manager will not text/email or call the actors separately to remind them about their fittings.

- If an actor is going to be late or miss their fitting, the actor must contact the costume shop at 740-593-4804. Actors should not call the stage manager to tell them that they will be late. Please note that in an equity production actors receive fines for missing a fitting. Actors at School of Theatre are not monetarily fined but will have to bring chocolate for the costume shop manager and costume designer.
If an actor feels uncomfortable with a costume piece due to any reason the actor may talk to the director about that concern. If said actor does not receive satisfaction, the actor may follow the steps prescribed under the heading of deputy.

Undergarments must be worn to all fittings.

Please note that actors are not expected to disrobe in front of costume shop manager, or costume designer. The costume shop manager and costume designer will step out of the room or area as you get into costume and come back in when you’re ready for them.

COSTUME DUTIES-REHEARSAL:

Once cast, the actor may not change hairstyles without the permission of director and costume designer.

The actor may not be required to change the color of hair unless agreed to in writing no later than the end of the first week of rehearsal. The School of Theater shall pay for the expense of changing the color professionally and for its upkeep and restoration to original color at the end of the run. Only hairstyles determined by the director and costume designer will be paid for and maintained by the School of Theater during the run of the show. Actors who independently get their hair cut or get their nails done without approval of the costume designer, do so at their own peril and may not be reimbursed.

Unless it is a speciality piece, actors are expected provide most of their own rehearsal costume pieces. These include their own rehearsal skirts, suit coats and character shoes. Shoes may be provided when feasible but this is at the discretion of the costume designer. Shoes will be available at time the cast is on stage.

Kneepads and protective clothing will be furnished by the costume department when necessary for rehearsals and performances.

COSTUME DUTIES- TECH, DRESS REHEARSALS AND PERFORMANCES:

It is the costume department’s responsibility to place the complete costume in the actor’s dressing room prior to hour call. Actors are then responsible for returning the costume to a hanger after rehearsal or performance.

All repairs, stains, or problems needing attention are to be written on a repair sheet provided by the costume department.

Actors may not use the dressing room as a warm-up space. No singing, stretching, vocalization, or gratuitous nudity is allowed in the dressing rooms. Also, no radios, or TVs, are allowed in the dressing rooms.

Items such as Smart Phones, and E-Readers may be used as long as they do not become an issue. If actors begin to miss their entrances, these items may be also be banned in the dressing rooms.

No part of the costume is allowed to be taken off theater premises without the designer’s or the costume shop manager’s approval.

Laundry will be done as necessary but at least twice a week.

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Clothing touching skin parts (undergarments, tights, socks, etc.) will be washed nightly if preferred by the actor. However it is up to the actors to put these items in their individual laundry bag provided by the costume shop.

No eating, drinking, smoking is allowed while the actor is in costume or dressing rooms. Only closed lid containers of water are the exception. If you have dietary or medical needs please make arrangements with the costume shop manager or wardrobe supervisor.

At Tech, please take the time to learn the name of technical staff. This will prevent discourteous attention grabbers like “Hey you.”

If using a wig or facial hair, do not remove from your head unless you have been walked through the correct process.

At first dress, it is the actor’s job to talk and walk through quick changes with their quick change helpers. It is not the stage manager’s job to take care of this for you.

Actors must wear the complete costume at all times, including curtain call.

NUDITY:

No actor, regardless of sex, shall be asked to appear topless, bottomless, or otherwise nude unless agreed to in writing prior to end of the first week of rehearsal.

MAKE-UP:

The actor must provide all conventional make-up, not including extensive non-traditional character make-up required by the costume designer or director.

Make up is due at the first dress rehearsal.
PERFORMANCE SCHEDULE:

After a show has begun rehearsal, no additional performances outreach school sessions, or after-performance question-and-answer sessions at which the actor is required, may be added without the majority approval of the cast by secret vote. The additional performance must also be cleared with the producer for the School of Theatre.

PHOTO CALLS:

The first official press photo shoot shall be held on Monday night prior to the first preview. There will be no stopping for photos at this shoot.

Photo call may be scheduled for 1 1/2 hours after the Thursday performance the second week of the run. All shots must be posted prior to 1/2 hour and handed out to all actors and tech crew on the night of the picture call. The shoot must end at midnight.

If the producer deems it necessary to add additional photo calls, the producer must post a notice at least one week prior to the extra call and the reason for the additional call.

Under no circumstances will an actor be asked to attend a photo call prior to any performance.

PROGRAM AND BIOGRAPHICAL MATERIAL:

The actor shall cooperate with the publicity office in the preparation of the program, biographical and other promotional materials and provide information as requested.

The actor will provide the publicity office with a typewritten biography, which follows professional standards.

The actor shall have the right to review all biographical material for the program and related materials prior to printing.

The Director of the School of Theatre will have final approval of all bios prior to printing.

STAGE FIGHTING:

The ensuing regulations shall be followed whenever a production requires two or more actors to engage in stage fighting.

The actor shall agree to participate in stage fighting.

A fight captain shall be assigned from the company.

All actors who participate in a fight shall run through the choreography in a 'fight call' before each performance. Any exception to this rule shall be at the discretion of the fight captain and stage manager. No actor shall be required to perform any feat or act, which places the actor
in imminent danger or is inherently dangerous. Nor shall any actor be required to perform in a costume or upon a set that is inherently dangerous.

ILLNESS OR INJURY:

 Actors are responsible for safeguarding their own health. If an actor is ill or injured and has determined that he or she is unable to perform/ rehearse, no pressure will be placed on an actor to perform.

 If actor is too ill to attend classes then it will be assumed that actor is too ill to attend rehearsal or perform on that day.

 Excessive illness may result in the replacement of an actor. Such a decision is at the discretion of the director and the Director of the School of Theatre.

 Familiarize yourself with the University Policy and Procedure Manual:
 Health, Transportation of Injured/Ill Persons Procedures which can be found at: [http://www.ohio.edu/policy/index.html](http://www.ohio.edu/policy/index.html).

SECURITY:

 Actors are responsible for their own valuables. The stage manager will make provisions for holding valuables at the actor’s request but will not be legally responsible for them.

 No one is allowed backstage except the actors, assigned crew, theater staff and faculty, production designers, and director.

 At 1/2 hour call, no one is allowed in the dressing rooms except for actors and respective costume personnel.

 Familiarize yourself with the University Emergency Information Page.  
 [http://www.ohio.edu/emergency/](http://www.ohio.edu/emergency/) Your stage manager has a hard copy of this emergency policy in the prompt script. However, if you would like your own copy the following link is to a PDF of the emergency guide. [www.ohio.edu/safetyandrisk/docs/Campus_Emergency_Guide.pdf](http://www.ohio.edu/safetyandrisk/docs/Campus_Emergency_Guide.pdf)

STRIKE:

 All members of the cast are required to attend strike for four hours. The date of strike is listed on the production calendar. Strike assignments will be posted before the last performance. Actors will wear appropriate clothing to strike. This is clothing that can get dirty, and can be worked in comfortably. Actors will also wear closed toe shoes.

TERMINATION OR REPLACEMENT:

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No actor may be terminated without “just cause”. Determining just cause and the notification of removal shall be the responsibility of the Director of the School of Theatre. If the actor does not agree with dismissal, the actor will notify the deputy, who in turn will request a second decision from the Director of the School of Theatre. This decision will not be made before a meeting is held with the actor, director, Director of the School of Theatre, student’s advisor and any representative that the Director of the School of Theatre may invite. The decision resulting from this meeting is final.

IT WILL BE THE POLICY OF THE SCHOOL OF THEATER TO USE AN EQUITY LEAGUE OF RESIDENT THEATRES RULE HANDBOOK AS A GUIDELINE FOR ANY DISPUTE THAT MAY ARISE THAT IS NOT COVERED IN THIS HANDBOOK.