



Appendix B: Actor's Contract and Harassment and Bullying Policy

As a member of the cast of _____ :

- If I am not currently a member, I agree to become a member of CCT by the first week of rehearsal as a condition of being in this production.
- I agree to attend all rehearsals for which I am scheduled (including all Technical and Dress rehearsals). The rehearsal period begins on _____
- I agree to attend all scheduled performances. Performance dates are _____

- Additional performances may be announced at a later date.
- I agree that it is my responsibility to know when and where rehearsals will take place by referring to the published rehearsal schedule or by joining the " _____ " Facebook group, where updates to the schedule will be published on a regular basis.
- I will remain at rehearsals until the rehearsal is completed or I am excused. I agree to be on time for all scheduled calls on performance dates.
- I agree to notify the Director or Stage Manager immediately of any conflicts to the published schedule.
- If I must miss a rehearsal because of an emergency, I will personally contact the Director or the Stage Manager via phone or text a minimum of 24 hours prior to the beginning of the rehearsal. If I miss a rehearsal and do not contact the Director and Stage Manager, I understand that my lack of consideration is enough for me to be dismissed from the production. Please contact your directors or production staff through their preferred method of communication.
- I will bring my assigned script, notebook, calendar, personal planner, pencils, and proper shoes and rehearsal clothing to each rehearsal.
- I agree to return all rented scripts and scores to CCT no later than the close of the final performance. A deposit of _____ will be collected in order to get the script. I understand that, unless otherwise noted by the production team, I am required to return my script at the end of the production run. When I return my script, my deposit will be refunded to me. If I fail to return my script, I forfeit my deposit and may be responsible for the replacement cost of the material.
- I agree to be off-book with lines memorized no later than _____. In the event I cannot recall lines at a rehearsal, I may call "line" for a reasonable period of time after that date.
- While at rehearsal I agree to focus my attention on the rehearsal process and will not play electronic games, text, or other such activities that may distract me or others from the purpose of rehearsal.
- I agree to properly care for any costume pieces that are assigned to me, and will launder any washable items and return them to CCT within seven days of show close. I further agree to furnish my own shoes and undergarments as indicated by the Director or Costume Designer.
- I will not cut my hair, change hairstyles or colors, or, in general, change my appearance in any way until after the show closes, unless permission is given by the director.
- I agree that I will not invite guests to rehearsals without express, prior approval of the Director.
- I agree to promote the financial success of this production through various means—such as ticket and

advertisement sales, and concessions. I also understand that I am responsible for participating in any marketing/publicity events that are scheduled, including the distribution of posters/flyers, cast photo sessions, and the performance of excerpts at designated locations.

- I agree to assist with the production in any capacity, including but not limited to, working on the set, helping in the costume shop, assisting the Box Office with publicity and marketing, etc.
- I agree to participate in the strike of the show. Strike will occur after the final Sunday afternoon performance.
- While at rehearsals, work sessions, or performances, I will promote and foster a professional attitude at all times: dedicated, productive, positive, safe, pleasant, creative, and collaborative.
- I will treat others with respect and courtesy at all times, and agree to abide by CCT's sexual harassment policy. I understand that I may be immediately dismissed from the production should I violate any of CCT's policies with regard to conduct.
- I understand that I am responsible for attending at least ONE of the scheduled work days to assist CCT in non-production-related cleaning, organizing, moving, storing, etc. events.
- I agree to properly care for any puppet or prop that is assigned to me. I will not touch any puppet or prop that is not assigned to me. When I am finished with a puppet or prop, I will put it back in its designated place.

Harassment and Bullying Policy

It is policy of Chillicothe Civic Theatre (CCT) and its Youth Theatre Wing that all actors, orchestra, crew, directors, choreographers and all others involved in a production have the right to work in an environment that is respectful and positive; free of discrimination and bullying, which encompasses freedom from any disrespectful, inappropriate, or offensive behavior. CCT strongly disapproves of the harassment of its members in any form, and states that all CCT members must avoid inappropriate or offensive language and/or touching at rehearsal, work sessions and performances, and will be held responsible for ensuring that the environment is free from this inappropriate behavior.

Specifically, CCT prohibits the following:

- Inappropriate/Non-consensual touching;
- Request for inappropriate touching;
- Any verbal or physical conduct that has the purpose or effect of substantially interfering with the member's ability to do his/her role or job; or
- Any unwelcome verbal or physical contact that has the purpose or effect of creating an intimidating, hostile or offensive rehearsal or performance environment.

Other harassing or bullying conduct at any CCT or Youth Theatre Wing event, whether physical or verbal is also prohibited. This behavior includes, but is not limited to, negative commentary about an individual (i.e. body, ability/skill, execution of role), degrading words to describe an individual, offensive comments, "off color" language or jokes, and inappropriate objects, books, magazines, photos, cartoons or pictures.

Members who have complaints of such harassment or bullying by anyone at rehearsal, work session, or performance, including any members or visitors, are urged to report such conduct to a CCT Board member or the Director of the production immediately so that CCT may investigate and resolve the problem.

CCT will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken and the offending member may be dismissed from any current production, and in particularly egregious instances, from participating in any future CCT production.

CCT will make every attempt to maintain the information provided to it in the complaint and

investigation process as confidential as possible. There will be no retaliation against members for reporting harassment or bullying, or assisting CCT in the investigation of a complaint.

Consequences

Members who do not comply with the Actors Contract or the Harassment and Bullying Policy are subject to removal from this production, future productions, and/or the organization as outlined in Article IV Section 2 of the CCT Bylaws.

CCT will provide such members with a written notice, documenting their misconduct and outlining its related consequences.

Participant Name: _____

Participant Signature: _____

If minor, Parent Name: _____

If minor, Parent Signature: _____

Date Signed: _____

By initialling below, I indicate that I agree and consent that my (or in the case of a minor, my child's) photograph may be taken and used by CCT for promotional purposes in the following ways:

_____ the printed Playbill

_____ the online Playbill

_____ Public promotional social media posts

_____ Private social media posts in our cast group