

**BLUFFDALE ARTS ADVISORY BOARD  
COMPANY RULES**

**1: Guidelines of Participation**

- A: No salaries or other compensation are offered.
- B: If you are repeatedly tardy, sick for an extended period of time, or absent from rehearsal, you may be asked to pass your position or role to another individual.
- C: If you need to terminate your participation, notify the stage manager or director immediately.
- D: You shall make no purchases or incur any indebtedness in the name of this producing organization without prior authorization from those with the proper authority. Any purchase you make without such authorization shall be made at your own expense.
- G: It is agreed that the producing organization shall be indemnified and saved harmless for claims arising from any accident, injury, or illness sustained in the course of participation.

**II: General Conduct and Policies**

- A: Be on time for all appointments (rehearsals, calls, costumes fittings, etc.)
  - 1: call time is one and a half hours prior to curtain – FOR EVERYONE UNLESS OTHERWISE STATED).
  - 2: All participants are asked to sign in upon arrival at each rehearsal period.
- B: Keep yourself informed as to activities related to your function. Please ask the stage manager if you are in doubt as to your assignments.
- C: Please strive at all times to be pleasant to everyone, live the Golden Rule, refrain from complaining. Remember we are all volunteers, here because we chose to be, and love us with all our faults. Leave your own personal problems at the stage door and come ready to put the show first.
- D: There are no complimentary tickets for cast members.
- E: Please clean up after yourself. This includes food, beverage cans, etc. as well as makeup, props, and costumes.

**III: Rehearsal Conduct**

- A: Rehearsals are closed to the public. Do not bring friends or family to rehearsal.**
- B: Please do everything you can as well as you possibly can.**
  - 1: Follow the director's instructions.
  - 2: Don't be late for entrances.
  - 3: Don't wander off between entrances.
  - 4: Hold your conversations to a whisper when you are not on stage yourself.
  - 5: Be patient during technical rehearsals.

**IV: Performance Conduct**

- A: Stay focused.**
  - 1: Be ready to begin the show on time.
  - 2: CHECK YOUR OWN PROPS and attend to any technical assignments prior to the opening of the house.
  - 3: Do not miss entrances.
  - 4: Remain in the dressing room or backstage when not on stage. Under no circumstances are you to present yourself in costume and makeup in public areas.
  - 5: No backstage noise or conversation.
  - 6: Do not do anything on or off stage to cause someone to "break" on stage.
  - 7: ABSOLUTELY NO CLOSING NIGHT JOKES OR CHANGES.
  - 8: All public areas are to be kept clear of personal items and garbage at all times.
  - 9: Absolutely no visitors or unauthorized persons backstage before, during, or after the show. Anyone you bring into these areas WILL BE ASKED TO LEAVE.
  - 10: Once a show is in progress, the Stage Manager is in complete charge. Please do what he / she asks. Do not speak to the Stage Manager when he / she is calling the show.
  - 11: Do not indulge in improvisation.
  - 12: No foul language or behavior will be tolerated on stage or anywhere.
  - 13: All cast members are responsible for their costume and property items. Please put them away at the end of each performance.

14: LEAVE ALL VALUABLES AT HOME.

**B: General notes**

- 1: All makeup tables are to be cleared of all material at the end of each performance.
- 2: Please do not touch another person's prop, even if it appears out of place. It may have been put there on purpose. If in doubt as to where things are to be stored, please see the property person.
- 3: You may be asked to help with routine production maintenance. It is asked that all assignments be complete before leaving the theatre after each rehearsal or show.

**V: Personal Conduct**

Please strive at all times to be pleasant to everyone. This includes your fellow performers, patrons, managements, and people on the street. As a performer you represent this organization more than anyone else, due to your high visibility.

**VI: Concession Stand and Box office Policy**

- 1: You are not allowed behind the concession area or in the ticket area at any time during rehearsals or performances. Please do not put yourself in a compromising position by being seen in these areas where financial accountability can be in questions.
- 2: You may purchase drinks, concessions, or tickets only when approved concessions or ticket personnel are on duty.

**VI: I understand that any pictures or video taken in connection with the production become the property of BAAB and as such can be posted on Facebook, the internet and used as publicity and advertising for BAAB and Broadway Attire for Hire (BAFH), the costume shop affiliated with BAAB.**

**The house opens one half hour before performance.  
Savings seats will not be permitted.**

**You have been asked to help produce a show, not to be a critic. If you have a problem or something is upsetting you, do not mention to anyone except the Stage Manager or Director. Please do this privately.**

I, \_\_\_\_\_, have read and understand the guidelines contained and agree to abide by the same.  
I also agree to allow my photographs and/or video to be used by BAAB and BAFH for advertising and promotion  
of both organizations.

Signature of Company Member \_\_\_\_\_

Parent or Guardian of Minor \_\_\_\_\_

Bluffdale Arts Advisory Representative \_\_\_\_\_