



Glenbrook Players Inc. Standard Operating Procedure

Cast

Rationale

That a clear definition of the expectations of the Theatre and obligations of the cast in a production will realise an exemplary performance.

Outline

This SOP (Standard Operating Procedure) lays out the way in which cast members behave and present themselves for a production by showing punctuality, reliability, consideration for others and dedication in the way they approach their individual parts of a show

Description

Cast Members will need to be a paid-up member of Glenbrook Players Inc. within two weeks of casting.

Cast Members will attend rehearsals as detailed in the Call Sheets produced by the Director. If Cast Members are unable to attend any rehearsal because of illness or for any other significant personal matter, they are to inform the stage manager as soon as possible. If they are going to be late to rehearsal for any reason, they are to inform the stage manager of the reasons for the delay and an estimated time of arrival as soon as possible.

Cast members will need to arrive a minimum of an hour before every show or production. They must not stick around or be visible within the kitchen, foyer, and lobby of the cinema. They have to remain in the backstage area.

Cast Members will be responsible for complying with the "script down" provisions of the call sheet. Note - Other members of the cast cannot do their job properly unless you know your lines.

Cast Members will make themselves available for the fitting of costumes if and when required.

Cast Members will be responsible for attending promotional activities for the play wearing costumes if necessary.

Cast Members will not change any aspect of the format of the play during the production run, this includes costumes, props, artistic direction and hopefully lines.

Cast Members will be responsible for the maintenance of their costumes and personal props during the run of the play and for final cleaning and return to

wardrobe of costumes at the completion of the production. Dry cleaning costs will be reimbursed by presentation of appropriate dockets to the Treasurer.

Cast Members are responsible for the provision of their own make up and should not rely on borrowing from other cast members. Note there are health considerations involved here.

Cast Members should be aware that that we are all working in close proximity to one another under at times hot and trying conditions and should be aware that the use of personal deodorants etc are mandatory.

Cast Members are to keep the dressing rooms in a neat and tidy condition at all times and be considerate of the needs of others.

Cast Members will be available to assist with bumping in/bumping out and theatre cleaning.

Members need to be aware that the final cleanup following the last performance of the show is an essential part of our operations and they are required to be there to assist.

This will be at a date and time suitable to the Theatre and the Cinema Management.

This date and time will be communicated to the cast prior to the final performance.

Cast members need to ensure that all members and volunteers who are associated with Glenbrook Players receive equal treatment irrespective of:

- Age
- Gender /gender identity / gender expression
- Marital or civil status
- Sexual orientation
- Race, colour, ethnic or national origins
- Religion or belief
- Pregnancy
- Mental, physical, developmental, language or learning ability
- Association or relationship with a person identified by one of the above grounds

Version/History

SOP Version #007.01
Committee Ratification date 05/06/2024
Issue date 05/06/2024