



## The Sudbury Savoyards Attendance and Conduct Policy

Updated and Approved by the Board of Trustees September 18, 2013

Sudbury Savoyards cast members make a commitment to excellence in community theatre by agreeing to be on time and prepared for all rehearsals for which they are called and remain available until they are excused.

### Attendance

In the event that a cast member must be absent from a required rehearsal, prior notice must be given to the Cast Manager(s) and/or Stage and Music Directors. Contact information with phone numbers and email addresses can be found on the Cast Roster. All known scheduling conflicts, including business, family, personal, vacation, medical, holiday, or religious reasons, must be communicated on the registration form and made known to the Cast Manager(s) and Directors prior to participation in the cast. A maximum of two (2) excused absences will be allowed. Further absences beyond this amount, regardless of advance notice, will be evaluated by the Directors and may affect the cast member's ability to participate on stage. Unplanned absences, transportation issues, illness, and emergencies also require notification from the cast member or other responsible individual as soon as possible. In the event that a cast member must miss more than two rehearsals, or any cast calls during Tech Week, this must be discussed in advance by the Directors, Stage Manager and Producer with a consensus required to allow the cast member to continue as a performer. If it is necessary to ask a cast member to leave the cast, other behind the scenes opportunities may be offered. Excessive tardiness will not be tolerated and participation will require evaluation by the Cast Manager(s), Directors and Producer. In the event of bad weather, instructions will be given in order to ensure members' safety if a rehearsal or performance is not cancelled. Cast members are required to participate in "Put-In" (transferring and assembling the set and other properties at LSRHS) as well as "Strike" (disassembling and storing the set and other properties at SUMC). Unavoidable conflicts with either of these mandatory activities must be brought to the attention of the Technical Director for review. Participation in other technical or production tasks is also expected.

### Conduct

All Members of the Sudbury Savoyards are expected to behave in a suitable manner and treat other people and property with respect. The following conduct will not be tolerated and could result in dismissal: -Any behavior that results in the disruption of rehearsal, performances, or any other aspects of a production. -Any behavior that compromises the safety or comfort of other participants, their property, or that of the Sudbury Savoyards and the Sudbury United Methodist Church. -Inappropriate or questionable behavior with regard to any member of the company or as a result of alcohol at social events. Offending individuals may be asked to leave the premises and/or a production after discussion with the Chairman of the Board of Trustees, the Directors, and the Producer. This policy can also be found on the Policies page of the website: [www.sudburysavoyards.org](http://www.sudburysavoyards.org) I have read and agree to the Attendance and Conduct Policy of The Sudbury Savoyards.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print name \_\_\_\_\_