



Show/Rehearsal specific policies

SMTC members are expected to treat one another positively at all times, both in person and online and on social media platforms. It is important to remain polite, respectful and supportive. Members are reminded that their personal conduct can impact on SMTC. Should criticism be necessary, it should always be constructive and not personal.

We will be respectful to the director, creative team and crew (including those backstage and volunteers) at all times. We will accept the decisions of the casting committee with good grace.

We will keep the working environment safe and tidy for everybody else by

- Putting all litter in bins provided and clearing up any spills immediately.
- Not leaving props, costume items, cups etc. anywhere other than designated places.
- Taking care when bringing drinks into the rehearsal space.
- Washing and drying up any cups and utensils you use.

Donations to support the cost of tea and coffee provided is always welcomed

During rehearsals and productions, it is important that full attention is given to the activity taking place. This is essential for everybody's health and safety and to ensure effective use of everyone's time.

Please avoid excessive use of mobile devices during rehearsals (unless for show-specific reasons), especially when your participation is required.

Cast and absence procedures

All absences should be reported to the nominated person in the production team at the earliest possible time to allow for planning.

Please ensure you attend all rehearsals to which you are invited promptly.

Revision of cast

The Company Directors shall, after consultation with the production team, have the power to revise the cast from time to time, if any member to whom a character has been assigned shall, in its opinion, prove unsuitable for the part.

Inclusion in Cast

The Company Directors will undertake to accommodate all members into a cast or ensemble role wherever possible. However, should the number of members auditioning exceed requirements for the production, preference will be given to those members who, by their general conduct and prompt attendance at rehearsals, have proved themselves to be most efficient.

Rehearsal attendance and show fees

A record of the attendance of members at rehearsals shall be kept and the Company Directors shall have the power to prohibit any member whose attendance at rehearsal is irregular. Members absent from three consecutive rehearsals without notifying the Secretary or designated member of the production team, may, at the discretion of the Company Directors, be deemed to have resigned their participation in the work being rehearsed.

Attendance at all rehearsals in which you are called is a mandatory requirement.

In order to ensure the success of the production and maintain the highest standard of performance, it is essential that all participants attend every rehearsal to which they are called. Reasonable adjustments to the schedule can be made when given notice by the participant or in circumstances out of a person's control. Failure to provide reasonable notice or have a genuine reason for non-attendance could, at the discretion of the Company Directors, result in your expulsion from a particular scene or scenes in the production, or in cases of leading roles, removal of this position or expulsion from the production.

All members taking part in any production shall be required to pay the show fee, which is due after the successful cast has been announced. This can be paid online, either upfront or in instalments, as per the instructions given by the production team. Failure to pay this fee by the required time may, at the discretion of the Company Directors, result in expulsion from the production.

As we endeavour to be an inclusive Company, should there be any genuine reason you are unable to pay your show fee in full by the required time, the Company Directors will attempt to work out a suitable solution for both parties.

Costumes and Props

Appropriate costumes and props will be provided for your performance. However, in many cases where costume is general wear or props are readily available, the wardrobe/props department will provide guidance as to what is to be sourced by the performer.

It is the performers responsibility to ensure that costumes remain presentable during the production run.

By agreeing to join the production you accept that you will be asked to use or wear whatever is requested by the production team or costume/props department.

Should you feel uncomfortable with any specific choice please, respectfully, discuss this with the relevant department or with the production team.

Online Etiquette

As performers in our productions, you are brand ambassadors for SMTC, and you are a reflection of who we are and what we are about. Therefore, it is important that, during a production, you refrain from posting explicit views in a public forum, then promoting SMTC and our productions.

We would like to ask that following casting or during an audition process that no information regarding those auditions or casting be shared on public social media until the production team agrees it is ok.

We request that no content is created or posted regarding our productions without approval from the marketing team. A shared folder will be created with appropriate posts that can be used.

Photography/Videography

When you take part in rehearsals and performance, you agree to become a member of SMTC and agree to the use of photos or videos used by our marketing team to publicise the production.

Safeguarding

Where minors are present at SMTC activities it is essential that the conduct and language of older members is appropriate.

Special arrangements will be made for toilet breaks where there is use of only 1 toilet (do not enter a shared toilet alone with a minor).

It is also important not to take any photographs or video of minors under the age of 16 without consent.

When working on a production involving minors, please equip yourself with the more detailed information laid out in the Safeguarding Policy on the SMTC website.

Alcohol and Drugs

SMTC has a zero-tolerance policy towards illicit drugs. Cast and crew members found to be indulging in their usage during rehearsals, performances or at social functions will be subject to disciplinary action.

Alcohol consumption is not permitted during rehearsals, but members and volunteers are welcome to socialise over a drink once the rehearsal or show is complete, or in moderation at social events.

The consumption of alcohol in the theatre is prohibited in dressing rooms, all backstage areas and front of house prior to and during live performances. Any alcohol consumed after a performance should be at the theatre's bar or in neighbouring establishments, not elsewhere in the theatre.

Crew and cast members who are found to be under the influence of alcohol during a performance or rehearsal will be subject to immediate disciplinary action.

Expulsion of members

Any member of the Company who, in the opinion of the Company Directors, has, by their actions, misused the privileges of the Company or otherwise brought the Company into contempt or disrepute, may be suspended or expelled from the Company.

The Company Directors, may, by unanimous vote, remove any member who has persistently neglected the work undertaken by the Company and any member whose conduct they consider likely to endanger the welfare of the Company.

Please familiarise yourself with the full range of policies and procedures listed on the SMTC website:

www.shrewsmusicals.co.uk/policies

These policies apply to all members, cast and crew, regardless of whether they are volunteers or subcontractors to our organisation.