



# The Brockville Theatre Guild

P.O. Box 474, Brockville Ontario K6V 5V6

## Actor and Production Team Code of Conduct

Every volunteer who contributes to a Brockville Theatre Guild activity, whether on stage or working hard behind the scenes, should expect a safe and enjoyable experience. Along with any policies and guidelines put in place by the Board of Directors, Producer, Director or event manager, the expectations listed below will always apply.

**Safety:** Safety is the first priority. Anyone participating in any event or production, working on stage or behind the scenes must abide by the *Canada Labour Code* and whatever facility or event rules are in place. In addition to those for the theatre and wood shop, the following are also always in force:

- No horseplay. Producers, Directors and Choreographers must approve any acting requiring hands-on or simulated fighting.
- Except for immediate family, there must always be at least two adults present when working with children, youth and vulnerable adults.

**Punctuality:** Theatre and dramatic arts is collaborative, and requires everyone to be in the right place at the right time. Everyone who takes on a role on stage or behind the scene will arrive on time for meetings, rehearsals and productions or make every effort to advise the producer, stage manager or person on time if they cannot. Anyone who misses a rehearsal will work hard to catch-up. Anyone organizing an event, rehearsal or production will be mindful to schedule to maximize efficiency and minimize wasted time.

**Preparedness:** Whether on stage or behind the scenes, the show is only as strong as the weakest part. Everyone has to be prepared to fulfill all the duties of the role they accepted.

- Actors will strive to memorize lines and remember blocking as directed, on schedule.
- Actors who wear costumes, use props or use sets will respect the effort and investment by ensuring careful use and returning everything clean, mended and where it belongs after use.
- Anyone participating in any activity or production will respect others who are working by minimizing distractions and interruptions (i.e. conversation, phone ringers, food ...)

**Attitude:** Everyone volunteers to contribute and participate on a voluntary basis and for the love of the arts and organization. Be positive and supportive; avoid being negative and disrespectful.

- Avoid gossip and criticism. If you have something constructive to say, be respectful and find a positive way to say it directly to the person who will benefit from the feedback.
- Respect each other's roles – give and take direction, advice and feedback with respect, dignity and grace. Avoid changing or modifying direction, blocking, costumes, props or set without discussing with the person whose job it is to decide or create these elements.
- Be as involved as you can be – don't hesitate to offer to help; try to say 'yes'; have fun.

Production/Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: (print) \_\_\_\_\_

I acknowledge this code and will strive to uphold it: \_\_\_\_\_

Legal guardian (if applicable – Print name) \_\_\_\_\_

I acknowledge this code and will help ensure it is followed: \_\_\_\_\_

\*\*\* Personal information collected on this form will be used for administrative purposes. The information it contains will not be shared outside the Brockville Theatre Guild except as may be required by law.