

# POLICIES & PHILOSOPHIES

## Set/Props Policies

1. Use common sense and follow safety rules to avoid injury.
2. Do not touch or play with props that are not assigned to you.
3. When assigned to you, treat props with care.
4. Report damage or missing props to the Props Master immediately.
5. Return props to the assigned props table or props master as assigned during rehearsals.
6. Under no circumstances should props ever be stolen from the Taylor PlayMakers as a souvenir of the show.
7. Items loaned to the Company should be returned as soon as the show closes.
8. Props are not available for loan for class scenes. Acting class scenes should focus on acting and not needless technical elements.
9. If a prop is missing or damaged because you did not follow these policies, you will be responsible for repairing, replacing and/or paying for said prop.
10. Maintain and clean the scene shop for safety and efficiency.
11. Paint is an expense and should not be wasted on purpose.
12. Use drop cloths.
13. Do not paint on the walls, floors, or property inside the PAC or in the PAC loading dock.
14. Only props crew or students instructed by the directors to do so should be in the Props Loft.

## Makeup/Costume Policies

1. When building costumes, use common sense and follow safety rules to avoid injury.
2. Use good hygiene when applying makeup.
3. Do not touch or play with costumes, hats, wigs, and accessories that are not assigned to you.
4. Make up costs money. Don't waste it.
5. When assigned to you, treat costumes, hats, wigs, and accessories with care.
6. Report damage or missing costumes to the Costume Crew Head immediately.
7. Actors are responsible for hanging their costumes properly on hangers. Failure to do so will result in undesirable consequences.
8. Under no circumstances should costumes, wigs, hats, accessories etc. ever be stolen from the Company as a souvenir of the show.
9. Items loaned to the Company should be returned as soon as the show closes.
10. Costumes, hats, wigs, are not available for loan for class scenes. Acting class scenes should focus on acting and not needless technical elements.
11. If a costume piece is missing or damaged because you did not follow these policies, you will be responsible for repairing, replacing and/or paying for said costume piece.
12. Dressing rooms are gender specific. No boys in girls' dressing rooms. No girls in boys dressing rooms

## Lighting/Sound Policies

1. No one aside from the lighting and sound crews is allowed in the control booth. Do not invite or allow other students in booth.
2. The booth is not an escape from work. If you're not actively working during rehearsal, ask how you can be productive, and do that.
3. Follow all safety rules; paying close to attention to those regarding heights, scaffolding, ladders, and electricity.
4. Do not re-patch the boards without the consent of the PAC Manager.
5. Food and drink should be nowhere near electronic equipment.
6. The booth doors and windows must be locked daily and trash taken out.

## Publicity Policies

1. In no area of theatre is more important to get started early and meet deadlines set by the director.

2. All publicity, use of the title of “Taylor PlayMakers” and its logo must receive approval from a theatre director.
3. Every member of the PlayMakers should consider him/herself a member of the publicity crew. It is your job help recruit members and audience. Be exceedingly careful about the messages you put out through your discussions and social media. Please remember that you can never judge a show by how it looks in the early stages of rehearsal.

### **Theatre Facility Policy**

1. The way we maintain our theatre facilities and equipment is a direct reflection on who we are as a company.
2. Any malicious vandalism or theft or disrespect of our theatre facilities or theatre property will be taken as a direct attack on our company. It will not be tolerated and appropriate consequences will result.
3. No PlayMaker or PAC property may be borrowed without the direct consent of a director or PAC Manager.

### **Rehearsal & Performance Etiquette:**

1. Do not walk through a scene in rehearsal. Go around.
2. Be quiet. Conversation backstage, both in rehearsals and performance, should be restricted to matters concerning the production. (Use hand signals if possible or else a low whisper.)
3. There is only one director for the show. Avoid offering unsolicited suggestions, chastising, arguing with, and prompting another actor.
4. Have your script and pencils and EVERY rehearsal and performance. Never write in your script in ink.
5. Never create any offstage distractions or play tricks or jokes backstage or onstage.
6. Never write on a piece of scenery, stage equipment, or the walls of the theatre.
7. Never miss an entrance.
8. Never speak to or approach an actor who is waiting for an entrance.
9. Never question the authority of the stage manager or your crew head.
10. When a director asks you to do something, the correct answer is “Yes, sir/ma’am.”
11. When an actor is asked to do something new on stage – try it at least four times before telling the director why it’s not working for you.
12. Never leave the rehearsal space, crew area, or theatre until you have been released by the individual in charge.
13. Never be seen by the audience except during the execution of the show.
14. Do not peek at the audience while on or offstage. If you can see the audience, they can see you.
15. Never enter the stage from the house and never enter the house from the stage before, during, or after a performance while audience members are in the theatre.
16. Never leave the theatre in any part of your costume or makeup.
17. All cast and crew members will assist in the strike at the conclusion of the run.
18. Once final decisions are made, do not deviate in any way from the director’s production plan. Perform the play as it was rehearsed.

### **Casting Policies**

1. Casting is an art, not a science.
2. Casting is at the sole discretion of the director(s).
3. Taylor High School generally practices “color-blind casting” unless the topic/theme of race is integral to a specific character.
4. The only appropriate public reaction to a cast list should be “congratulations.”

### **Fundraising Policies**

The Taylor PlayMakers engages in fundraising to help raise money for activities, equipment, and services not provided by the school district. All theatre arts members are expected to cheerfully do their share of fundraising.

## **Philosophies We Share As an Organization**

1. It's not about you. It's about us. It's about the audience.
2. Be kind. Be respectful.
3. 70% of success is showing up. The other 30% is showing up prepared.
4. Save the drama for the stage.
5. Be at the right place, at the right time for all theatre activities with proper equipment, attire and attitude. "If you're EARLY, you're ON TIME and if you're ON TIME, you're LATE! If you're late, you're REPLACED!"
6. There are no small parts. Everyone is important. As our motto states: "Act well your part. There all honor lies."
7. However, no one is irreplaceable. Be humble.
8. Pull your weight.
9. We're here to learn.
10. Everything's an audition.