



Actor's Credo & Code of Conduct

This credo is a contract between an actor, their family, and the actOUT! Team. Its purpose is to make actors and parents aware of the commitment required to put forth a full scale production. The **Actor's Credo** is to be signed by the actor and witnessed by their parent(s). The additional **Parent/Legal Guardian Code of Conduct** section must be signed by parents as well. Please assist younger actors to understand the credo where needed.

Please read and return signed at your first rehearsal

Actor's Credo

Being in an actOUT show is a great way to learn more about the world of theatre but it is also a commitment. The Actor's Credo clearly outlines the expectations we have of our actors.

Attendance

Actors should do their best to be at every rehearsal and **must be at every dress rehearsal and performance**. You are part of a cast and cast members rely on each other when learning lines or blocking, organising choreography, and developing scenes. When someone is absent, the rehearsal is more difficult for everyone else. Excessive absences may affect casting.

We realise some rehearsals may be missed due to unexpected illness or emergencies, but if you know of any that you will be missing in advance please note them at the end of this contract. It will be your responsibility to try and learn any missed material and continue practising at home.

Attitude and Behaviour

Respect

Treat everyone you interact with at actOUT! with respect and expect the same in return. You are part of a team and a role model for other young aspiring actors. Remember:

- Words can hurt
- Keep your hands and feet to yourself
- Treat other people and their belongings with kindness

Hurtful behaviour outside of rehearsal/performance spaces will not be tolerated (including sending hurtful, abusive, or threatening messages via any messaging platform). Bad behaviour will be considered just cause for removal from the company without refund.

Patience

We will try to avoid having actors wait on the sidelines, but it cannot always be helped. During slow times, we expect you to take initiative to work with a cast member separately or watch the rehearsal in progress and learn from the advice from the Directorial Team to others. The process can be slow but we learn the art of patience on this journey. Please do not bring electronic devices to rehearsals; they will be confiscated for the duration of the rehearsal.

Dedication

Be dedicated to your show and cast. Arrive prepared, with your lines rehearsed and/or memorised, songs rehearsed, and your 'stage business' learned from the previous rehearsal's blocking. Keep notes on blocking, choreography, etc., in your script for reference.

Taking Care of Our Halls & Theatres

Please respect the spaces we use for rehearsals and shows. Please do not touch or move items in rooms unless you are asked to do so. Always take the time to help clean up at the end of rehearsals. Leave a space cleaner than you found it. Theatres will have special rules and instructions during Show Week that you will learn later. Anyone caught vandalising property will be automatically removed from the production without refund.

What to Bring and What to Leave at Home

Bring/Wear

- Comfortable clothes
- Water Bottle
- Nut-free Snack
- Indoor shoes
- Script, Notebook, Pencils, eraser

Leave

- All valuables, toys, and electronic devices
- Perfumed products
- Nut products
- Gum
- Other products if specific allergies are present in cast/staff

Being in a Production

Casting

You will be cast in at least one role, more if your production is double-cast. It is your job to show us what you are made of each rehearsal. We need to know that you are dedicated and reliable. Playwrights feel each character they write is important and we strongly encourage all of our actors to work equally hard in all their roles. Some "smaller" roles have become audience favourites when the actor brought the role to life by being the best they could be. Acting is more than just speaking words, so we'll be exploring verbal and non-verbal roles as well. We do our best to offer actors a fair amount of stage time to continue honing their acting skills. We also adjust casting depending on what challenges the actor is ready to take on.

Scripts and Music

Each actor is provided with a legal script copy. If it is lost you are responsible for the replacement cost to get you another one. It is an infringement on copyright to photocopy other people's notebooks. Music, lyrics, and other resources will be on the Cast Page for your show.

Costumes

You will be measured and we will provide costumes for you. Please make sure you take good care of any costumes and accessories that you use. Costumes and accessories need to be kept in the spot designated for them during Show Week so that nothing gets lost. Eating in any costume is not allowed. Please use your best hygiene as pieces are sometimes shared. Use deodorant but no scented sprays or perfumes. You will be responsible for your base layer (either black or white shorts/tights and fitted top for quick changes) and footwear for the show (usually plain black shoes, Directors will advise).

Props and Sets

Props and Sets are made, purchased, or borrowed for each show. Please only handle props when you need them for a scene and to return them to their designated spot. Props are not toys. Props might be fun, but they can break, get misplaced, or possibly hurt others.

Questions

Ask us any questions if you don't know the answer. Actors at actOUT! are here to learn and the Directorial Team is here to help and teach you.

We have understand and accept our commitment to this production

Actor:

_____ Date: _____

Parent(s) or Legal Guardian(s):

_____ Date: _____

_____ Date: _____

ABSENCES: Dates and Times I know I am unavailable

Reason for absence(s)

Parent/Legal Guardian Code of Conduct

You are expected to ensure your actor arrives and is picked up on time for rehearsals and performances. Signing actors in and out is mandatory for all actors, unless permission is provided in writing in advance.

Production Meetings and Volunteer Hours

There will be two mandatory Production Meetings where at least one parent/legal guardian must attend. The first meeting will be in the first few weeks at the same time as one of the rehearsals. The second meeting will be during a rehearsal closer to Show Week. Each production requires a family commitment of at least (10) hours to assist with sets/props/costumes, show week, etc. Details on volunteering opportunities will be discussed at these meetings.

Respectful Behaviour

Parents/Legal guardians are not to give/offer any food to participants without permission from actOUT! KW staff or the participants' parent/legal guardian.

Harassment

Any negative behaviours, comments, vandalism, or unfavourable actions inside and outside of rehearsal/performance spaces directed at actOUT! staff, volunteers, or participants will not be tolerated. Sending hurtful, abusive, or threatening messages via any messaging platform, public or private, aimed at scaring, provoking, or shaming those who are targeted is considered unacceptable.

Consequences may include being banned from rehearsal/theatre spaces (including performances) or having your actor removed from our programs without refund. Excessive or continuing harassment may be cause for civil or criminal legal action.

Questions and Concerns

You will have opportunities to speak with the Artistic Director, Parent Producer, and Director at Production Meetings and other times. Email and other methods of electronic communication will also be made available to you. If you have questions about actOUT! as an organisation or concerns you wish to raise at a higher level, you can contact the actOUT! KW Board Chair at chair@actoutkw.com.

You, the parent/legal guardian, understand and agree to abide by this Code of Conduct. You acknowledge that you are fully aware of the consequences resulting from the violation of any of the guidelines and agree to comply with the aforementioned conditions of participation.

Parent(s) or Legal Guardian(s):

Date: _____

Date: _____