



Book of Everything and Rosie the Riveter
Production Policy

Proscenium Circus is an educational theatre community for and by students to open and question the world through the pursuit of inclusion, collaboration, and professionalism in every theatrical discipline. Theater is an art that requires persistence and discipline in practice and performance. Students who are involved in a show are expected to follow rehearsal and performance etiquette that is modeled on the professional level.

This production policy is a companion to the policies outlined in the PC Company Handbook, where further details and expectations on each policy can be found. Failure to comply with any of these expectations and/or school policies may result in removal from the production.

Every student involved with a PC production is expected to treat the cast, crew, and production team with respect and support at all times.

All company members will work together to make the director’s vision a reality and will refrain from making any unauthorized changes.

Company members are expected to attend every rehearsal or crew calls with appropriate clothing, shoes, pencil, and script. Closed toed shoes are necessary for crew calls, tech, and strike.

Every company member is expected to be at all rehearsals or crew calls for which they are scheduled. (Excused absences for rehearsals and crew calls include family emergencies, illness, or college visits.)

All absences must be submitted in writing via the Online Callboard at least one week prior to the stage manager. Special circumstances requiring the student to be excused from rehearsal will be discussed prior with the director.

Parents/Guardians of company members are expected to inform company members of any dates for which a company member might miss a rehearsal or crew meeting.

Two unexcused rehearsals or repeated tardiness to rehearsal may result in removal from the production.

All Company members are expected to be available for the following dates:
Massachusetts Thespian Festival: February 8 (3:00 – 6:30 pm), February 9 (all day)
Tech week: **March 4 - 7** (2:30 – 9:30 pm, as scheduled)
Pre-shows, performances and talkbacks/post-shows: **March 8 & 9** (as scheduled)
Set Strike: **March 31** (as scheduled):

Company Members attending METG are expected to be available all day on the following dates: February 9 (ITS), March 2, 16, and 28-30. **To travel with our team to METG, you must be available and attend all days of festival.**

Ambassadors not attending METG Festival must be available all day on February 9 for Massachusetts Thespian Festival.”

Active Roster Company members must attend a technical rehearsal at our host site the week of each festival performance (Preliminaries Feb 25 – March 1; Semi-Finals, March 11 – 15). This rehearsal is scheduled by our festival host, and will be communicated on our Google calendar.

Company members will submit all required paperwork no later than **Friday, January 18, 2019:**

Failure to comply with any of these expectations and/or school policies may result in removal from the production. *By signing below, I understand and agree to all of the above expectations as well as all school policies, and have read and understand details of these policies as outlined in the PC Company Handbook*

Printed Student Name: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____