



## CAST MEMBER CODE OF CONDUCT

Children's Theatre of Elgin / Fox Valley Theatre Company

CTE/FVTC is a not-for-profit 501(c)(3) organization designed to produce theatre for children and young adults by children and young adults in a nurturing and positive environment. Please read the following expectations and sign at the bottom to indicate your willingness to abide by them.

- 1.) **I will** attend rehearsals during my scheduled time and inform the production coordinator in advance if I am unable to attend.
- 2.) **I will** attend rehearsals during my scheduled time, stay in the assigned rehearsal room, or designated area as assigned by the production staff, and inform the production coordinator in advance if I am unable to attend, or to momentarily leave the rehearsal area.
- 3.) **I will** be respectful (quiet and listening attentively) of any adult providing instruction.
- 4.) **I will** cooperate with parent volunteers who help with the show.
- 5.) **I will** direct reports of inappropriate behavior or other concerns to the production coordinator or producer.
- 6.) **I will** allow CTE/FVTC to use any photo or video clip taken during the course of a show or other event to be used for marketing or other uses, including print and/or electronic publication.
- 7.) **I will** be respectful of all property, including props, microphones, sound equipment, costumes, and set pieces.
- 8.) **I will** abide by the policies of any rehearsal or performance venue or facility.
- 9.) **I will not** use any tobacco, alcoholic beverages or other unlawful drugs while a cast member at any time. This also includes direct association (such as a party) with persons involved with alcohol, drugs, or any other criminal activity.
- 10.) **I will not** swear or use disrespectful or abusive language designed to hurt or cause pain to another member of the cast or crew.
- 11.) **I will not use any audio or video recording device of any kind, including a cell phone, during auditions, rehearsals, or performances and understand that only the official CTE photographer and those specifically designated by the Producer may photograph at any time. I understand that the ONLY location where photos may be taken by cast member families and friends is in the lobby. I also understand that if I violate this rule I will be immediately removed from the cast and jeopardize my involvement in future productions.**
- 12.) **I will not** make someone feel that their role in the production is not important.
- 13.) **I will not** participate in any verbal, nonverbal, physical or sexual harassment between child to child, child to adult, or adult to adult.

I understand that the producer or his/her designee, maintains the right at all times to take any action, in his or her sole judgment, necessary to uphold the integrity and positive reputation of CTE/FVTC.

I also understand that if I display conduct in violation of the above terms or other inappropriate behavior it will be reviewed by the producer who will have the final disposition of disciplinary action which could include immediate and permanent dismissal from the show. Disciplinary action will be shared with the Board of Directors. If the behavior is severe, participation in future shows may be prohibited.

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Cast member signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature (if cast member is under age 18): \_\_\_\_\_ 1210