



Welcome! We are so pleased to welcome you to WRCT's production of
NAME OF SHOW/EVENT

WRCT prides itself in establishing an environment of respect for every event. A partnership between the theatre, it's board and staff, and all of its participants is the foundation of a successful production and organization. It takes a mutual understanding between all parties to insure a foundation of respect, safety, and creativity. Those who do not adhere to the code of conduct or theatre policies will not be welcome to participate in other productions and may be asked to leave the current production.

The Theatre Agrees to:

- Cultivate an atmosphere that encourages the highest artistic standards.
- Create a point of direct contact for all participants with any questions or concerns.
- Respond to complaints/concerns in a timely fashion.
- Organize a production process that provides clear expectations and responsibilities for all those involved.
- Never discriminate on the basis of race, color, religion, gender, national origin, or disability in casting or any involvement.

Rehearsal Process Agreements:

- Fulfill your responsibilities and adhere to agreed upon deadlines.
- Be on time! If you have an unexpected conflict contact the director or stage manager.
- Wear footwear at all times in the building.
- Please be aware of personal hygiene. Wash yourselves, your clothes, and your costumes (with appropriate permission, generally costumes are not allowed out of the theatre).
- No "pranks" during any performance (this includes closing night pranks), every audience deserves as quality a performance as the last.
- Please do not cut, dye, or alter your hair without speaking to the director. Maybe shaggy hair is perfect for your character!
- There is a mandatory strike (set break-down) to follow the final performance.
- Take care of our things- Costumes, props, set pieces, and the facility itself should be treated with respect. Pick up after yourselves: including your hanging up your costume, returning your props to the correct place, any trash that belongs to you, etc.
- Do not eat or drink in the theatre or backstage. Save the snacks for the lobby, studio, or dressing rooms.
- Only cast, crew, and theatre staff are allowed onstage, backstage, or in the tech booth before and during any performances.
- Weapons and knives of any type are prohibited on all WRCT property. Any real or fake weapon to be presented as a potential prop must be approved by the Artistic Director/Production Manager.
- Take care of all equipment. Do not use equipment until you have been instructed on how to use it by WRCT staff. This includes the lift, lighting/sound boards, and power tools.
- Wear appropriate safety gear while operating power tools and equipment in the workshop. (i.e., safety glasses, earplugs, gloves, etc.)

Code of conduct Agreements

- Create a positive, comfortable, and productive environment.
- Give and/or receive direction, correctives, or critiques in a supportive manner. Refrain from giving directions to other participants, that's what we have a director for!
- Steer clear of making comments in regards to someone's appearance, ability, or behavior. Even something you see as positive may not resonate that way with someone else.
- Never engage in physically or verbally threatening behavior, harm another individual, or willfully cause physical damage to the theatre itself.
- Alcohol and illegal drugs are not to be consumed/taken prior to or during any performance, rehearsal, or strike by any person involved in the show or strike.
- Personal, verbal, non-verbal, physical or sexual harassment, teasing, or bullying will not be tolerated.
- Use appropriate language, especially when involved with events that include youth participants.

RELEASE OF LIABILITY

- WRCT is not responsible for lost, stolen, or broken belongings. Please do not bring valuables to the theatre. This includes anything used in the show itself as a lent item.
- I release and waive WRCT, its staff, officers, directors, and any volunteers from any and all liability rising from related to, or connected with, any injury, illness, or damage for any reason, caused by, or sustained in the course of any participation in rehearsals, performances, classes, or any other activities conducted by or associated with WRCT. I hereby attest that this waiver of liability is provided voluntarily upon submission of this form and shall be fully binding upon me, my heirs, next of kin, executor, administrator and/or personal representative.

MEDIA RELEASE

- I hereby grant WRCT permission to videotape and photograph myself or my child during the production process for the purpose of publicizing WRCT online, in newspapers, educational settings, professional conferences, other media advertisements, social media associated with WRCT, and the WRCT website.
- Refrain from creating any social media accounts on any platform, i.e. Facebook, Instagram, Twitter, etc. All publicity needs to come through the Corporate Director. We welcome all your ideas!

*Please note

We strongly urge you to read the complete definitions and examples of harassment, discrimination, and bullying and examples of inappropriate or prohibited behavior on the WRCT website under the “about” tab. Blatant disregard of any of the Codes of Conduct and Policies can/may jeopardize your ability to work at the theatre in the future.

If you see or experience something that is not up to these standards please take responsibility and talk to a staff member.

_____ I have read and understand the Code of Conduct, cast expectations, and cast contract. I agree to adhere to their provisions and my commitment to this production.

I, (print name here) _____, have read and understand the Code of Conduct and Policies of WRCT.

Volunteer Signature

Date

(If applicable)

I am signing as guardian for an underage WRCT participant named:

_____ Relationship to child: _____