



However large or small your role, you are an essential part of the Production and we ask that you adhere to the following guidelines to ensure OUR Production rehearsals runs smoothly.

Being part of a production is a commitment by yourself to the show, fellow cast and our audience. We appreciate that emergencies and sickness will happen, but we reserve the right as the production team to remove you from the cast if there are five or more missed attendances. This excludes any that you have informed us at the start of the rehearsal cycle.

All cast and crew will treat each other with kindness, respect, and consideration. We embrace diversity in all its forms and foster an inclusive environment free from discrimination, harassment, or bullying.

Please arrive at the rehearsal venue **READY to** start at the given time on the rehearsal schedule

Let the Director or Producer know at the earliest opportunity if you are unable to attend through emergency or illness. (See below for contact numbers)

Rehearsal and performance etiquette, be fully present, prepared, and focused during rehearsals. Respect others' rehearsal time by avoiding distractions, being quiet whilst others rehearse, and following the creative team's guidance.

Creative integrity, respect the artistic vision of directors, choreographers, and writers while also encouraging personal expression within established boundaries

Continuous improvement feedback is welcomed as a tool for growth. We aim to learn, adapt, and become stronger performers and collaborators through every experience.

Treat everyone as you would wish to be treated.

Be respectful of the production and other cast members by

- Tidying up after yourselves, rubbish in the bin, cups washed up, chairs away at the end etc.
- Not eating any smelly food in the main hall or back room, fish and chips, kebab etc.
- Not wandering off during the rehearsals, as you never know when you will be needed.
- Keeping the noise down in the Hall and back room whilst the rehearsals are on

Communication, Open and respectful communication is key. Concerns should be raised constructively and through the appropriate channels (e.g., director, producer, stage manager, or committee).

When you are not needed in the front hall you may be required in the back room to run your musical numbers

If you are not timetabled to be in, please don't book anything in on a rehearsal evening as you may get called in short notice.

You may be asked by the wardrobe team to source some of your costume, if you are approached, please ensure you source any item as soon as possible, **HOWEVER** ensure all expenses are agreed before hand

Please look after your script / song words – put them into a binder or bind them together.

Please bring a pencil with you to make notes in your script of stage positioning etc

No photographs to be taken during rehearsals, the production team will arrange these for the press, social media etc.

If you are meeting someone after the rehearsal, please ask them to wait at the back of the rehearsal space for you

ALL children must advise Vicky when leaving at the end of rehearsals

If you have any issues in respect of safeguarding, please make Vicky/Steve/Jackie/Ana aware

Steve – 01508 502275 / 07446 532865 or WhatsApp private message

Jackie – 01508 548222 / 07942 184881 or WhatsApp private message