The following guidelines have been established to make our rehearsal time together as effective and productive as possible. Please follow each of these guidelines to help contribute to a successful production and a positive experience for everyone involved.

1. **Listen to the Stage Manager(s) and Director(s).** They are in charge of the production and the process and see the “big picture” where others do not. They have a good reason for their requests. Trust them.
2. **Rehearsals will start promptly at the designated time.** Arrive **AT LEAST 5-10 minutes early** and begin warm ups and preparations (stretching, vocalizing, review your lines, etc…) We will begin on time and end on time.
3. **PLEASE come warmed up – vocally and physically.** Sing scales in the car, stretch out as you arrive, etc.
4. **PLEASE do not ask to leave EARLY.** If you are not needed for the remainder of a rehearsal, a director or stage manager will let you know as soon as possible.
5. **Dress appropriately depending on needs of production, character, director, etc.**
6. **ALWAYS SIGN IN on the CALLBOARD for each rehearsal for which you are called.**
7. **ALWAYS bring a pencil, script and notebook** to each rehearsal. Come prepared to work.
8. **Write down directors’ notes and work to incorporate them in the next rehearsal.**
9. **Take criticism positively.** The directors’ intention is to help you improve.
10. **Do your homework.** Set goals for yourself for the next rehearsal. Don’t expect the director to do this for you. Be a **professional** in the best sense of the word.
11. **Try to get off book after the first blocking rehearsal.**
12. **Don’t chew gum during a REHEARSAL OR A PERFORMANCE!!!**
13. **Hair should be pulled back out of your face so the director can see you.**
14. **Please avoid talking and “noise” in the rehearsal space.** The actors and directors are trying to concentrate.
15. **VISITORS ARE NOT PERMITTED TO OBSERVE REHEARSALS UNLESS CLEARED BY THE DIRECTOR AT LEAST ONE DAY IN ADVANCE. FRIENDS ARE RARELY ALLOWED TO OBSERVE.**
16. **STAY IN THE REHEARSAL AREA. IF YOU NEED TO LEAVE THE AREA, ALWAYS INFORM THE SM OR ASM OF YOUR WHEREABOUTS.** Please don’t leave rehearsal until dismissed by the SM.
17. **ACTORS waiting to work are STRONGLY urged to use their time PRODUCTIVELY.** Memorize lines, review blocking and music, etc.
18. **PLEASE LEAVE YOUR “BAGGAGE” AT THE DOOR.** When you are working, you need to concentrate on the show.
19. **ALWAYS TREAT EVERYONE WITH COURTESY AND RESPECT.** Never talk about anyone behind their back, gossip, or put others down. There are no “STARS” in a show; each cast, crew, and orchestra member is needed to create a good production.
20. **UNDER NO CIRCUMSTANCES ARE YOU TO GIVE DIRECTIONS TO ANOTHER ACTOR.** Don’t feed him/her a line, tell him/her how to move, give him or her acting advice. If you have a suggestion, talk to the director privately.
21. **DON’T TOUCH ITEMS SUCH AS PROPS OR COSTUMES THAT ARE NOT YOURS.**
22. **BE READY FOR CUES WITHOUT BEING CALLED.** Never be LATE for a CUE or leave your assigned station during rehearsals or performances.
23. **If you must smoke, do it in the parking lot, away from the door entrances.** The smell and the toxicity of cigarette smoke is annoying (“and dangerous) to others. *Respect others please.*
24. **If you are going to be late to rehearsal or absent because of some HUGE EMERGENCY (broken limb) you need to call the STAGE MANAGER ASAP.**
25. **MEET ALL DEADLINES FOR MEMORIZATION, BLOCKING, ETC.**
26. **Give your best effort at each and every rehearsal. There is no better place to be than at rehearsal!**
27. **Do not come to rehearsal “under the influence.” Shouldn’t have to say that, but…**

*These are general guidelines to follow during the rehearsal process. Additional guidelines will be provided for the technical and dress rehearsals and performances.*