



St. James Parish Center ~ Arlington Heights
July 12 - 22, 2018!
www.stjamestheatre.org

RAGTIME REHEARSAL & PERFORMANCE POLICIES

Please read, sign, and attach to your audition sheet

St. James Theater Productions welcomes you and thanks you for auditioning! We feel it is extremely important that all rehearsal and performance processes be characterized by a high level of respect, mutual support, artistic growth and strong collaboration and cooperation. With this in mind the following policies have been set forth:

1. Casts and crews of the 49-year St. James theater tradition are formed to reflect the Christian spirit of the parish and broader based community. Actors are expected to work collaboratively with the director, music director, choreographer, stage managers, as well with other actors, crew members, production design team and staff in a professional, positive and encouraging way.
2. There is a \$50 per person (\$150/max per family) participation fee if you are cast in RAGTIME. We can accept cash or check made out to St. James Parish at the first rehearsal. This helps defer the costs of set creation, licensing fees, costumes, and other required purchases. This fee does not include a show T-shirt but they will be available for ordering at your own expense and will cost about \$15-\$20 per shirt or tank-top.
3. Upon being cast an electronic version of the script will be emailed to you. You will need to print it and prepare a 3-ring binder to bring to each rehearsal. If this is an impossibility, please see the producer or director.
4. Traditionally, St. James tries to double cast principal roles to allow more individuals to be involved with the show and to allow a vocal and mental break to the person holding such role. However, it is at the discretion of the production team to make that determination based on the person(s) who will best serve the character role. If two people are equally qualified both shall be cast and will switch off performing every other show. If only one person is qualified it will be just one person performing every show. There are 8 total weekend performances and one pick-up rehearsal/benefit performance on Tuesday night, 7:00 pm, July 17.
5. Know your rehearsal schedule and be on time and prepared to work (pencils, everyone!) at rehearsals to which you are called unless prior arrangement with the director has been made. In cases of illness or emergency you need to contact the producer or director. Conflicts with rehearsals must be made known on your audition sheet and absolutely no later than the first rehearsal. Excessive illness or absenteeism may result in the dismissal or replacement of an actor. Such a decision is at the discretion of the production staff.
6. All cell phones must be turned off or silenced during the rehearsal process.
7. Rehearsals are not open to the public unless the production staff has given specific approval. We want to keep our theater magic a secret until show time!
8. No food or drink other than water is permitted in rehearsal spaces. All water should be in a container with a lid. If you must eat before rehearsals or during a break please use the cafeteria and be sure your area is clean upon leaving.
9. Drugs and alcohol are not permitted during rehearsals or performances. We do, however, support post-rehearsal and post-performance socializing at your own expense that may include libations for those over the age of 21. Food and beverages are available for purchase after performances.
10. You are expected to meet all rehearsal deadlines set down for you by the director, music director, choreographer and stage manager, including, but not limited to, such aspects as line memorization, blocking proficiency, costume fittings, etc. You are also expected to actively work in a process-model and in the style and approach described by the production staff. Actors are not to direct fellow actors.

11. Any injuries should be reported to a production team member immediately. Practice caution always and be aware of your surroundings on stage relative to sets-building, tools, props, etc...
12. Actors are expected to wear costumes & make up as designed by our costume designer. Certain costume pieces will be provided to you; other pieces will be asked that you provide yourself. Communication will be provided in a timely manner and it is expected that you obtain the required costume pieces on or before the deadline it is due. Shoes and undergarments are your responsibility. We ask for your cooperation due to the immense undertaking it is to costume a show with such a large cast.
13. Because of period of RAGTIME hair may need to be grown or cut depending on your role. Beards may have to be shaved or grown. These decisions are made by the director and designers. Actors should not cut or color their hair, or alter their permanent appearance in any way before seeking the permission of the costume designer and director.
14. Actors are required to provide their own makeup and hair products, etc...
15. Actors are responsible for proper care of their costumes. All repairs, stains, or problems needing attention should be addressed with the costume designer.
16. **There is no eating in the dressing rooms.** Closed lid containers of water are allowed. Eating is allowed in the cafeteria before a show provided you are not in costume. You are responsible for your dressing room space—be respectful to your cast-mates and keep it tidy during and after rehearsals or performances.
17. The hallway bathroom is fine for getting ready for a rehearsal/performance but be conscious of the mess you make and clean up after yourself thoroughly. Please respect the St. James building at all times.
18. When a cast or crew member behaves in such a way that is offensive, inappropriate or irresponsible, or should there be a cause for an actor or crew member to be replaced, the production staff and person(s) involved will meet to resolve the situation.
19. The Arlington Heights 4th of July Parade (on a Wednesday this year) is a much-anticipated event and fun for all. Your families/significant others are invited to join us in the 2-mile parade to help promote the show with singing and dancing and flyers to pass out. We always have a wonderful turnout and expect that you will want to join us!
20. There will be a cast mass at 5:00 pm on Sunday, July 1. We highly encourage all cast, crew, orchestra members and their families to attend. Our show and the entire team is “blessed” at this mass, which we follow up with a team dinner (no guests) before rehearsal (no guests). It is a special event that you won’t want to miss.
21. All members of the cast are required to schedule strike for Monday evening, July 23, 2018. Strike assignments will be posted before the last performance. If your name is not listed with a strike assignment then you are not needed.
22. Family and friend volunteers may be needed to make this production a success. Jobs such as set building, painting, marketing, ushering, selling concessions & bar, and working flower sales are a few. *Helping is fun at St. James!* Please keep in mind that this is a theater ministry and everyone pitches in to make the show the best it can possibly be!

***** PLEASE SIGN THIS FORM AND ATTACH IT TO YOUR AUDITION SHEET *****

Again, St. James Theatre Productions thanks you for auditioning!

Actor's Name

Date