

Appendix E – Backstage Discipline and Etiquette

1. Fire evacuation arrangements – ensure that you are fully aware of the fire evacuation arrangements (briefings will be given at the technical rehearsal for each show) and ensure these are followed in the event of a fire.
2. Arriving at the theatre - All cast must arrive at the theatre at least 10 minutes before curtain-up and at least 30 minutes before their first appearance on stage or as requested by the director in order to finalise preparations (eg: for special make-up, radio mike checks etc) .
3. Maintaining the illusion - Cast must not appear in front of the audience either before or after the show in costume and stage make-up - unless directed by the director, in which case it will be part of the show and you will be in character.
4. Talking and general noise – during the show there must be no talking or noise in the wings backstage and noise outside the dressing rooms should be kept to a minimum.
5. Safety – All cast are to take note of any safety warnings advised by the stage manager in particular taking care when moving on stage during blackouts. Any health and safety concerns must be referred to the stage manager.
6. Electrical appliances back stage - All electrical appliances must be turned off prior to leaving the theatre.
7. Respect your fellow actors space. Some actors like to be quiet and reflect prior to curtain up. Please respect this and leave them alone.
8. Dressing Rooms – Privacy of the male and female dressing rooms should be maintained at all times – members of the opposite sex should knock and await a response before entering dressing rooms.
9. Smoking – smoking is strictly prohibited inside the theatre. Smokers outside must use the bins provided.
10. Food - No hot food must be consumed in the hall/front of house area at any time and in particular between matinee and evening performances (where possible arrangements will be made for food to be eaten in the upstairs rooms in the town hall). If food is eaten backstage then it is essential that no food or wrappings are left.
11. Alcohol – Only alcohol purchased from the Town Hall should be consumed on the premises.
12. Props. Please collect your personal props from the designated area and return them to the same place once finished with. Shared props should be returned immediately to the props table after the scene used.
13. Costume. Each actor is responsible for the care and control of their costume. Please respect the work that has gone into costume

manufacture and look after it at all times. Ensure the costume is returned to wardrobe at the end of the run.

14. Know your cues. Arrive at your point of entry on time but don't clog up entrances and exits for others. Be prepared to accept commands from stage managers and deputies; they can see the show and know what's happening (listen to monitors in dressing rooms).
15. End of show. Please make sure you have left the changing rooms tidy and ready for the next performance.
16. All cast are reminded that on the final night it is your responsibility to leave the dressing rooms tidy. All props should be returned to the props table and costumes provided by the Group (including hired costumes) should be left on the rails provided or as advised by the wardrobe staff. Please ensure that all your own personal possessions are taken by yourselves before you leave the theatre.
17. **BE PROFESSIONAL AT ALL TIMES AND ENJOY YOURSELVES**