



Second Street Players *at the Riverfront Theater*

2 S. Walnut Street
Milford DE 19963

(302) 422-0220
www.secondstreetplayers.com

PO Box 470
Milford DE 19963

Second Street Players Code of Conduct *(for all volunteers at SSP)*

Adopted May 1, 2018

Part of the great tradition of the theater is a code of ethics, which belongs to every worker—amateur and professional—on the stage. This code has been observed throughout the centuries and will continue long after us. It is neither superstition, nor dogma, nor a statute enforced by law. It is an attitude toward craftsmanship, a respect for associates, and a dedication toward the audience. This code outlines a self-discipline which, far from robbing one of individuality, increases personal esteem and dignity through cooperation and common purpose.

A. Attendance

1. Attend all rehearsals as scheduled, including dress rehearsals and technical rehearsals.
2. Attend all performances (NO EXCEPTIONS).
3. Attend strike.
4. Abide by the conflicts scheduled at time of casting. Additional conflicts (ie. illness and emergencies) must be approved by the Director of your production.
5. Failure to attend rehearsals or performances may result in recasting or dismissal from the cast.

B. Show Materials (musicals, and where otherwise applicable)

1. All show materials (scripts, music, etc.) must be signed out at the beginning of the rehearsal period.
2. All show materials must be signed backed in, erased and clean if required, before the end of strike.

C. Rehearsals

1. Please use the side door in the parking lot for rehearsals. The front door is not to be used for entry or exit without your Director's permission, except in the event of an emergency.
2. Arrive early for your call time and sign in. Your Stage Manager may require you to sign in for rehearsals and performances. Please follow his/her directions.
3. Rehearsals are closed to the general public. Only cast, crew, theater personnel, and persons approved by the Director are allowed in the theater during rehearsals. Parents of children are allowed, but are not to participate in the rehearsal.
4. Do not touch anything that does not belong to you.

5. The Stage Manager or another person designated by the Director is the only person permitted to prompt an actor for lines. Actors shouldn't prompt other actors, it's unprofessional. If you need to be prompted, call "line" in character. Do not apologize or say anything in addition to "line," it's unnecessary.
6. Dress appropriately for rehearsal. In general, *unless otherwise specified by your director*, wear comfortable clothing you can move in and can get dirty. The Director won't adjust rehearsals to accommodate your clothing choice. Appropriate footwear must be worn in the theater at all times.
7. Good personal hygiene is a must. Rehearsals can be hot, intense, and happen in close proximity. Please brush your teeth, bathe, and wear deodorant for the benefit of everyone. Please avoid unnecessary use of colognes, perfumes, and other fragrances. The hot stage lights intensify these odors and can be uncomfortable to your castmates and production crew.

D. Behavior and Conduct

1. Please practice toleration, acceptance, kindness, and respect for one another at all times.
2. Treat all cast, crew, and SSP staff with respect and consideration.
3. Keep the theater, green room and surrounding areas neat, clean, and safe.
4. No smoking in the SSP buildings (No smoking within 15 feet of any entrance of SSP. Smoking is unhealthy and expensive. You should consider quitting.)
5. SSP Drug and Alcohol Policy:
 - Under no circumstances should you drink or bring alcohol into the theater. DO NOT drink before rehearsals or performances. (This includes just having a glass of wine with dinner.) It is unprofessional and a safety issue. Failure to adhere to this policy will result in your dismissal from the show.
 - Use and/or possession of any illegal drugs is strictly forbidden. Failure to adhere to this policy will result in your dismissal from the show and possibly your arrest.
 - The use of alcohol is prohibited by any volunteer while acting in any official capacity (working in the booth, concession stands, behind the ticket counter, etc.)
6. Cell Phones and Pagers
 - Please SILENCE all phones and pagers during rehearsals. You may use phones during your break time.
 - There is absolutely no cell-phone use of any kind allowed during performances, including intermission.
 - If you must keep a pager on you for professional reasons, please notify the Stage Manager. If there is an emergency during REHEARSALS, your family can call your Director or Stage Manager at the number listed on your show's contact list.

E. Costumes and Props

1. You are not the costume designer. Do not give any feedback on costumes outside of fit or comfort issues. Acceptable: "My shoes are too tight." Unacceptable: "My character wouldn't wear these."
2. Do not touch props or costumes not assigned to you.
3. You may be charged for any damage other than normal wear and tear to props and/or costumes assigned to your care.
4. Be sure to hang up all costume pieces and return all props immediately after use.
5. No smoking or eating in costume at any time, unless this is part of your stage direction.
6. You are not allowed to change, embellish, or choose not to wear any piece of your costume during performance. You are also not allowed to change how you wear your hair once it has been approved by the costumer.
7. Treat your costumer with the professional respect that s/he deserves.

8. Should you leave the show before or during performances for any reason, you may be responsible for reimbursing the theater for any costume items that were purchased for you.

F. Sets and Building Equipment

1. You are not the set designer. Do not give any feedback on sets or furniture outside of safety or function issues. Acceptable: "The table is loose and won't support my weight." Unacceptable: "This table isn't something my character would have in her house."
2. Quite often we share our rehearsal space with unfinished set pieces. Please abide by any instructions that the Stage Manager gives you regarding these instances.
3. Do not touch anything in the shop such as tools, supplies, tape, paint, etc.
4. Treat your set designer with the professional respect that s/he deserves.

G. Performances

1. Arrive at appropriate call time and sign in.
2. Call the Stage Manager or person designated by your Director as soon as possible if you know you will be late or have an emergency.
3. All cast and crew must remain quiet during performances; this includes in the green room, dressing rooms, backstage, lobby, etc.

H. Safety

1. Safety is our first priority. If you encounter an unsafe situation, notify the Stage Manager immediately and steps will be taken to fix the issue before continuing.
2. If an injury occurs you must let the Stage Manager know IMMEDIATELY!

I. Food and Drink

1. If you bring food to rehearsal, remove all your trash from the building at the end of rehearsal. If you need to eat during rehearsal, you may eat in the green room back stage. Under no circumstances shall you eat in the lobby, the wings, or costume loft.
2. You are encouraged to have a capped bottle of water in the main theater during rehearsals.
3. No food or drink other than water is allowed in the green room and dressing rooms during performances.
4. The refrigerators in the lobby are not for your personal use. A refrigerator is located in the green room. Please keep it clean.
5. Please clean up after yourself. Dispose of all trash in the appropriate place.

J. Other Expectations

1. I shall be aware of the other SSP Rules and follow them (a copy should be provided to you by your Director or Stage Manager).
2. I shall participate in promotional activities, including attending photo sessions, interviews, and public previews.
3. I shall meet my Directors deadline for providing a cast/crew member bio for the program.
4. I shall be prepared for any photo (headshot) sessions scheduled. I agree to use the photo taken by the production staff and not insist that I provide my own photo.
5. I will play every performance to the best of my ability, regardless of how small my role or large my personal problems.

6. I shall never miss an entrance or cause a curtain to be late by my failure to be ready.
7. I shall forego all social activities that interfere with rehearsals and will always be on time.
8. I shall never leave the theater building or stage area until I have completed my performance and have received a release from the Stage Manager or Director.
9. I shall remember that my aim is to create illusion; therefore, I will not destroy that illusion by appearing in costume and/or make-up off stage or outside the theater, unless previously arranged with the production staff (for example, publicity appearances, etc.).
10. I will not allow the comments of friends, relatives, or critics to change any phase of my work without proper authorization from the Director or Stage Manager.
11. I will not alter lines, business, lights, properties, settings, costumes, or any phase of the production without consultation with and permission from the Director and/or Stage Manager.
12. I shall accept the Director's advice in the spirit in which it is given, for s/he sees the production as a whole and my role as a portion thereof.
13. I shall look upon the production as a collective effort demanding my utmost cooperation; hence, I will forego the gratification of ego for the demands of the play.
14. I will be patient and avoid temperamental outbursts, for they create tension and serve no useful purpose.
15. I shall never blame my colleague for my own failure.
16. I will never engage in caustic criticism of another artist's work.
17. I shall inspire the public to respect me and my craft through graciousness in accepting both praise and constructive criticism.
18. I shall never lose my enthusiasm for the theater because of disappointment or failure, for they are the lessons by which I learn.
19. I shall direct my efforts in such a manner that when I leave the theater it will stand as a greater institution for my having labored there.

Have fun and enjoy your experience with Second Street Players. Feel free to contact any board member with any comments or suggestions that might improve your experience, or that of our other volunteers or audience members.

Thank you for being a part of this production!

—Your Production Crew and the Board of Second Street Players

Code of Conduct Contract

1. I signify that I have read and understand all the policies and expectations presented in the Code of Conduct.
2. I understand that the Production Team and staff of SSP will abide by the policies and expectations presented in the Code of Conduct and as an actor/crew member I reserve the right to hold them to such.
3. I understand my expectations as an actor/crew member and understand that any failure to meet those expectations may result in my dismissal from the production.
4. I understand that in order to participate in this production, I am required to present a signed copy of this form to the show's Director and/or Stage Manager

Name of Production: _____

Signature: _____ Date: _____

Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

(Required if actor/crew member is under the age of 18)

Guardian's Printed Name: _____