

Sun Prairie Civic Theatre

Production Crew Guidelines
and
Operations Manual

AS THEY STAND AS OF July 2016

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1. Show Producer

General Responsibilities:

- is selected by the Artistic Director
- helps secure resources for the production, i.e. designates chairs for each crew
- With the artistic director and tech director, reaches out to and informs board production committee chairs on crew selection. Crew section decisions reside solely with the producer/artistic director
- assists all crews in coordinating efforts for productions
- monitors the production to ensure that current theatre policies are adhered to
- Reports to the SPCT Board during the run of the production
- recruits new volunteers as well as veteran crew members
- adheres to the budget established by board
- Provides Cast/Staff contact list: To be posted at the Barn
- Coordinates with school custodian staff on rehearsal and shows nights. (need name and number here)
- Coordinates with school so heating is provided on rehearsal and show nights (see name and number here)

Specific Responsibilities:

- develops a highly motivated and collaborative production team
- is responsible for providing the current SPCT participation form at auditions, collecting the forms after auditions and submitting them to the board production committee chair and the database coordinator
- is responsible for filling and maintaining all crew positions (see bullet 3 above)
- Obtains signed contracts from all musicians.
- monitors the safety and liability of the production
- brings relevant or unresolved issues to the Board of Directors
- is present at all auditions
- is responsible for collecting a refundable deposit, established by the Board of Directors, for all musical scripts, vocal parts, orchestra parts, etc.
- keeps a record of each script and the person assigned to this script
- collects all materials loaned to the production by the strike of the show.
- is responsible for returning all rented materials to the licensing agency
- holds regularly scheduled production meetings
- is responsible for all communication to cast, crew, board production committee chairs and board of directors as well as all production correspondence
- may adjust the line items budgeted amounts within each production's budget, but does not exceed overall budget for the production
- seeks board approval for expenses above the original approved budget

- Ensures that performance space rules and rehearsal barn rules are presented to the cast in a timely manner and ensure rules are adhered to. These rules should be presented by the board production committee
 - Chair at the first meeting of cast and crew
- marks out the dimensions of the set on the floor of the rehearsal hall
- creates check lists to be used for move-in, strike, etc.
- Helps supervise striking of set (see guidelines page 20)
- assures final clean-up of venue and rehearsal barn and storage is completed after strike
- conducts a post-mortem following the final performance and is responsible for inviting cast, crew, and board of directors
- arranges transportation of set and equipment for load in and strike
- Check paper products at the barn - make sure there is enough to get through the run of the production's rehearsal schedule.
- Set expectation for tech crew that they are to be available tech week and the entire run of the show.
- In productions with large casts, assures there is a designated backstage manager.
- Review Code of Conduct with cast
- Review show etiquette with cast and crew (including headset etiquette).
- Ensure that house manager is added to production committee.
- Enforce video/photography rights specific for each play
- may designate certain duties as necessary

2 Technical Director

General Responsibilities:

- provides technical coordination between the production's directors and design staff
- recruits new volunteers as well as veteran crew members
- adheres to the budget established by the Board

Specific Responsibilities:

- monitors the safety of all production elements
- attends rehearsals prior to tech week as requested by Show Producer & Artistic Director
- works out smooth and efficient plans to follow during set changes

3. Directors

1. *Artistic Director*

General Responsibilities:

- is responsible for the overall quality and management of the production
- adheres to the production's budget established by the Board

Specific Responsibilities:

- is responsible for reviewing and adhering to all SPCT policies, and production guidelines including the Rehearsals and Performances at the Civic Theatre Rehearsal Facility & Cardinal Heights Upper Middle School. (see appendix)
- assists with the selection of the production's directors and designers
- With the artistic director and tech director, reaches out to and informs board production committee chairs on crew selection. Crew selection decisions reside solely with the producer/artistic director
- cooperates with everyone and takes the final responsibility for direction of show
- is responsible for reviewing, adhering to, and communicating to the cast and crew, the rules and requirements established by the performance's licensing company
- selects audition dates and creates audition postcard content, and submits content to the Show Producer
- leads auditions, casts the production, and promptly notifies all actors of casting decisions
- creates rehearsal schedule in coordination with the Show Producer and other directors
- responsible to the Sun Prairie Civic Theatre Board of Directors
- considers the safety and well-being of any persons involved in a production
- meets with the Show Producer prior to auditions to assure that audition times rehearsal schedules, designs, etc. are established
- will not videotape or otherwise electronically record rehearsals or performances unless in compliance with the copyright laws

2 *Vocal Director*

General Responsibilities:

- is responsible for the vocal quality of the production.

Specific Responsibilities:

- attends auditions and assists with casting the production

- coordinates with the Artistic Director and Choreographer to arrange a rehearsal schedule
- conducts vocal rehearsals
- assists the Artistic Director and Choreographer with putting the entire show together

3. *Choreographer*

General Responsibilities:

- is responsible for the choreography of the production

Specific Responsibilities:

- attends auditions and assists with casting the production
- Coordinates with the Artistic Director and Vocal Director to arrange a rehearsal schedule.
- designs all dance numbers (solo or chorus) with consideration for the Artistic Director's over all concept
- Conducts all dance rehearsals for both individuals and chorus.
- assists the Artistic Director and Vocal Director with putting the entire show together

4. *Orchestra Director*

General Responsibilities:

- responsible for the orchestra of the production

Specific Responsibilities:

- responsible for determining the necessity for specific instruments in the pit
- helps and selects those who will play in the orchestra
- arranges rehearsal schedules for the Orchestra both with and without the cast
- directs the orchestra during actual productions
- Responsible for the care and storage of stands and stand lights.

4. Protocols-Auditions/Casting

- It is the intent of Sun Prairie Civic Theatre to encourage community members to audition. To limit potential embarrassment, and to encourage a feeling of equity, anyone auditioning must be given equal opportunity to read, sing, and dance. This is true even if the Director(s) have mentally eliminated a person from contention.
- Director(s) will notify all who auditioned of casting results both positive and negative in a timely manner.
- Casting decisions will not be made known until after auditions (and call backs) are finished and all directors are notified of final casting.
- All auditions will be open.
- The Director, at his/her discretion, may arrange special auditions at the Civic Theatre Rehearsal Barn for anyone who cannot attend regular auditions. A Sun Prairie Civic Theatre board member should be present at any special auditions.
- A Sun Prairie Civic Theatre board member shall be present at all auditions to advise and provide input.
- Should a director, musical director(s), or choreographer(s) desire to be considered for casting in a show, approval is needed from the board of directors prior to auditions. An announcement indicating this possibility should be made at each audition session for the show. Casting of the director, musical director(s), or choreographer(s) should be done only in extreme circumstances. Directors, musical director(s), or choreographer(s) may be cast in a cameo role without board approval.
- The first Monday night of rehearsals in the performance space will be a technical rehearsal for technical crews. A full cast rehearsal should not be planned until the Tuesday night of opening week. Exceptions may be made in consultation with the Show Producer and Director, the Vocal Director, Choreographer, Technical Director, and Stage Manager.

5. Compensation for Musicians

- The maximum compensation for the rehearsal/production pianist shall be limited to \$750 total for any single production. The per diem pay will be \$15.00 for rehearsals when the pianist is required to be in attendance, and \$20.00 per diem for each show performance. The performance/rehearsal pianist may be the same person, however, total compensation is limited to no more than \$750.00. Each rehearsal/performance pianist shall supply Sun Prairie Civic Theatre with his or her name, address and tax ID number for reporting compensation as an independent contractor to the Internal Revenue Service.
- Musicians for an orchestra or combo will be paid at a rate of \$15.00 per rehearsal and \$20.00 per performance. The total compensation shall not exceed \$175.00 per musician. Each musician will sign a contract for their services as an independent contractor and be responsible for reporting all income to the IRS. Musicians will further be given the option of returning their stipend to SPCT in exchange for a tax-deductible receipt for their services. The annual budget will determine the number of musicians needed for each production.

6. Stage Manager

General Responsibilities:

- provides practical and organizational support to the Director, Designers, Technical Director, Stage Crew, and Technicians throughout the production process
- recruits new volunteers as well as veteran crew members
- adheres to the budget established by board

Specific Responsibilities:

- calls cues during the production
- runs technical rehearsals.
- attends rehearsals as required by the director
- communicates the director's wishes and/or changes during the rehearsal process to other crews
- coordinates the work of the crews
- is responsible for overseeing the entire show each time it is performed.
- makes sure rehearsal props and furnishings are available
- creates a "prompt book" which includes all blocking, and light, sound, and set changes cues and other important production notes
- works to assure a cohesive production
- establishes a contact with the custodial staff at each performance, so they can be contacted as needed
- Helps supervise striking of set (see guidelines page 20.)

7. Costumes

SPCT Costume Shop Manager

General Responsibilities:

- builds a comprehensive costume wardrobe as a permanent collection
- recruits new volunteers as well as veterans to the work in the shop
- adheres to the budget established by board

Specific Responsibilities:

- maintains an inventory of all costumes on hand
- keeps costumes in neat condition, properly stored
- reports to the Board of Directors at least once a year
- lends costume items, not needed for current productions, for a donation
- keeps a record of all items lent out and money collected
- is responsible for the repair and maintenance of sewing equipment. If personal sewing machines, sergers are used SPCT will pay 80% of the yearly or bi-yearly repair or general maintenance of the equipment.
- if laundry/maintenance is required of costumes lent out a cleaning fee will be charged to the group borrowing.
- Certain high cost items may require a deposit at the time of the loan. This deposit will be equal to the replacement value of the item when borrowed from the SPCT Costume Shoppe.

Show Costumer

General responsibilities

- is responsible for costuming the production
- recruits new volunteers as well as veterans in costuming
- adhere to the budget established by board

Specific Responsibility

- costumes the production.
- determines costume requirements for any production - this should be done prior to the start of rehearsals or sooner.
- constructs as many of the costumes as possible. Where making some items is impossible or impractical, they can be borrowed, rented or purchased.
- costumes for a production should be ready for use at rehearsals as determined in consultation with the Artistic Director

- takes and records all necessary measurements as soon as possible following casting
- sees that all rented costumes are properly packaged and returned to the owner
- returns to the shop all costumes made for the production or used from the permanent collection
- sees that mirrors are available to the cast for the show.
- sees that dressing rooms are cleaned each night when costumes are required.
- maintains costumes during production and rehearsals.
- empties and cleans all travel wardrobes after the strike of each production.
- coordinates with transportation to see that all necessary wardrobe equipment and supplies are moved to the performance venue

8. House

General Responsibilities:

- provides ticket takers and ushers for all performances of each production of the season
- find a substitute, if necessary, to assume the duties of the House Chair
- recruits new volunteers as well as veteran crew members
- recruits ushers for each production
- adheres to the budget established by board

Specific Responsibilities:

- takes tickets
- coordinates closely with the Ticket Chair to get an anticipated attendance for each performance
- records and maintains actual attendance.
- should be familiar with the tickets and seating arrangements of the facility
- should be on hand at least 45 minutes before curtain time
- instructs ushers on the procedures for ushering
- provides each usher and ticket taker with an appropriate nametag.
- ensures programs are on hand from the Program Chair.
- is responsible for the purchase and maintenance of a few flashlights for assisting late arriving audience
- provides signage for bathrooms, etc, and post prior to opening the house.
- coordinates with the Stage Manager for the opening of the house to audience members, and for timing the beginning of the show
- provides soda in disposable cups during intermission. A donation basket will be provided for patrons to donate for the soda. Ushers should be assigned to this function before the performance begins so they are ready to serve as soon as intermission commences. After each intermission sees that the lobby is straightened and cleared of empty cups etc.
- promptly turns over all money to an treasurer for deposit
- verifies that the auditorium is clear and presentable prior to and after each performance
- dresses in a clean and professional manner
- provides for wheelchair placement in coordination with the Ticket Chair

1. General Responsibilities:

- a. Adhere to the budget established by board.
- b. Attend production meetings as directed.
- c. Recruits new as well as veteran volunteers for each production.
 - i. Maintain a group e-mail list of all people that usher.
 - ii. Create schedule.

- iii. Send list of ushers to the program chair for inclusion in the program.
- d. Find a substitute, if necessary, to assume the duties of the House Manager.
- e. Responsible for the purchase and maintenance of a few flashlights for assisting late arriving audience.
- f. Ensure the First Aid kit is available.
- g. Dress in a clean and professional manner

2. Specific Responsibilities:

- a. House Managers will arrive at least 1 hour before curtain.
 - i. Volunteers should arrive 45 minutes before curtain.
- b. Co-ordinate closely with the Ticket Chair to get an anticipated attendance for each performance.
 - i. Provide for wheelchair placement in coordination with the Ticket Chair.
- c. Ensure soda and ice will be at each performance.
 - i. Provide soda in disposable cups during intermission.
 - ii. A donation basket will be provided for patrons to donate for the soda.
 - iii. Ushers should be assigned to this function before the performance begins.
 - iv. After each intermission see that the lobby is straightened and cleared of empty cups etc.
 - v. Promptly turn over all money to a treasurer for deposit.
- d. Co-ordinate with the Stage Manager for the opening of the house to audience members, and for timing the beginning of the show and the length of 1st act and total length of the show.
- e. Be sure programs are on hand from the Program Chair.
- f. Provide signage for bathrooms, etc, and post prior to opening the house.
- g. Verify that the auditorium is clear and presentable prior to and after each performance.
- h. Provide each usher and ticket taker with an appropriate nametag.
- i. Should be familiar with the tickets and seating arrangements of the facility.

9. Lighting

General Responsibilities:

- sets and operates all lighting effects required for each productions
- recruits new volunteers as well as veteran crew members
- adheres to the budget established by board

Specific Responsibilities:

- Provides a check list and sees that all necessary lighting equipment and supplies are moved to the performance venue when required and returned after the strike of each production.
- Extra spot bulbs
- prepares a lighting design
- sets the lights for each production following the lighting design
- operates the lights under the direction of the Stage Manager
- operates the lighting board and any required effects for each production
- obtains approval from the Board prior to the purchase of any new equipment

10. Make Up

General Responsibilities:

- furnishes make up designs for each production or finds someone to complete the design
- provides for workers at each performance before, during and after each show
- recruits new volunteers as well as veteran crew members
- adheres to the budget established by Board

Specific Responsibilities:

- maintains an inventory of supplies on hand in the barn, and keeps these in neat, usable condition, properly stored between productions
- coordinates with transportation to see that all necessary make up equipment and supplies are moved to the performance venue when required, and returned to the rehearsal barn after the strike of each production
- Each cast member will supply their own makeup in coordination with the Director and Make Up Chair. Any unusual make up needs may be supplied by SPCT
- establishes make up calls with the cast and under the direction of the Stage Manager
- provides for proper application and removal of make up for each show
- Budget amounts allocated to this activity are to be used if needed only for supply items for a particular show. Procurement of these items is the responsibility of the chair.

11. Program

General Responsibilities:

- Assembles all data and designs layout of the programs for Sun Prairie Civic Theatre productions within the scope established by SPCT by-laws, SPCT Board of Directors, and National/International Copyright Laws
- recruits new volunteers as well as veteran crew members
- adheres to the budget established by Board

Specific Responsibilities:

- produces a program for each Sun Prairie Civic Theatre production
- prepares a preliminary draft and general layout for each program in conjunction with the Show Producer and Artistic Director
- The program must include:
 - ❖ The name of Sun Prairie Civic Theatre and its logo on the front cover
 - ❖ Artwork for the show as approved by the Board of Directors
 - ❖ All legal notices as required by National/International Copyright Laws
 - ❖ All legal notices as required by Licensing Agencies
 - ❖ Special notices for each production regarding the use of strobe lighting, gunshots, explosions, fog, use of aisles by actors, etc.
 - ❖ A listing of all patrons and saints should be included on the back cover
- obtains from committee chairpersons/directors necessary information for listing in the program
- submits final program proof to the Artistic Director and Show Producer for approval before sending to printer
- assures the programs arrive prior to the opening night of each production orders sufficient quantities of programs for expected attendance

12. Props

General Responsibilities:

- provides required properties for all productions, a props crew to function backstage during each production, and continues to build a comprehensive furniture and properties collection
- recruits new volunteers as well as veteran crew members
- adheres to the budget established by Board

Specific Responsibilities:

- forms a committee to assist in collecting, borrowing, making, refinishing, etc. all props needed for productions
- coordinates with the Artistic Director, Show Producer, Technical Director, and Set Designer to determine required props
- obtains props via donations, borrowing or creating them. If no other source is available, props may be rented or purchased according to the production's budget
- Obtains Board approval before renting a prop with a replacement value of more than \$500.
- Makes props available according to a schedule developed in conjunction with the Artistic Director
- returns all rented or borrowed props promptly following strike
- returns all props from SPCT's permanent collection to their storage location
- informs owners of borrowed or rented props that the objects will receive heavy use during the production
- sees that all necessary equipment and supplies are moved to the performance venue when required and returned at the completion of strike for each production

13. Set

General Responsibilities:

- operates the Sun Prairie Civic Theatre workshop to construct, transport, erect, maintain and repair all sets for the all productions
- recruits new volunteers as well as veteran crew members
- adheres to the budget established by Board

Specific Responsibilities:

- maintains flats, door frames, platforms, etc
- coordinates with the Artistic Designer, Show Producer, Technical Director, and Set Designer to determine the set requirements for each production
- Ensures that set pieces are consistent with door clearances at the Barn and Chums (see list posted in shop)
- makes purchases using the Set Construction Budget
- seeks approval from the Board for purchases of capital items, such as stage curtains, scrims, drops, etc.
- establishes a definite schedule for completion of each step in set construction
- ensures proper tools, paint, paint brushes, etc. are available
- arranges personnel to move the set to the performance venue at the scheduled times.
- coordinates on each production with all other production committees to assure smooth functioning of all dress rehearsals and performances
- directs the strike of the set after the final performance of each production using the stage crew, cast, and all other volunteers
- stores scenery properly
- ensures the workshop is kept neat, orderly, and ready for work on succeeding productions

1. *Guidelines for striking a show: Set de-construction*

- Select a person who will be responsible for following these guidelines.
- The Producer of the show is ultimately responsible to ensure that these processes and procedures are followed and will work in conjunctions with the person noted above.
- After show has closed and house is closed, begin set tear-down
- As much as possible, take all of the set apart as far as possible and load onto vehicle for transportation back to the SPCT barn or garage.

- While taking apart set, try and keep like materials together as this will make the organization tasks easier once back at the barn.
- Scraps of lumber (2x4 or 2x6) shorter than 18" *probably* can be thrown away as scrap but check with the person in charge of the strike for final determination.

Striking of component pieces (WHILE AT THE PERFORMANCE SPACE)

The Producer or stage manager (Or Board member) should supervise the loading of all material

- Platforms:
 - Remove all masking used to hide legs or other
 - Remove all legs and/or castors (And save)
 - Save bolts that are used to mount castors for reuse (And save castors! ☺)
 - Remove and save any hinges or support pieces not part of the 'native' platform frame.
 - Do NOT remove the decking of the platform. (3/4" plywood)
 - When ready to move back to the barn, the unit should be a plain 4x8 or 4x4 or other platform size
- Flats or other large masking pieces:
 - Remove as much of the masking seam tape as possible
 - Remove all hinges (And save)
 - Remove any 'build-out pieces' that were required for the show
 - Handle with care
- Doors:
 - Leave the door in the basic frame but,
 - Remove all build up around the door frame into component lumber (2x4s)
 - Take door knobs off the door and return to the garage ASSEMBLED
 - Place a single long holding screw in from the side at about the door knob height for transportation. (Also helps the door survive storage)
 - Leave the door hinged to the basic frame that is built around the unit.
 - Once back to the garage, the only thing that should be stored is a stripped down door base unit without any other show specific framing
- Stairs:
 - Remove all legs that were used to support the stair unit.
 - If appropriate, remove the railing and newel post(s) as take back to the barn
 - Remove any hinges, screws or other items that are not part of the native 'raw' stair unit

Striking of component pieces (BACK AT THE BARN / GARAGE)

The Producer or stage manager (Or Board member) should be back at the barn to supervise the unloading of all material and ensure that items are being stored in their proper locations.

- Platforms:
 - Take platforms back to lower level of the SPCT Barn and arrange the storage into a snug / tight fitting arrangement.
 - Try to keep like sized units together
 - All hardware should be off these unit at this time (Before storing)
 - Ask a board member if you should place a SMALL number of platforms up ON the rehearsal floor in the corner for the NEXT show.
- Flats or other large masking pieces:
 - These are stored in the garage against the back wall (By size)
 - Store similar sized flats with each other! (Note size marking on the tall support beams: either 6 or 8 or 10 foot increments)
 - Do not store Doors in with wall flats
- Doors:
 - Also stored in the garage. Usually along the far right wall but verify with person in charge for precise location.
 - Should only be a door in a basic frame with No door knobs or other support structures (legs) unless otherwise approved.
- Stairs:
 - Store at the far end of the barn - Directly under the 'tomb'.
 - As much as possible, inter-stack the stairs so they take up less room
 - Keep safety in mind when stacking - We are NOT trying to create a "Jenga" structure. Please be mindful that the stack does not become unsafe.
- Lumber - Lauan (Thin masking panels) and other loose material:
 - All lumber should be nail, screw and hinge free! (This is a safety issue!)
 - There are slots for lumber to be stored against the back far left wall
 - Please try and follow the rough sizing categories. (Eyeball is good)
 - Shorter pieces (under 3-4 feet) can go in the short lumber stack. We REALLY do use this a lot for other shows.
- **The garage workshop (In general)**
 - Nothing should be left on the 2 big work tables. Just about everything has a place. On the table is not acceptable unless it will be addressed by the Producer and/or set builder within the next week.
 - The goal is to leave the space in good shape for the NEXT building crew that will be coming in to build and create.
 - The Producer of the show should be asked to visually review the barn, lower storage area(s) and the garage for proper storage practices.
 - Tools should ALL be returned to the garage and put on the workbench just inside and to the left of the door.
 - If something gets broken, notify the producer so it can be addressed or replaced.
 - Screws can be reused if in good shape. (Sorted out by size and type where possible)

14. Sound

General Responsibilities:

- furnishes, sets, and operates all sound effects required for each productions
- Provides pre-show, intermission, and post-show music for each production.
- recruits new volunteers as well as veteran crew members
- adheres to the budget established by Board

Specific Responsibilities:

- ensures that all necessary sound equipment and supplies are moved to the performance venue and returned after strike.
- operates the sound system and effects under the direction of the Stage Manager
- ensures that show budget amounts allocated to this activity are to be used if needed only for small supply type items and not repair
- Should needed sound equipment be not available at the performance venue, specific prior approval of the Board of Directors must be obtained before the purchase of capital equipment.

15. Guidelines for Rehearsals and Performances at the Civic Theatre Rehearsal Facility & Cardinal Heights Upper Middle School.

Being selected to be in the cast of a Sun Prairie Civic Theatre production is an honor and a privilege. This selection brings with it certain responsibilities. The first and most important is RESPECT for others, their property, their rights, their needs, and their feelings.

1. There is to be absolutely no smoking, drinking, or drug use during rehearsals or performances. Alcohol may be consumed at after rehearsal parties and the strike party at the rehearsal barn.
2. Profanity will not be tolerated.
3. Take responsibility for the space, equipment, and belongings of others. Clean up after yourself.
4. Respect other performers, crewmembers, directors, and staff by being on time, paying attention, and remaining quiet during rehearsals and performances.
5. The director will assign an adult(s) to supervise minors during rehearsals and performances. Minors will have an assigned specific space when they are not needed during rehearsals and performances.
6. MINORS MAY NOT attend a party where alcohol is being served unless they are accompanied by a parent (guardian) over the age of 21.
7. Remember Cardinal Heights Upper Middle School is a public school, and we must act according to all rules and regulations of the school district.
8. No food, soda, or bottles in the auditorium, on stage, in the classrooms, choir room, or lighting booth. Water bottles are acceptable if they are picked up and removed.
9. At the end of each day we must leave the auditorium, dressing rooms, lighting booth, and make up rooms clean and neat. PICK UP AFTER YOURSELF!
10. There is no smoking/alcohol/drug use anywhere on school premises or school grounds.
11. Park in the back parking lot adjacent to the practice fields. Use door Number 22. Due to security issues these back doors are NOT to be propped open at any time!
12. Be respectful and courteous to the custodial staff and your production crews. We need to clear the building by 10:30 PM. This includes the need for crews to clean up and put things away. It is important for you to get out of costumes, microphones, and clean up quickly after performances and rehearsals so the crews can get their work done before 10:30 PM.
13. On set up day we have use of the building from 9 AM to 3 PM. We have use of the building from 5:30 PM to 10:30 PM for rehearsals and performances. For matinee performance/strike we have use of the building from 12 Noon until 6 PM. Additional costs will be assessed if these times are not observed.
14. We have use of the auditorium space, choir room/make up room, classroom 420 & 421 for dressing rooms, and back hallway spaces. We need to remember these rooms are not ours. Do not wander around the school to other areas. Do not remove or use items from the classrooms. This includes chairs, pens, pencils, scissors, etc. Do not write on chalkboards. Always return the room to the condition you found it. We do not remove anything from them and do not write on the chalkboards/whiteboards, work/play on the computers or piano, or use anything but the things we have brought in ourselves.

15. Do not invite friends, family, or anyone else back stage before the performance or during intermission. There is enough to think about at that time. They can meet you in the lobby after the final curtain.
16. Remember body microphones and other theatrical equipment are expensive. Everyone needs to take special care of these items so they do not get broken or damaged. If you cannot take care of these items you may be assessed a replacement cost.
17. Invitational night is for Sun Prairie Civic Theatre members and immediate family of cast members only, not anyone you choose to invite.
18. In the event of an emergency, fire extinguishers are located in the back stage hall and hallways on either side of the auditorium. All emergencies are to be reported to the Stage Manager immediately. A First Aid Kit will be available in the make up room.

Infractions of these guidelines may result in being permanently dismissed from the cast of this production.

16. Board Committees

The SPTC Board is charged with the appropriate populating of the Committee needed for the function of the organization and of its productions. Committees are to be formed and populated at the beginning of each show season. The following Committees are recommended, but may be amended by the Board as it sees fit.

1. Building and Grounds,
2. House 3. Social
4. Publicity
 - 1) Season and show specific
 - 2) Webpage/Facebook etc
5. Membership (recruitment and database)
6. Patronage
7. Ticket committee
8. Production Related Committees
 - 1) Costumes
 - 2) Lighting
 - 3) Make-Up
 - 4) Orchestra 5) Properties
 - 6) Sound 7) Stage
 - 8) Set
 - 9) Scenic Arts

17. Code of Conduct

current as of 8/14/16

OVERVIEW & PURPOSE

To clarify the expectations of Sun Prairie Civic Theatre (“SPCT”) on how members, performers, production staff and all volunteers should conduct themselves while involved in the activities of the theatre. By following this Code of Conduct, your reputation, and the brand and reputation of SPCT, will be upheld and protected. The Code also seeks to provide for a safe, enjoyable and equitable environment for all, in the undertaking of their role within SPCT.

BASIC INCORPORATION OF STANDARDS

- treat everyone with dignity and courtesy
- be fair, considerate, and honest in dealings with others
- refrain from any behavior that may bring SPCT into disrepute
- display control, respect and professionalism in all activities
- observe proper meeting conduct and protocols

- control one's temper: verbal abuse of others in the course of a SPCT activities is unacceptable
- abide with the code of conduct or conditions of use, of the venue being used
- use good judgment and demonstrate respect to other members and the SPCT organization as a whole, as it pertains to any/all postings/comments on both personal and SPCT social media sites

DISCRIMINATION, SEXUAL HARASSMENT, AND BULLYING

Members, performers, production staff and volunteers are expected to respect the rights, dignity and worth of others regardless of their gender, ability, cultural background or religion or of their physical or psychological disabilities. SPCT will not tolerate discrimination.

Discrimination is any behavior or practice which reflects an assumption of superiority of one group (or individual) over another or disadvantages people on the basis of their real or perceived membership of a particular group and includes such behavior as less favorable treatment, unfair exclusion and asking discriminatory questions.

SPCT will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcome or uninvited behavior of a sexual nature that makes a person feel humiliated, intimidated or offended. Equally, SPCT will not tolerate bullying. Bullying is behavior that intimidates, offends, degrades, insults or humiliates another person.

Bullying can be physical or psychological. Examples of bullying include: aggressive or frightening behavior (e.g. shouting or threatening violence); threats of assault against a colleague or damage to their property or equipment; rude or belittling comments; and standing in someone's way or deliberately blocking their path in an intimidating manner.

HEALTH AND SAFETY

Everyone has the right to participate in an environment that is physically and emotionally safe. Members, performers, production staff and volunteers are asked to take responsibility for their own health and safety, ensuring that their actions do not risk the health and safety of others. All should take reasonable care at all times by following all lawful instructions from those in authority at SPCT in its efforts towards providing a healthy and safe environment. All hazards, accidents or injuries should be reported to the SPCT representative in charge of the activity.

ALCOHOL AND DRUG CONSUMPTION

Alcohol or prohibited drugs are not to be consumed by performers, production staff and volunteers while performing duties before or during a show. Exceptions to this are SPCT sponsored events on the premises or at other locations (i.e. Opening Night after-show parties, Official Social Mixers, etc.). Special consideration should be shown when minors are present (Abide by all statutes, if they will be present during such times must have a parent present). In the context of this provision, anyone exhibiting signs of being intoxicated or under the influence of alcohol, or an illegal or prohibited drug will be prevented from commencing, or continuing their activity in relation to the current production and may be barred from future productions. Note also our performance space doesn't allow the possession, use, distribution, or sale of tobacco products on property. This includes any device used for smoking purposes such as e-cigarettes, hookah pens, nicotine fluid or any other related items or substances.

SIGNATURE

If anyone feels there has been a violation of this code of conduct in any way they should immediately contact the President or any Board Member for immediate and confidential assistance.

Disregard of any of the Codes of Conduct and Policies can/may jeopardize your current or future ability to work with Sun Prairie Civic Theatre.

I, _____, have read and understand the Code of Conduct of Sun Prairie Civic Theatre.

Signature Date

