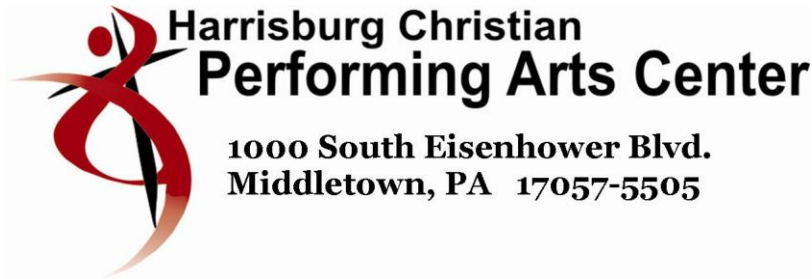


ACTORS “REHEARSALS, POLICIES and PROMISES” FOR



1. **HCPAC Productions** will include the following types of rehearsals:
 - A. **RUN-THROUGHS** - To unify a play, adjust pacing, sharpen characterization.
 - B. **TECHNICAL REHEARSAL** - To finalize light and sound levels and cues; to work out all potential problems in running set, props and costume changes. ATTENDANCE IS REQUIRED OF ALL ACTORS and all technicians who are running the show. Everyone must begin entering through the Stage Doors.
 - C. **TECH-DRESS REHEARSAL** – To check technical elements under run-through conditions. Full costume is expected; full make-up for “character” roles may be required, as per the Director.
 - D. **FULL-DRESS REHEARSALS** - To become familiar with the play under “performance conditions.” **PLEASE NOTE THERE WILL BE NO PREVIEW PERFORMANCE FOR THIS SHOW. ALL DRESS REHEARSALS ARE CLOSED TO THE PUBLIC.**

PERFORMANCE CONDITIONS means that the house is “open.” No technicians or actors are to be seen in the auditorium or patron service areas after the house is opened.

TECH AND DRESS REHEARSALS ARE MANDATORY!
 - E. **PERFORMANCES** – **As scheduled.** A preliminary strike (the handing in of costumes, etc.) will immediately follow the final performance. All scripts & music must be handed in to Stage Management following the final performance. Lost books are the sole financial responsibility of the person to whom they were assigned.
 - F. **STRIKE and CAST PARTY** – **As scheduled.** All actors and technicians are required to fully participate in strike. The Cast Party will begin after all duties are completed.
2. **General Rehearsal Practice**
 - A. Principals (those with lines or vocal solos) must bring their script, music and **pencil** (not pen) to every rehearsal.
 - B. **The Stage Management Box will contain copies of all forms.** If you have misplaced or need additional papers, please go directly to the box to obtain any and all forms you may require.
 - C. It’s important to **be present, on time, for every rehearsal!** **“On time” means 5 minutes early** so that actors and crew have time to check the call-board, greet one another and be ready to work and have a lot of fun doing it. Inability to start rehearsal on time because of excessive tardiness will result in the entire company being released late at the end of the evening.

- D. The Stage Manager is the messenger between the cast, crew, their guardians and the Director. **ANY COMMENTS OR CONCERNS MUST BE ADDRESSED WITH THE STAGE MANAGER, NOT THE DIRECTOR!**
- E. **Inform Stage Management, in advance, of all days you know you will be late or absent. Please email your notification – including name, date of absence, reason for absence, and phone number to the stage manager or noted email address.**

If an emergency arises, messages may be left with the front office. If no one is at the desk, leave a detailed message under the theater voice mailbox.

Individuals under the age of 18 are reminded that they are not to leave the building, even at the conclusion of rehearsal, with an unauthorized driver. This particularly applies to Saturday rehearsals. Many students need to procure food before returning for the evening Impact event. Parents must give written consent, naming the specific driver, for students to leave the premises.

- E. **\$20 Participation Fee-** As the Harrisburg Christian Performing Arts Center, we pride ourselves on being an educational theater. **Participants will receive pre-professional level theater instruction and coaching,** and can be confident that **the end product will be that of collegiate, high level community theater and that of the professional stages in our area.**

If you are unable to contribute the \$20 by the deadline, a payment plan or a Sponsorship Request Form must be handed in. Sponsorship Request Forms can be found in the Stage Management Box.

- G. **All actors are responsible to provide their own footwear. Please see the COSTUME REQUIREMENT form for an itemized list of footwear requirements. Approved footwear must be worn to all rehearsals, minus Music Rehearsals.**

Please come dressed in attire that does not constrict full range of movement for choreography rehearsals. At no time is it appropriate for a female to expose her mid-drif.

Please see the COSTUME REQUIREMENT paper for apparel items each actor is required to provide.

- H. All actors are to obey instructions given by the Director, Stage Management and other designated production staff leaders. **It is of utmost importance to remain respectfully quiet during all rehearsals.** Breaks are given so that participants are able to socialize. **There is to be absolutely no "rough housing" at any time!** Safety should always be a focus.

- I. **All actors are to have learned all music, script and choreography by the deadlines set by the Director!**

- J. **Work days are mandatory for all actors, technicians and production staff! Actors, on their own behalf, are required to contribute a minimum of 3 service hours. It is expected that service hours be fulfilled by the performance.** To receive credit for time, **you must personally sign in & out** at each work day, **and/or hand in your documented service hours** to Stage Management.

Work Day Schedule - Work Day Schedule will be posted.

Additional times may be set up by the various committees, and will be announced at rehearsals for cast involvement.

There will be sign up sheets for each work day posted on the call board in advance. You MUST sign up for the work days you wish to attend!!!! If you do not sign the form

we cannot use you at work day as we will not have jobs prepared for those who do not sign up in advance!

Why does HCPAC require mandatory service hours on top of rehearsal time? More than educational in the technical aspects of theater, our long held philosophy is that students and young adults need to be given the opportunity to take ownership and responsibility for the outcome of this production. The cast and crew will make this experience a success.

- K. **A Theatrical Biography will be printed within the program for those cast members, and only those cast members, who secure at least a ¼ page program sponsorship. Payment for sponsorship is Non-Refundable.**

For families with multiple actors, ¼ page sponsorship constitutes one bio, ½ page = 2 bios, 1 full page = 3-4 bios. Biographies are not transferable. Whoever secures the sponsorship receives the bio.

The Eternity Players' Judeo-Christian Moral Code of Conduct

- A. As a community, **we commit and expect the continuous expression of Judeo-Christian values through responsible decisions and actions.** While not everyone will agree upon the application of such values, **we expect all involved to balance personal freedom with concern for the moral standards of others.**
- B. Any and all rules are prayerfully designed to promote a communal atmosphere that is most conducive to personal well-being and growth, corporate unity and development, as well as the achievement of HCPAC's mission.
- C. Because we know that **God created each of us with intrinsic value and worth, everyone involved (production staff, cast, crew and their guardians) will be held accountable for any demonstrative, divisive dialogue or actions.** We will all avoid gossip, manipulative, dishonest behavior, sexist and/or racist attitudes, dialogue and/or behavior. Instead, **we will strive to uphold and stress integrity, commitment and compassion in relationship with others.**
- D. Prohibitions within the HCPAC building and/or on any of the campus grounds include (yet are not limited to): use of tobacco products, use or abuse of alcoholic beverages, use or abuse of nonprescription drugs, profanity, gambling, stealing, occult practices, consensual, physical interaction, sexually exploitive or abusive behavior, any and all behaviors potentially harmful to the physical or mental well-being of oneself or another.

Hold Harmless Clause

To protect the ministry of the Harrisburg Christian Performing Arts Center, all adults 18 & older, as well as parents/guardians of minors will be required to notify in writing their understanding of the Hold Harmless Clause, which states—

“I shall indemnify and save the Harrisburg Christian Performing Arts Center harmless from any liability imposed upon HCPAC, adjudicated or otherwise, by virtue of any personal injury or property damage arising from any use of the premises on the Harrisburg Christian Performing Arts Center campus by me, my agents and invitees, or by any acts done thereon by me, my agents and invitees, including court costs and counsel fees.”

HCPAC Contractual Promise

I, as well as my child, agree to adhere and am/are willing to be held accountable to the "Moral Code of Conduct." As guardian, I have read in its entirety the "Hold Harmless Clause" and agree to its stipulations regarding the Harrisburg Performing Arts Center, acknowledging that it is a legally binding agreement.

Parent/Guardian Name (print): _____

Cast Member Name: _____

Signature: _____

Date: _____

All signed *Contracts* must be handed into the Stage Manager, along with the *Information Sheet* & the non-refundable \$20 *Participation Fee*.

Failure to hand in the completed Contract, Information Sheet by the above deadline will result in dismissal from the production.