



Arlington Children's Theatre Participation Policy

Behavior Standards and Theater Etiquette

Welcome to the Arlington Children's Theatre family. As with any successful family we have standards of behavior that ensure that every participant will enjoy a safe and productive experience. Every participant will be expected to know the rules and behave in a manner that will continue to make the ACT experience enjoyable for all. **Respect, Preparation, and Safety.** Understanding these three key concepts is a mandatory requirement.

RESPECT all people you come in contact with at ACT. This starts with respect for yourself and your fellow actors, and extends to everyone who is involved with a production. Good behavior is not something we turn on and off when we feel like it. ACT is a well-respected organization in our community, and *each participant's behavior reflects on our organization, even when we are outside the theatre—or interacting via social media online.* Actions will always be to enrich the ACT experience and never detract from it. The positive experience that we all feel working together is something that needs to be nurtured and protected.

PREPARATION is essential to our success. Lateness, unexcused absences, and failure to learn lines all harm the theatre experience of others. We require all participants to:

- ! Be prepared for all rehearsals.
- ! Communicate with producers in advance of absences (e-mail).
- ! Be aware of their rehearsal schedule.
- ! Be on time for every event and be clean and appropriately dressed.

SAFETY is a promise we make to each other and our families. We are concerned that all participants act in a manner that protects the safety of all. ACT staff or board members will be notified if any safety issue is found. Acting and behaving in a safe manner is another way we show our respect for each other.

We believe in our organization, and in you. Show your respect and pride in ACT by always acting responsibly; make your family, us and you proud!

Theater Etiquette

You will be held to a high standard of courtesy and professionalism at ACT. Please read the following expectations and initial next to each as proof of your understanding and agreement of ACTs policies. This can be simply defined as always doing the right thing.

- — **All financial arrangements must be made prior to casting:** all families should familiarize themselves with our refund policy at this time
 - — **Always turn in the proper forms filled out correctly, and on time.**
 - — **Honor the schedule:**
 - o Let conflicts be known in advance
 - o Make all rehearsals,
 - o Arrive on time and prepared.
 - — **Practice! Practice! Practice!**
 - o Memorize all your lines, dance steps and staging directions.
 - o Help others learn their lines.
 - — **Be respectful and polite:**
 - o Do not talk while other ACTors are rehearsing.
 - o Do something productive and quiet during down times.
 - o Offer help, not criticism.
 - — **NO Cell Phones:**
 - o Cell phones are not allowed during rehearsals nor backstage during performances.
 - — **Respect the property of others:**
 - o Clean up after yourself—and others, if necessary.
 - o Leave any space cleaner than you found it!
 - o The theater is the actor's temple; treat it as such.
 - — **Always speak positively about ACT and out ACTors:** even when you are not at rehearsals or backstage you are a member of this theater and therefore represent it.
 - o ALWAYS speak well of ACT, its shows and other ACTors.
 - o NEVER discuss ACT or its ACTors in a negative and/or malicious way.
 - o NEVER post negative or malicious comments using social media.
 - o If you have concerns about something that is happening, DO bring it up with the director, producer or one of ACT's board members.
- **Safety:**
- o Wear appropriate shoes and clothing to each rehearsal.
 - o Notify an ACT adult of any broken chairs, tables, etc. that could cause injury.
 - o Clean up any spills – or notify an ACT adult if help is needed.
 - o Do not fool around nor roughhouse during rehearsals. Pay attention to your staging so as not to run into other ACTors.

— **Make the drop off and pick-up of the children seamless:**

- o Communicate changes in schedules and pick-up times.
 - o Parents: let producers know if your child needs special accommodations of any kind. Children should not be released without an adult unless producers know.
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Please initial each expectation and sign below if you have read and understand the Arlington Children's Theatre Participation Policy.

***Failure to comply with our policies will result in disciplinary action following two documented warnings, which may include unreimbursed dismissal.*

*Dismissal from a production or workshop may impact future casting decisions. ***

We the undersigned have read and understand the Arlington Children's Theatre Participation Policy. We agree to abide by the policy as it is written.

Participant's Signature _____

Date _____

Parent or Guardian's Signature _____

Date _____