

COC Theatre Rehearsal Etiquette

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.