

NMU Department of Theatre and Dance Code of Conduct: Performance

NMU Theatre & Dance wishes to provide a safe and respectful environment for the artists and students involved in our productions. As Educators, it is our responsibility to prepare you for the world of professional performance. We are presenting you with a series of expectations, as well as the consequences for choosing to disregard these expectations. **While this document is comprehensive, it is not exhaustive. Situations not explicitly addressed will be handled on a case-by-case basis.** Our department is committed to maintaining a safe, professional, and welcoming environment that respects the dignity of every individual. The Department of Theatre & Dance believes respect comes in many forms and by participating in our productions you agree to the following professional conduct:

I agree to:

- 1) Plan ahead:
 - o Eat before rehearsal.
 - o Be off-book/know choreography by date assigned. Do not use the rehearsal process for line memorization. Memorization is to be done on your time, rehearsal is for exploration and discovery.
 - o Performers are expected to arrive early to physically/vocally warm themselves up.
- 2) Attend every assigned rehearsal/performance/training unless excused by the Director.
 - o If an emergency arises and you must miss rehearsal, let your PSM know ASAP. Your absence will not be excused until cleared by the Director.
 - o We will be going off of the availability listed on your audition forms and will consider any additional absences to be unexcused unless you have received Director's approval.
- 3) Be ready to work at the assigned rehearsal/performance times.
- 4) Remain present in the building until I have been dismissed from rehearsal.
- 5) Enter the space with a positive attitude ready to work:
 - o Park your personal issues at the door.
 - o Treat all Company members with patience and respect.
- 6) Rehearsals and performances take precedence over all other extracurricular/vocational activities.
- 7) Never arrive at a rehearsal or performance under the influence of drugs or alcohol.
- 8) When a Director/Choreographer/Production Stage Manager gives you a note, work to implement it as soon as possible.
- 9) Accept artistic responsibility and never blame others for my own failure.
- 10) Never criticize another colleague's work either in-person or via social media.
- 11) Accept both public praise and constructive criticism graciously.
- 12) Respect and protect the set, properties, costumes, and equipment:
 - o Do not touch any props that don't involve you in the production. Period. Ever.
 - o Pre-set your props before each performance, and return them to the props table after each performance.
 - o Do not touch any costume pieces that are not yours.
 - o Hang your costumes up properly, as you first found them, after each performance.

- o Clean up after yourself. Do not leave half full Starbucks cups (don't forget your name is on the cup) etc. lying around backstage.
 - o Eat food and non-water items in designated eating areas only.
- 13) Stay positive throughout the process: rehearsal, tech, performance.
- 14) Respect all members of the Department of Theatre & Dance.
- 15) Adherence to this Performance Code of Conduct will influence Practicum grades.

Furthermore:

- Digital devices are prohibited on stage and backstage at all times unless contributing to the work of the production.
- Cell phones are permitted, in silent mode, in the auditorium during rehearsals and in the dressing room and green room during performance:
 - o As long as it is not disruptive.
 - o As long as you do not miss any entrances/cues.
- Guests are not allowed backstage or in the dressing room without first obtaining permission only from the Production Stage Manager.
- You are required to provide escort for any permitted guest.

While this document is comprehensive, it is not exhaustive. Situations not explicitly addressed will be handled on a case-by-case basis. The following 3-strike policy will be the process for any company member(s) found in violation of the above Code of Conduct:

- The first transgression will result in a verbal reminder.
- The second in a verbal warning.
- On the third, your role in the production will be re-cast or re-assigned.

NMU Faculty and Staff reserve the right to immediately dismiss a company member for any major violation of the above Code of Conduct. *While this document is comprehensive, it is not exhaustive. Situations not explicitly addressed will be handled on a case-by-case basis.*

NMU Student Handbook: www.nmu.edu/studenthandbook.

NMU Equal Opportunity Resources: <https://nmu.edu/equalopportunity/index.php/>

Show Title: _____

Role(s): _____

Signature: _____ **Date:** _____