

The Actor's Charitable Theatre Code of Conduct

Each volunteer and staff of The ACT agrees to abide by the following Code of Conduct:

- Please honor the commitments that you have made to this theatre.
- Be on time and contact the appropriate person if you cannot be.
- Be respectful of the Artistic Staff, Board of Directors and other volunteers of this theatre. Likewise, the Artistic Staff, Board of Directors and volunteers should respect actors, musicians, etc. All involved in a production should be respectful of each other on and off stage. The actions not tolerated include, but are not limited to: raising your voice at others, making threats to others, belittling or being generally rude to others. Public outbursts and shaming will not be tolerated. Everyone involved is a volunteer or is making a very small salary and we expect the environment to be as pleasant as possible and a place to make beautiful art!
- Be respectful of the theatre. Please help keep the theatre's appearance clean and professional. Pick up and clean up after yourself, discarding trash in appropriate receptacles before leaving the premises.
- Alcohol and illegal drugs are never to be consumed/taken prior to or during any performance, rehearsal or strike by any person involved in the show or strike.
- No pranks during any performance (this includes closing night pranks).
- Please take care of all props and set items (remember that some are borrowed and are not replaceable).
- Do not move anyone's prop without their knowledge and consent.
- Only props are to be set on prop tables. No personal items on the prop tables.
- Please avoid eating and drinking in costume (Water only please).
- Take care of all ACT equipment and borrowed equipment. Do not use equipment until you have been instructed on how to use it.
- Participants should be mindful of their online presence and represent the theatre positively on social media.
- Adults (18+) and youth/children (under 18) are expected to comport themselves with respectful behavior and to use age-appropriate language at all times.
- Adults should maintain professional boundaries with children and youth, ensuring that all interactions are appropriate, this includes interactions with castmates outside the theatre and on social medias. All interactions between adults and children should occur in open, visible spaces. This ensures that everyone feels secure and can easily seek help or supervision if needed. Adults are encouraged to avoid being alone with non-relative children. If a private conversation is necessary, it should occur in a space where others are present or within sight.
- All are encouraged to communicate any concerns about interactions or behaviors. All reports will be taken seriously and addressed promptly.

Blatant disregard of any of the Codes of Conduct and Policies can/may jeopardize your ability to work at the theatre in the future.

I, _____, have read and understand the Code of Conduct of The Actor's Charitable Theatre.

Signature

Date

The Actor's Charitable Theatre: Liability & Authorizations

- I. In consideration for being allowed to participate in this activity, I released from liability and waived my right to sue the actor's charitable theater, their employees, officers, volunteers and agents (collectively "The ACT) from any and all claims, including claims of The ACT's negligence, resulting in any physical injury, illness (including death) or economic loss I may suffer or which may result from my participation in this activity, travel to and from the activity (including air travel), or any events incidental to this activity. **Initial** _____.
- II. I, the undersigned, hereby authorize The Actor's Charitable Theatre to photograph me, take motion pictures of me, take video footage of me, and/or make electronic sound recordings of me (herein referred to as photographic or electronic reproductions). I authorized the use of any such photographic or electronic reproductions of me for any purpose, including, but not limited to educational and other public media as may be deemed appropriate by The Actor's Charitable Theater (I understand that I may be identifiable from such photographic or electronic reproduction). **Initial** _____.
- III. **Signature of Actor (or Parent/Guardian if participant is under 18):**

x _____

Emergency Contact Information

Actor's Name: _____

Date of Birth: _____

Emergency Contact

Name: _____

Relationship to Actor: _____

Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Medical Information (Optional)

Allergies or Medical Conditions: _____

Medications: _____

Signature of Parent/Guardian (if participant is under 18): _____

Date: _____