Theatre Simpson
Company Policies

It takes a company working together to produce successful plays for an audience. It is essential that we work together in a healthy environment and treat each other with consideration and respect. The information and policies listed below will help us maintain a positive and professional environment.

BUILDING HOURS

- **M-F, 7:00am-5pm**: All doors will be unlocked, including lobby, loading dock, and NE corner.
- **M-TH, 5-11pm**: Loading dock door and the Main (south) entrance will be the ONLY open access point – all other doors will be locked. ALL EXITS AND ENTRANCES TO THE BUILDING MUST BE VIA THE LOADING DOCK OR THE SOUTH MAIN ENTRANCE DOORS. IT IS AGAINST BUILDING POLICY TO “BLOCK” OPEN LOBBY DOORS, ALLOW ACCESS OR EXIT BY ANY OTHER MEANS.
- **Fri (after 5 pm) and all day Saturday**: All doors will be locked. Students who need access to the building over the weekend must make arrangements with the BPAC secretary prior to 11:00am on Friday. Faculty-led events such as theatre or music work calls, rehearsals, etc. will access the building with the keys of the staff member or an appointed student such as a stage manager.
- **Sun 11:00 am-11:00 pm**: Loading dock door and the South Main entrance will be the ONLY open access points – all other doors will be locked.
- **Performances/presentations**: Building access/hours for theatre, music, or other campus/community public events will be subject to the needs of the event, as arranged by the event director/coordinator in collaboration with BPAC staff.

In no case will students be allowed to work in academic buildings past midnight without the presence of a faculty member or other college employee.

WORK CALLS

- All company members, including cast and crew, of Theatre Simpson productions are required to attend and participate in good faith in work calls that are scheduled for that production.
- Conflicts should be dealt with by submitting the “Request to Miss Work Call” application form available in the BPAC main office no less than one week prior to the scheduled work call. The only reasons that the department will approve an absence from work-call are academic ones (a class or other class related activity.)

ATTENDANCE AT MANDATORY CALLS

All work calls and strikes are mandatory events for all students working on a production. Attendance at these calls is essential for the professional running of the program and the building of the ensemble.

- Other calls including (but not limited to) Company Meetings, Company Run-Throughs, HSTF and KC ACTF organizational meetings, KC ACTF screening and others are equally important to the functioning of the Theatre Simpson Company and are also mandatory.

In the event that other academic requirements occur which conflict with the attendance you need to make every effort to fulfill your obligation to your companions in this production and to the Theatre Simpson Company by making alternative arrangements concerning your conflicting activity. As a last resort you may petition for an exemption as follows:

- Use the form: “Request to Miss Mandatory Call” form available online in the “Theatre Simpson Student Handbook.”
- Submit the completed petition at least one week prior to the event.
- Petitions will be reviewed at a department meeting and a judgment made upon the merits.
  - If an exemption is granted, you will still need to make up the hours missed.
  - If an exemption is not granted, you will still need to make up the missed hours
  - You will be expected to make up additional hours
  - You will receive a diminished 001 score (if applicable)
  - Additional privileges to which you may otherwise be entitled may be in jeopardy
  - Make-up hours need to be scheduled as soon as possible, ideally before the missed call, no later than the opening of the production.

- If your absence at work call or strike is expected to be an hour or less, contact the Faculty Technical Director
  - Do not use the online form
  - Make contact at least one week in advance
  - You will still need to make up the missed time

- Other work or personal obligations do not constitute a valid reason for missing the work call or strike.

Updated as of January 2014
TECH WEEK

- Please sign in on the callboard every night beginning with the company run-through. Do not sign in for other company members.
- Crew members should report to all technical rehearsals with a pencil and paper. Each crew member should generate a checklist of their pre-show, show, and post-show duties.
- Actors should wear black for dress rehearsals and performances.
- Actors should wear clothing for technical rehearsals that approximates the color of their costume. Crew should wear black for dress rehearsals and performances.

PROPS/COSTUMES

- Proper care of costumes is important. You must hang up your costume each night or place it in a laundry basket to be washed. A mending list will be posted on the door of the dressing room.
- Any problems with costumes, props, set and the like should be reported to the stage manager.
- Actors are responsible for their props before the house opens.
- Do not enter the lobby area once in costume, unless specified by the director to do so.
- No eating and drinking are allowed in the costume shop or dressing rooms at any time during tech week or performances.

REHEARSAL/PRODUCTIONS

- CHECK THE VIRTUAL CALLBOARD DAILY (http://www.simpson.edu/theatre/virtual-callboard/). It is your responsibility to check these times and be present at least ten (10) minutes prior to the time you are called.
- The physical callboard is located in the North hallway of the basement in Blank Performing Arts Center. All call times and any other pertinent information will be posted there at least 24 hours prior to the event.
- If you have a conflict with any of your call times, talk to the stage manager and the director.
- Cast members are not to alter your appearance in any way after casting, unless specified to do so by the director. Please check with the director before getting haircuts, changing hair color, etc.
- Please report all injuries to the SM or ASM as quickly as possible.

REHEARSAL/PRODUCTIONS (continued)

- Actors should always have a pencil, paper and the script during rehearsal to write down blocking notes.
- Please enter the building by the loading dock doors for rehearsals and performances. If the performance is in Pote, do not use the loading dock door after the house opens (thirty-minutes prior to performance).
- All production personnel will stay out of view of the audience before, during and after the performance. Crew must wait for the audience to exit the house before cleaning up or striking props, etc.
- Wear appropriate clothing backstage. This includes black for technicians and comfortable, practical rehearsal clothing for actors.
- Do not go in the booth or on catwalks unless you are requested to do so.
- Do not disturb the stage manager or crew members during cues or scene changes unless it is an emergency. Headsets are for official use only.
- If the stage manager or any member of the technical staff asks you to leave the stage, please do so quickly and quietly.
- Actors must listen to the monitors for their cues. The stage manager will give calls only before each act.
- Each company member is entitled to two complimentary tickets per production.

BACKSTAGE/DRESSING ROOM (Productions and Tech Week)

- No talking is permitted backstage during the performance, as sound carries. Keep the noise level down in the hallway and dressing rooms also.
- Do not make any effort to distract other actors or technicians in the backstage, vom, or hallway areas.
- The headset system will not be used to communicate anything other than cues, warnings or other information directly pertinent to the rehearsal or performance at hand.
- No music is to be played in the dressing/makeup area any time after 1 hour before the show starts or any time before 15 minutes following the end. Those who need to listen to music during these times should use headphones and private listening devices.
- The Costume Shop will not be used as a "green room" or social-gathering place. It is to be used only for costume/wardrobe or makeup-related work. Those whose work is done or who have a long wait for a cue may use the Greenroom for study or other quiet activities.

GUESTS AND STRIKE

- We ask that all guests meet with you after the performance in the lobby after you have removed your costume and make-up or running crew “uniform.”
- No one besides company members are allowed backstage or in the dressing room hallway between call time and 60 minutes following the end of the show.

Updated as of January 2014
• In the event of a photo call, you may meet briefly with guest in the house area (not backstage). Remember that the sooner photo call starts, the sooner it gets over.
• All company members are required to help STRIKE the show. Check the calendar for the call time for strike.

**FOOD/DRINKING/SMOKING**
• There is no smoking in the building unless it is specified for a character on stage. No smoking in costume.
• Eating and drinking (water excepted) **is not permitted** in costume or on the set at any time, unless specified by character.
• Eating and drinking are not allowed in the costume shop or dressing rooms at any time during tech week or performances.

**CAMPUS SECURITY -- x. 1711**
**EMERGENCY -- 8-911**
THEATRE OFFICE -- 961-1647
BOX OFFICE -- 961-1601
SCENE SHOP -- 961-1676
COSTUME SHOP -- 961-1689