



Cast & Crew Expectations

1. **Attitude is job one!** An awesome attitude goes a long way with everyone. Each production is not about you, it is about all of us—and the performance for our audience. The production will be fun and enjoyable for everyone—as long as we all work hard and cooperate with each other.
2. **Be on time and ready to work!** If you are going to be late for rehearsal, clear it with the Director or Stage Manager in advance.
3. **Do not miss a scheduled rehearsal** unless it is on your conflict sheet and/or has been cleared with the production team. Unexcused absences may result in your removal from the production. For emergencies or illnesses (excused absences), alert the Stage Manager or Director as soon as possible.
4. **Conduct yourself appropriately.** Your language and behavior are expected to be respectful of your fellow ensemble members, in compliance with the KMC Onstage Code of Conduct.
5. **Treat the space with respect.** Keep rehearsal spaces, stage, dressing rooms, etc., clean throughout the rehearsal and performance process. Cell phones should be turned off or set to mute.
6. **Treat each other with respect.** Communicate in a respectful manner. Maintain responsibility for your role, tasks, and assignments, and do not give notes on others' roles. On stage or off stage, all roles and jobs in this production are equally important. Production team, Designers, and Crew are there to make the show and cast look good, and must be treated with utmost respect.
7. **Treat props and costumes with respect.** You are responsible for your costume and props, so ensure that they are set properly when not in use. Don't touch other people's props, costumes, or personal property. Costumes and props do not go home with you—they remain at the theatre. No food or drink around costumes!
8. **Use rehearsal time productively.** The primary focus of rehearsal is preparing for the performance—not socializing or playing. Actors who are waiting to work on stage should be reviewing lines, reviewing blocking, dances, music, or reading materials related to the production. When you are not needed on stage, conduct yourself quietly and respectfully in the house, wings, and backstage during rehearsal times so you do not distract those who are working. Follow instructions from the production team, stage manager, and crew.
9. **Consequences for not meeting expectations:**
 - a. Verbal clarification of expectations, including recommendations for modification of behavior.
 - b. Depending on severity of violation, either removal from the cast or written plan, signed by team member.
 - c. If the written plan is not followed, team member will be removed from the production.
 - d. Before being involved in future productions, the individual will schedule a private meeting with KMC Onstage staff to clarify expectations and will begin rehearsals at stage 2 of consequences.

The purpose of this agreement is to ensure that all actors, stage crew members, and supporting staff are treated fairly as creative, collaborative artists who are working toward the same goal—putting on a great show!

Agreement. I have read and understand both the time commitment and the expectations listed in this packet. I have listed all my schedule conflicts and understand that I may not be allowed to miss a rehearsal unless it is listed on my conflict list. I understand that I may not miss any tech week rehearsals or any performances.

Volunteer Name: _____

Volunteer Signature: _____

Parent Signature (if volunteer is under 18): _____