

THEATRE ARTIST'S ETIQUETTE
Rules for Theatre Artists in Rehearsal & Performance

1. *Collaboration requires care* – go out of your way to form healthy relationships with your fellow creators. Be patient. Speak courteously. Listen to what is asked of you. Handle personal disputes professionally, and whenever possible, outside of the rehearsal space. No production role is more important than any other.
2. You are a vital part of this work. Consequently, *unforeseen absences hurt the production and let the team down*. Barring contagious illness, all absences should be shared with the stage manager prior to the start of the rehearsal process.
3. Always be prompt for rehearsals. Always arrive *at least ten minutes* before your call to sign in, warm up, and look over your notes. If you are going to be less than 5 minutes early, contact the stage manager. If the stage manager needs to spend time contacting you, you may be asked to complete some of their tasks to make up for it.
4. *Put away your cellphone*. Cell phones are allowed in the audience but not onstage or backstage. If you need your cellphone for some reason, notify the stage manager before rehearsal. Taking notes is not a valid reason – use paper and pen/pencil.
5. *Be quiet* when you are not on stage so the other artists can work.
6. *Never leave the rehearsal area* without notifying the stage manager, even to go to the restroom. The stage manager should never have to search to find you.
7. *Never direct another actor*. Your ideas must go through the director.
8. During notes:
 - a. Listen carefully and indicate you are listening with your eye contact and by saying “Thank you” following the note.
 - b. While questions are welcome, *excuses or explanations are not necessary*.
 - c. *Always write down rehearsal notes*. Refer to them at home and immediately before rehearsal.
9. (Actors ONLY) *Be off book by the established deadline*. “Close enough” is not close enough. Show respect to the playwright and your fellow actors by being word perfect.
10. (Actors ONLY) To call for a line you have forgotten:
 - a. *Do not break character*: call for the line in character in the same rhythm and emotion of the moment. Do not look at the prompter.
 - b. Say “Line” or “Line, please”.
 - c. When you know what the line is, interrupt the prompter (frequently the stage manager) and say the entire line from the beginning, continuing the scene. The prompter will continue reading the line until interrupted.

Additional Rules for Tech Rehearsals and Performance

1. Everyone deals with opening night and subsequent nerves differently. Be tolerant and *respect each artist's right to prepare for their best performance in their own way.* Dressing rooms and the auditorium are designated quiet spaces. Those who wish to socialize may do so in the Creative Commons.
2. *Get a backstage routine together and stick to it.* When offstage, sit in the same seat, perform the same duties at the same time (getting your props for the next scene, changing a costume piece, etc.). This allows the stage managers to get their routines together, and the other performers to set their backstage regimens.
3. Indicate that you have heard an announcement from the stage management or crew, by saying "thank you" and repeating the message. For example, if stage management announces, "Five minutes to places," you will respond "Thank you, five."
4. *Missing an entrance is unacceptable.* Take steps to ensure this does not happen.
5. *Do not handle any costumes that are not yours.* Never eat, drink or smoke in costume. If you must, drape a makeup shirt or your streetwear over your front to cover all your costume.
6. *Do not handle props that are not yours.* Do not use a prop outside of rehearsal or performance.
7. Set your costume and props before house opens. Return costumes and props to their rightful place at the end of the night. *If you touch it, you are responsible for ensuring that it is returned to the appropriate place on the props table or in the dressing rooms after the show.*
8. *Do not peek out from behind the curtain.* If you can see the audience, then they can see you.
9. *Never break out of character in view of the audience.* Handle stage emergencies as your character would.
10. *Every audience, large or small, deserves your best work;* matinees are no exception. You must be consistent from night to night.