Theater at Latitude 58

Rehearsal Policies and Procedures

# ANTI-DISCRIMINATION POLICY

* Theater at Latitude 58 is committed to promoting and sustaining a learning and work community that is free from discrimination and harassment.
* We will not tolerate any discriminatory behavior based on race, color, religion, national origin, disability, sexual orientation, gender identity, or age within our organization.
* Any substantiated instance of discrimination will be grounds for dismissal.

# REHEARSAL SCHEDULE

* This is the general schedule for each week:
  + Thursday 6:00-8:30pm
  + Friday 6:00-8:30pm
  + Saturday 10:00am-5:00pm
  + Sunday 2:00-5:00pm
* The specific schedule for each week will be emailed every Monday evening.
* Not all performers will be called to every rehearsal, and on Saturdays, the day is often broken into segments.
* Cast members are expected to be available for every rehearsal unless noted on their registration forms.
* If you plan to be unavailable for more than five rehearsals, you may not be eligible for a principal role.
* Musicals and plays depend on all cast members being present when called. We will do our best to structure the schedule not to waste your time. Please do not waste ours.
* Unexcused absences may result in being removed from your role.
* An excused absence consists only of the following:
  + A previously scheduled conflict indicated on your registration and approved by the director.
  + Illness (Please notify the production team prior to the scheduled start of rehearsal.)

# ILLNESS

* If you are ill, please contact the director or stage manager as soon as you know you will not be able to attend rehearsal.
* Failure to inform the production team that you cannot attend due to illness prior to the scheduled rehearsal start time will result in an unexcused absence.
* Please don’t come to rehearsal with contagious illnesses.

# SCHEDULE CONFLICTS

* Please indicate any and all pre-existing schedule conflicts on your registration form. We try to work around them.
* However, do not schedule anything further that conflicts with the schedule unless you have first checked with the director.
* Adding schedule conflicts beyond five missed rehearsals after casting may result in removal from a role.

# LATE ARRIVAL

* Performers are expected to be in place, wearing the correct shoes, and ready to work at the scheduled start time.
* Try to arrive ten minutes prior to the scheduled start of rehearsal to have time to prepare.

# TEAMWORK & RESPECT

* Every cast member is an essential member of the team. Respect and courtesy are essential.
* Adult performers and child performers are equally vital to the show, and both groups are expected to treat everyone as a peer.
* Cast members will receive only one warning for inappropriate behavior. If the situation persists after the warning, a parent conference will be mandatory for performers. Adults must attend their own disciplinary conferences.
* If the behavior persists after the conference, the cast member will be removed without refund at the discretion of the production team.
* Personal hygiene is essential to working closely with other actors. Bathe every day you rehearse. The director does not enjoy giving the deodorant speech.
* Clean up after yourself at rehearsal. The production team is not paid to pick up your lunch leavings.

# ATTIRE

* Come to rehearsal dressed to dance. Your clothing should allow for complete freedom of movement, including turning upside down.
* We will ask you to purchase the appropriate shoes for your role. We will do a group order to minimize expense.
* Once you have the appropriate shoes for your role or roles, please have them with you at every rehearsal.

# SNACKS & WATER BOTTLE

* Snack breaks are provided during any rehearsal longer than two hours.
* Bring a water bottle with your name on it.
* Please bring any snacks or meals you will need during the course of rehearsal.
* Trips to nearby stores or restaurants are not allowed.

# CASTING

* Everyone who completes the orientation and audition process can expect to be cast.
* Adult actors must complete a background check by the end of Saturday of auditions prior to being cast.
* By auditioning, cast members agree to accept whatever role they are assigned.
* Withdrawing after casting is announced will preclude that performer from participating in any future Theater at Latitude 58 productions.
* No refund will be available for performers who withdraw after casting.

# CHANGES IN APPEARANCE

* Please do not make changes to your appearance after auditions without director approval.
* This includes hair length and color as well as piercings and tattoos.

# PAYMENT

* Tuition is due to be paid in full at orientation unless arrangements for scholarships or payment plans are made with the treasurer.
* Students with an open balance from a previous show will not be allowed to register until said balance is paid in full.

# VOLUNTEERING

* All adult performers are required to contribute a minimum of 20 hours of volunteer time to the production.
* Families of student performers are also required to contribute a minimum of 20 hours of volunteer time.
* Don’t worry. We have jobs for every talent and skill level.

# TECH WEEK

* During the week leading up to performance, there are no excused absences.
* Plan to be at the theater from 5:30pm to 9:30pm. No one leaves a technical rehearsal until they are excused.
* Parents, if this means that you need to make special arrangements with your child’s school, please plan for this in advance.