



Winchester Little Theatre

Cast & Crew Rights and Responsibilities

Thank you for investing your time and talents in a production at Winchester Little Theatre. As an all-volunteer organization, we couldn't do what we do without you!

The purpose of this document is to ensure everyone involved in a production knows what is expected of them and what they can expect from others. It is an addendum to the general Code of Conduct for all volunteers.

1. You have the right to be treated with respect.

Theater is a collaborative art. Your ideas about your character or your design deserve to be heard and considered with respect and kindness by the director, the stage manager, other actors, other designers, and other crew members. *There may be differences of opinion, but once the director makes a decision, that decision is final.*

2. You have the right to your physical and emotional safety.

If you believe that a situation in the theater threatens your health, your physical safety, or your emotional well-being, you have the right to stop and ask for help. You have the right to expect others to respect your boundaries. You should bring any issues promptly to the attention of the director, stage manager, production manager, or crew lead as appropriate. If you do not feel comfortable approaching one of these people, reach out to any member of the Board of Directors. Avoid escalating the problem with gossip among fellow cast and crew members.

The corollary to the above rights is that you have responsibilities as well.

1. You have the responsibility to treat others with respect.

You are expected to treat staff, other volunteers, and patrons with courtesy. Rudeness; bullying; verbal, sexual, or physical harassment; and abusive language will not be tolerated.

2. You have the responsibility to ensure the physical and emotional safety of your fellow cast and crew members.

If your behavior threatens the physical or emotional safety of others and, after having this behavior brought to your attention, you do not correct your behavior, you will be asked to leave. If you witness situations or conditions that threaten the physical or emotional safety of others, you should bring these issues to the attention of your director, stage manager, or production manager.

You should NOT create a divisive and negative environment by gossiping about such issues with other cast and crew members. If another cast or crew member discusses an issue with you, you should advise them to take their issue to the appropriate production leader.

General Rules of Theater Etiquette for Cast & Crew

In addition to the rights and responsibilities outlined above, the following are general rules you are expected to follow for all productions at WLT.

1. Be prompt. Arrive by the stated call time for rehearsals and performances. If you are unavoidably late, notify your director and stage manager as soon as practical.
2. Be ready. Be warmed up, in costume (as required), and ready to rehearse or perform by the stated “go time.”
3. Be neat. We have a small backstage area, and things can get chaotic! Take care of your costumes, makeup, and other items in the dressing room. Don’t bring unnecessary items with you. Clean up after yourself.
4. Be respectful of your fellow cast and crew members’ need for silence and/or concentration. Do not be a distraction to others when you are not on stage, whether during rehearsal or performance.
5. If you have ideas or suggestions for fellow actors, crew members, or designers, take those ideas to the director or stage manager.
6. Actors, write down your blocking in your script in pencil. Correct/revise as necessary.
7. Be quiet backstage. Sounds from backstage carry onto the stage more than you realize.
8. Do not eat, drink (except water, and only very carefully!), chew gum, smoke, or vape in the dressing rooms, backstage, or while in costume.
9. Do not enter public areas of the theater while in makeup or costume.
10. Do not touch props that are not yours.
11. Return your props to the designated places in the props cabinet or tables after use.
12. Promptly notify the costume chair and props chair of any needed repairs or missing items.
13. Promptly respond to the stage manager or assistant stage manager’s time warnings with “Thank you [time].”