

NORTH DAKOTA STATE UNIVERSITY
LITTLE COUNTRY THEATRE GUIDELINES

The following rehearsal and performance guidelines were developed by the students of the Little Country Theatre to ensure those involved in any production will enjoy the most successful and professional experience possible. Cast and crew are encouraged to study these guidelines carefully.

Rehearsal Guidelines:

1. By choosing to accept a role in a production, you are making a commitment to that show. Please honor this responsibility with the same respect and dedication you would any job or class.
2. **BE ON TIME.** Call time is when rehearsal *begins*, not when you are expected to arrive. Unless previously arranged with the director, you should arrive early enough to be ready to begin promptly at call time. Be certain to sign in **IMMEDIATELY** when you arrive.
3. Keep excessive noise to a minimum. Please respect those working by not talking in the house or wings during rehearsals. All must help enforce this rule.
4. There is to be absolutely **NO** food, drink (except water in a **CLOSED** container) or chewing gum in the house or on stage (unless part of the rehearsal requirements).
5. Rehearsals are **IMPERATIVE** to the success of the production. If you are running late, contact the stage manager or director **AS SOON AS POSSIBLE**. One unexcused absence or three unexcused tardies **MAY** result in your dismissal. Terms of any possible dismissal will be left to the director's discretion.
6. Come prepared for all rehearsals. You should always bring along your script, pencil, paper for taking notes, and a positive attitude.
7. It is your responsibility to check the callboard *daily*. The callboard contains vital information such as: production schedules, costume fitting information, and schedule changes.
8. It is your responsibility to make and keep **ALL** of your fitting appointments. Fitting information will always be posted on the callboard.
9. Work weekend and strike are **NOT** optional. Theatre is a team effort, and these events are just as important as any rehearsal or performance.
10. Respect all members of the cast and crew. Remember that the show would not go on if there were not lights, costumes, set, etc. Also, it would not work if there were not actors.
11. Your health and well being are **VITAL** to the production's success. Please attempt to keep yourself healthy by getting plenty of rest and proper nutrition. Remember, your body is your performance instrument—mistreat it, and you only have yourself to blame.
12. Most rehearsals will not end until after dark; do not feel you must walk to your car or home unaccompanied. Do not hesitate to ask a fellow cast or crew member whom you trust or call the campus escort service to walk with you (701-231-8998).

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Performance Guidelines:

1. BE ON TIME. Performances are the big payoff for all of your hard work. It is VERY important that you are on time. Be certain to sign in IMMEDIATELY when you arrive.
2. Stage managers should ALWAYS be treated with respect. When the stage manager makes an announcement, the appropriate response is, "Thank you!" Beginning with tech week and continuing throughout the performances, the stage manager assumes the position of "surrogate" director. This position brings a great deal of responsibility, but very little thanks. Have you thanked your stage manager today?
3. "Places", means **places!** Know that when the stage manager calls "places", you must go to your place IMMEDIATELY. If you are prompt and efficient, you will always be ready when "places" is called.
4. The key word is TEAMWORK. Remember we all work very hard to keep the production running as smoothly as possible, this includes cast AND crew.
5. No loitering in the wings! This is a nuisance to the crew and a distraction to the actors. Between scenes, please wait in the makeup room or green room; but be sure to maintain focus on the production.
6. Your cues are your responsibility. There are monitors placed throughout backstage for you to hear the action on stage; however, if the monitors are not on or not functioning, you must still remain alert for your cues.
7. Your props are YOUR responsibility. They must be checked PRIOR to and put AWAY after each performance. The props are NOT toys; handle them with care, as many of them are irreplaceable. Give your attention only to those props assigned to you.
8. You must NEVER eat, drink, or smoke near or in costume. Many hours and a great deal of work go into the construction and maintenance of each and every garment.
9. No visiting in costume. Your friends and family are welcomed to visit you in the Walsh Studio Theatre or the lobby of Festival Concert Hall after the performance, but ONLY after you have REMOVED and HUNG UP your entire costume and have put AWAY all your props.
10. Support the cast and crew. Nothing brings down a production's energy faster than a negative comment about the energy level of the audience. Not all crowds are vocal, so do not become discouraged. Be assured you have an audience enjoying your performance.