**MVHS MAVERICK THEATER PRODUCTION HANDBOOK AND REGULATIONS**

All policies/procedures contained herein will be followed without exception. Your acknowledgment of receipt of this information will constitute a binding agreement between yourself and the department.

**Professionalism:**

All students are expected to demonstrate a high level of professionalism in all of their endeavors.

We expect that all students are prompt, dedicated, and courteous at all times.

We also expect that all students show their peers, staff members, and faculty members nothing less than the highest respect.

We expect that all person respect the theater spaces and all Items contained within them.

Under no circumstances shall any member of the cast, crew or production team consume alcoholic beverages or illicit drugs. PERIOD

Social Media can be a wonderful tool to promote our program. Please use social media responsibly, as you are a representative of MVHS and Maverick Theater. We want to present a positive image through our correspondences.

All persons shall use appropriate professional procedures for registering complaints. Unethical behavior, gossip, or negative attitudes will not solve the issue. Please speak with a DIRECTOR.

The director and production manager have the right to remove any person from any position within the production should their behavior become disruptive.

**Communication:**

In addition to the Drama Bulletin Board, all students should check their e-mail and/or the show **GroupMe** at least **once a day** to insure that they are aware of any changes or new information.

**Rehearsals:**

All persons called to a rehearsal should be prepared to begin on time. Please arrive early so you can warm up before the beginning of rehearsal.

Any person who anticipates being late for or not attending a rehearsal due to an unanticipated reason must do the following:

Notify the Assistant Director or Director at least 3 hours before rehearsal.  
 or Provide (and have documentation) an acceptable reason for tardiness or absence.

Although a great effort is made to create and adhere to a rehearsal schedule, it may be necessary to modify call times and days.

Cancellation of rehearsal due to inclement weather or other emergency situations will be determined and announced by CCPS

Rehearsals shall be closed to non-production personnel, unless otherwise stipulated by the Director.

If you need to leave the rehearsal space please do so during a break or a stopping point in the rehearsal. The AD must be informed before you leave rehearsal temporarily or for the evening.

All performers and crew members should be "standing by" throughout any technical or dress rehearsal. It may be necessary to repeat a portion of a scene/scene change or skip a portion of a scene.

All backstage areas should remain quiet during technical/dress rehearsals.

All persons are responsible for their own valuables.

No Cellphones Are Permitted On Stage. All cellular phones must be turned off or silenced during all rehearsals/performances.

Any safety concerns or injuries, no matter how minor, should be brought to the attention of the stage manager immediately.

Rehearsals are to be free from sexual harassment, disrespect, unnecessary chatter, horseplay, or any other activity that may ultimately reduce the effective execution of the rehearsal.

**Performances:**

All personnel are expected to be on time and signed in for all performances calls.

All performers will check their props and costumes before every performance. If anything is missing or in disrepair stage management should be informed immediately.

All backstage areas should be quiet during performances. No cast or crew member should be permitted on the actual playing area of the stage between 1/2 hour call and the top of the show.

Depending on the nature and needs of the production, performers may be called to rehearse or warm up prior to the performance.

No cast or crew member should "break proscenium" during time the house is open or an audience is present.

Any safety concerns or injuries, no matter how minor, should be brought to the attention of the stage manager immediately.

It is expected that all cast and crew uphold the integrity of the production. No changes may be made to blocking, scripted lines, props, costumes, hair/makeup, etc. without approval of the Director prior to the performance.

**Performers:**

All performers are required to provide their own make-up, hair styling products and undergarments unless otherwise noted.

Performers should not wear perfume, cologne, or scented deodorant during performances or rehearsals as a cast mate may be allergic to the scent.

Proper footgear must be worn at all times. Bare-feet, stocking feet, exposed toes, etc. are not permitted unless part of a costume.

**Production Crew Members**

**Headset Usage and Etiquette:**

The sound designer provides headsets for all productions and technical rehearsals.

As the main purpose of these headsets is that of communication to insure the smooth running of the show they may not be used for personal conversation. Headsets are to remain free of offensive language, gossip, horseplay, and any conversations not directly related to the running of the show.

No later than the beginning of the first technical rehearsal there shall be no less than; 1 headset stage left and stage right, and 1 head set for each board operator.

No cast or crew member shall be on headset unless assigned to by stage management or production management, unless in the case of extreme emergency.

**Run Crew**

Appropriate work clothing should be worn for all rehearsals. Black clothing must be worn for at performances and for final dress rehearsal. This means a long-sleeved black shirt (without large logos), long black pants, and solid black sneakers or work boots.

All members of the run crew must be in position and on headset no later than 15 minutes prior to curtain.

Any and all presets must be completed and checked before the house opens.

No run crew members should leave their position or the stage for any reason during a performance or technical rehearsal.

Stage management, in conjunction with the faculty production manager and staff technical director, will assign specific run crew duties for each production.

Adhere to all safety practices and procedures set forth by the technical director, production manager; and/ or stage manager.

All running crew members should carry, on their person, at all times a flashlight and any tools deemed necessary by the staff technical director or faculty production manager.

**Costume Crew:**

Before costumes are preset in the dressing rooms, insure that everything is clean, properly pressed, and hanging neatly from the rolling racks (costumes should be hanging right of the name tags).

Insure the preset of the backstage/dressing room sewing kit(s). It should be properly stocked (pins of various sizes, sewing needles, thread of various colors, buttons, etc.).

Carry, on your person, safety pins. This will allow you to easily take of emergencies.

All costume items must arrive in the dressing rooms no later than 1 hour prior to curtain.

Upon notification (by an actor) of missing costume items an immediate and thorough search for said item should be made.

The crew should be familiar with any quick changes and rehearse them with the actor(s) if necessary.

Insure that full costume plots are posted in the dressing rooms prior to the first dress rehearsal.

Assist the actors with dressing and insure that the actor is properly dressed before s/he goes on stage.

**Prop Crew:**

Ensure that all props are properly placed on stage and on the prop tables prior to 1 hour call.

Immediately report any missing/damaged props to stage management

Ensure that all food items are fresh and in good condition.

Ensure that all glasses, plates, silverware, ashtrays, etc. are clean, dry, and sanitary before preset and prior to storing (at the conclusion of rehearsal/performance and strike.)

Double check all presets prior to 1 hour call.

Assist actors with the handling of cumbersome/awkward props in the wings for both entrances and exits.

Insure that all props are stored and checked in at the conclusion of all rehearsals/performances.

Under no circumstances should any props be struck prior to the end of each performance/rehearsal.

Insure that all props remain in safe and good repair.

Take all cues in accordance with the AD or SM calls.

The stage floor must be cleaned (swept and/or mopped) prior to 1/2 hour call (house open).

I have read and understand all information contained in the Prop Running Crew section:

Initial and Date

**Light Board Operator / Sound Board Operator:**

Complete a lighting check in accordance with the designer's guidelines. This check should be completed no later than 1 hour call.

Repair/replace any instruments that are not working properly if you have the proper training to do so.

Insure that all headsets are set up and in proper working order prior to each performance. (All headsets must be struck and stored at the conclusion of each performance.)

Inform Production Manager, Technical Director and/or Assistant Director immediately if there are any problems.

Where necessary, conduct a cue light check prior to 1 hour call and make any necessary repairs.

Take all cues in accordance with AD calls.

**Backstage/Green Room:**

As safety and security are of the utmost concern **only** cast, crew, staff, and faculty may be in any of the backstage areas before, after, or during a performance.

At the conclusion of the performance friends and family may not gain access to backstage areas through any of the stage spaces. Report any unauthorized persons to stage management or an available faculty / staff member.

The dressing rooms and green room will be kept clean at all times.

Eating, drinking (other than water) and smoking are strictly prohibited once in costume.

In no way should the dressing rooms/ green room be defaced or vandalized.

Only authorized production team members may be in this area.

**Catwalks/Balcony:**

Entry into the catwalks/balcony during a performance or rehearsal is forbidden, unless necessary for technical work.