



Four County Players' Policies and Code of Conduct

Thank you for volunteering at Four County Players, central Virginia's longest running community theater! To make our production a rewarding experience for all, please read and agree to the following policies and code of conduct.

REHEARSALS

- Immediately upon arrival, sign in at the designated sign-in station. Sign out before you leave the theater.
- Notify the director or producer immediately of any conflicts with the rehearsal/production schedule. No conflicts are permitted during tech week (the final week of rehearsal).
- Be on time! Call/text the stage manager if you cannot make a scheduled rehearsal/workday or if you will be late.
- Remain quiet during rehearsals. Visitors are not, as a rule, permitted in the rehearsal space.
- During rehearsal, the director is in charge; directors and production staff are the only ones who should give notes. Feel free to share ideas, questions, and/or concerns with the director outside of rehearsal time.
- Silence your cell phone while at the theater. If onstage, leave your cell phone with your belongings in the house.

WORKDAYS

- Immediately upon arrival, sign in at the designated sign-in station. Sign out before you leave the theater.
- All actors are expected to work at least one full workday, usually held Saturdays from 10:00am–3:00pm.
- All actors and crew will strike the set immediately following the final performance.
- All people in or around the theater must wear closed toed shoes

PERFORMANCES

- During performances, the stage manager is in charge and any concerns should be shared with them.
- Cast and crew must stay clear of the hallways and front steps starting one hour before curtain until after the performance, unless told otherwise by the director. Actors should not be seen in costume before the performance.
- No visitors are allowed in dressing rooms, backstage, or in lighting/audio booths before, during, or after performances.
- No photos or video recordings of any kind are allowed during performances. The theater will engage appropriate professionals to provide cast photos or video, if possible.
- Hang your costumes after each performance before leaving the theater. Never remove costumes from the theater. Never smoke while in costume. Do not consume anything while in costume except water.
- Only the stage manager may have a cell phone backstage. Actors' cell phones must be silenced and left in the dressing room with their belongings.

CODE OF CONDUCT

- Promote a culture of respect and behave toward all cast and crew in a manner that reflects well on the theater.
- In-person and online interactions should be considerate and age appropriate.
- Physical or emotional bullying or harassment—in-person or online—will not be tolerated.
- Be considerate of the comfort of others in your behavior and interactions. Avoid public displays of affection.
- Persons in leadership roles (e.g., directors, choreographers, board members, teachers) should be aware of the imbalance of power inherent in relationships with actors/students and avoid abusing that imbalance of power.
- For adults (18+), see the "Working with Minors" document for additional policies, as appropriate.

FACILITY AND SAFETY

- Cast and crew members are not allowed in the business office.
- NO illegal drugs are permitted in the theater or grounds. Alcohol is permitted only when served by the theater's ABC managers. There is NO SMOKING in the theater. Please be considerate of others when smoking outside.
- All people in or around the theater must wear shirts and shoes.
- Pick up after yourself. Take your trash and belongings with you, and put away tools and other items you use.

FINAL WORDS

- We encourage volunteers to become members of Four County Players. Memberships make productions possible!
- Please bring any suggestions/concerns to the director/another production team member to be addressed.
- Failure to adhere to these policies and the code of conduct may result in dismissal from the theater.