

Guidance Document for Actors in Potomac Playmaker Productions

Purpose:

The purpose of this guidance is to clarify the responsibilities and expectations of Actors in Potomac Playmaker Productions.

Membership:

If not already a member of the Potomac Playmakers all cast and crew must become a member to participate in a Potomac Playmakers production.

Responsibilities:

1. Actors are expected to attend all scheduled rehearsals, unless prearranged with the director. During Tech Week, rehearsal attendance is mandatory for all cast and crew and only the most dire of circumstances are acceptable for an excuse from rehearsal.

2. Actors will provide any requested forms to the Director, including a bio to be used for the program, and adhere to all policies.

3. Actors will be available on the scheduled date and time for the taking of headshots for inclusion in the program. The proper dress for headshots is a shirt or blouse that is a plain color or pattern and has no symbols, pictures or verbiage showing.

4. Actors must contact the Director immediately if you experience anything that would compromise your safety, that of others, or the cohesiveness of the production.

5. Actors will read and respond to notices on the cast message thread as appropriate and use it to advise the Director of issues related to scheduling and general questions related to the production. Refrain from using the thread or other social media for personal discussions regarding the production or other cast members.

6. Actors are responsible for checking that all of the stage properties that are personal to their character are available and in the correct location prior to the opening of the house 30 minutes before the start of the performance.

7. Actors are responsible for keeping the dressing room and backstage areas clean from food and trash, and empty trash bins as they fill, making sure the cast bathrooms are kept clean and are free from personal items.

8. Actors will provide the costumer with your measurements and sizes, and provide personal costume pieces when asked. All borrowed items will be returned in a timely manner. Actors are responsible for their personal items, so ask the director or box office to lock up any personal items you need to secure or lock them in your vehicle.

9. Actors will assist in promoting the show by reposting marketing messages that have been created by Potomac Playmakers through its social media vehicles and website, or other means of marketing and by distributing show posters to business in the local area.

10. Following the final performance all actors are expected to participate in the striking of the production. Your Stage Manager will prepare a strike list that lists each person's responsibility for the strike. Such activities include:

- a. Return of stage properties to their previous storage place
 - b. Assisting with moving furniture off the stage and back to the designated storage space.
 - c. Cleaning the Dressing Room.
 - d. Assuring that all food from the Dressing Room refrigerator is removed or disposed of.
 - e. Cleaning the cast/crew bathrooms and restocking with paper supplies.
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