



4th Wall Theatrics *Company Rules*

Company policy document



All members of the theatre company are expected to conduct themselves in a professional and respectful manner at all times. This includes:

- Treating fellow members, staff, and guests with courtesy and respect.
- Avoiding disruptive or offensive behavior.
- Work as a team, and treat everyone as an equal.

Attendance and Punctuality

Punctuality and consistent attendance are crucial for the success of our productions. Therefore:

- Members must arrive on time for all scheduled rehearsals, meetings, and performances.
- If you are unable to attend or will be late, notify the relevant person as soon as possible.
- Unexcused absences or repeated tardiness may result in disciplinary action.

Rehearsal Etiquette

To ensure productive and efficient rehearsals, please observe the following:

- Be prepared for each rehearsal by reviewing your lines, blocking, and any assigned tasks.
- Pay attention to the director's instructions and follow them carefully.
- Avoid unnecessary conversations or distractions during rehearsals.
- Be respectful and attentive when others are performing.
- Respect the time and effort of your fellow members.
- Arrive at rehearsal ready to start and be prepared to work through to the first rest break.
- Do not record or photograph any part of the rehearsal process unless specifically given permission
- Everyone is expected to maintain good personal hygiene at all times. This includes regular bathing, use of deodorant, clean clothing, and overall attention to cleanliness. As theatre involves close physical interaction and shared spaces, respecting others by maintaining proper hygiene is essential for a healthy and comfortable environment.

Performance Regulations

During performances, it is essential to maintain a high level of professionalism and focus. Please adhere to these rules:

- Arrive at the theatre in advance of your call time, so you are ready to start on time.
- Follow all instructions from the stage manager and other designated personnel.
- Maintain character and focus throughout the performance.
- Avoid any actions that could distract or disrupt the performance.
- Help with all get ins and get outs where required, unless pre arranged.
- No filming or photography of any performance should be shared in any form, including social media (except those shared by 4th Wall Theatrics).

Safety Regulations

The safety of our members and audience is our top priority. Please follow these safety regulations:

- Be aware of potential hazards in the theatre and rehearsal spaces.
- Report any safety concerns to the stage manager or designated person.
- Follow all instructions related to fire safety, emergency procedures, and the use of equipment.
- Never operate equipment that you are not trained to use.

Use of Company Resources

Company resources, including equipment, props, costumes, and facilities, are provided for the benefit of all members. Please use them responsibly and with care:

- Obtain permission before using any company resources for personal projects.
- Return all borrowed items promptly and in good condition.
- Report any damage or loss of company resources to the appropriate personnel.
- Respect the cleanliness and organization of company facilities.

Disciplinary Action

Failure to comply with these company rules may result in disciplinary action, including warnings, suspension, or expulsion from the company. The severity of the disciplinary action will depend on the nature and severity of the violation.

If you are asked to leave the company, any monies paid will not be refunded.

The theatre company reserves the right to modify these rules at any time.

Members will be notified of any changes.

Summary

This document outlines the rules and regulations that govern 4th Wall Theatrics. By renewing your membership you agree to continue to adhere to these rules. By adhering to these rules, we can create a positive, productive, and safe environment for all members. Remember that these rules are in place to ensure the success of our productions and the well-being of our company.

