

The Cedartown Performing Arts Center Rules and Conduct

The following rules and guidelines must be followed by all participants of all Cedartown Performing Arts Center productions. Anyone who fails to follow all listed guidelines will be subject to discipline and or removal from the company. Please understand that these policies are in place for your benefit as well as ours.

1. The Cedartown Performing Arts Center is a nonprofit organization. Treat all members of the company with respect.
2. Refrain from any inappropriate language or conversation.
3. Smoking is prohibited at the theatre at all times.
4. Alcohol is prohibited at all times.
5. Food and drink is allowed in designated areas only. Bottled water is the only item allowed in the theatre and dressing rooms.
6. You are responsible for your own mess. Please be tidy in all areas at all times.
7. Chewing gum is not allowed at anytime.
8. Appropriate attire is always required. Participants wearing overly revealing or inappropriate clothing will be asked to change. This includes inappropriate or vulgar t-shirts.
9. Personal listening devices (ipods, headphones) are allowed at the director's discretion. Portable speakers may not be brought to the theatre.
10. The Cedartown Performing Arts Center is not responsible for your personal items. Personal items should be left at home. Should personal items be lost or stolen during a production CPAC will not be responsible for their replacement.
11. You must come to all rehearsals, performances, and work sessions prepared. Productions are done on a very specific and sometimes demanding time table. Focus and attentiveness are a must for all participants. We will do our best to not waste your time, please do not waste ours. Be responsible and come prepared.
12. No open heel or open toe shoes are allowed. This includes but is not limited to slippers, sandals, and flip flops.
13. Please arrive for all rehearsals and performances in a timely fashion. You're on time if you are five minutes early. You're late if you're on time. Please remember that all rehearsal times are subject to change
14. Participants must respect and follow all CPAC Staff instructions.
15. Participants who do not drive themselves must be dropped off and picked up on time. **Directors and staff will NOT stay past a scheduled release time.** Should a rehearsal end early, directors and staff will stay until the scheduled release time.
16. The Cedartown Performing Arts Center and its staff can NOT provide transportation for participants.
17. Participants may not touch or operate any of the technical equipment in the theatre without permission from the Technical Director. This includes but is not limited to the light board, sound board, spotlights, etc.

18. Participants will not touch or play with any items that are not theirs. This includes but is not limited to props, costumes, personal items, etc.
19. All participants must sign a participation contract for each production. Participants under 18 must have a parent's signature as well.
20. Sick people should stay home. While we need all company members to complete a production, if you are ill please stay home until you are well. If you are going to miss a rehearsal due to illness you must inform the director or stage manager before the missed rehearsal.
21. Attendance is very important. If you miss a scheduled rehearsal without contacting the director or stage manager, you will be removed from the show and may be prohibited from future participation.

Discipline Policy

The Cedartown Performing Arts Center is designed to be a fun, educational, family friendly environment. Our expectation is that everyone who is participating will be a very polite and respectful member of the organization. Our staff will do its best to ensure that everyone is having a good time. All participants will be expected to respect all staff members and follow their instructions. However, should a discipline issue arise our staff will observe a three strike policy as follows:

- **Strike One:** The participant will be addressed by a staff member as to what has occurred and may sit out the remainder of the rehearsal.
- **Strike Two:** This may be a second minor offense or a major offense such as a physical altercation or threat. The participant will be removed from rehearsal by a staff member and should that participant be a minor their parents will be contacted and they will be sent home from the rehearsal. The staff will then determine when that participant is eligible to return.
- **Strike Three:** This may be a third minor offense or a severe offense. The participant will be removed for the remainder of the production and may be banned from future productions. If the participant is a minor, parents will be contacted and they will be sent home immediately from rehearsal. Should a participant be removed from a production for discipline issues, The Cedartown Performing Arts Center will **NOT** return any fees or refund any tickets due to the removal of the participant.

Casting Policy

The Cedartown Performing Arts Center's intention is to provide as many people as possible the opportunity to participate in any given production, however many productions will have casting number limitations based on several criteria. Please understand that while we would like to put every person that auditions on stage, this is simply not always going to be possible. We will do our best to keep cast numbers as open as possible but we will not guarantee everyone that auditions a place in the cast.

Conflict policy

Please read the following section very carefully

Heathers: The Musical (High School Edition) is a summer theatre production. We understand that many families make plans for vacations and large family gatherings over the summer. When filling out an audition form for The Cedartown Performing Arts Center please be sure to include any and all conflicts you may have that coincide with the rehearsal schedule. Please be aware that individuals with too many conflicts may not be cast. If you have a possible conflict please be sure to put it on your audition form. We of course will do our best to work around as many conflicts as possible and do understand the need for family time during the summer. Should you fail to inform us of a major conflict prior to casting, you may be removed from the production. Please also note that all company members **must** be at all tech week rehearsals and all scheduled performances. No exceptions.

Severe Weather Policy

It is our intention to provide a safe and educational environment for all participants. Should severe weather occur in our area, the following policy will be used.

Thunderstorms: Since we will be indoors, rehearsals and work sessions will continue as scheduled. Should high winds accompany the storm we will make decisions based on how long the storms are scheduled to last.

Power outages: Should we lose power prior to a rehearsal, that rehearsal may be canceled or moved to a new location. Should we lose power during a rehearsal, we will wait 15 minutes to see if it will come back on. If it does not we will send all participants home.

Tornadoes: If we are under a tornado warning or watch, which will coincide with a rehearsal start time, that rehearsal may be canceled. Should we be placed under a tornado watch while a rehearsal is in progress, things will continue as planned. If we are placed under a tornado warning, rehearsal will be stopped until participants can be picked up.

Strike Policy

Strike is held after the final performance of all productions. Strike is the removal of set and storing of all props and costumes. While we want all participants to be involved in all aspects of production, safety is of course a great concern. 3rd-5th grade students may not participate in strike without written permission from a parent or guardian. Even with written permission, strike assignments are at the discretion of the Director. NO EXCEPTIONS.

Script/Orchestra Book Policy

For most productions the materials we use are rented for the production and must be returned to the owner within 48 hours of the final performance. Anyone who is assigned a script or orchestra book will be required to sign their materials out and may be subject to a charge if it is returned late. At no time may you write in a script or orchestra book with anything other than pencil. When the materials are returned to The Cedartown Performing Arts Center they must be fully erased and clean. Failure to return rented materials or severe damage will result in a \$75.00 charge and may prevent future participation in productions. At no time may any company member make unauthorized copies of any rented materials.

Policy Violations

Should any of the above rules or policies be violated during your participation in a production, you may be subject to restricted participation, removal from the production, or permanent removal from the company. Any fees you may have paid for costumes or scripts are non-refundable.