



Saint Joan of the Stockyards

Company Rules #1c

Actor Guidelines



The Ohio State University Theatre, 1849 Cannon Drive, Columbus, OH 43210
The company of Saint Joan of the Stockyards
To be performed May 22nd – June 1st, 2002
In Thurber Theatre

COMPANY RULES #1 - ACTORS

WELCOME to the cast of Saint Joan of the Stockyards. A copy of the company rules will be posted on the call board for this theatre. You will be notified of all updates. All other information about this production, such as rehearsal schedules, performances, costume fittings, photo and publicity sessions, will be posted there as well. Check the call board daily. Also, here is a copy of the contact sheet. Take a moment right now to verify that your name and phone number(s) are correct. Are there any corrections? Should this information change, you will be provided with an updated contact sheet.

1. Messages may be left for stage management on the production call board or in the stage manager's mail slot for this theatre, located in the GTA Corridor, room 0128, Drake Union. Does anyone NOT know where this is located?
2. Rest rooms are located on the ground floor, just down the hall to your right, and on the first floor, adjacent to Bowen Theatre. Public phones are located on the first floor, adjacent to the Theatre Department Office, rm. 1089 Drake Union. The phone in the GTA Office is not for your use, except for emergencies.
4. The first rehearsal for this production will be April 4, 2002, in room 107. Normally rehearsals will take place in room 107 and 101. When rehearsing in room 107, you will be required to wear clean, soft soled shoes. Typical rehearsal times will be Monday-Friday evenings, from 6:30 PM – 10:30 PM, and on Saturdays from 9:30 AM – 1:00 PM. Always bring your script, a pencil and paper to rehearsals.
5. The movement for this production is such that you will need to wear comfortable clothing. Please change into your rehearsal clothing before the posted rehearsal time. If you wish to warm up, this should also be done before the posted rehearsal time. For some of you, rehearsal clothing will be provided. Stage management will take care of providing you with rehearsal clothing.
6. The technical and dress rehearsals are listed on this sheet as well as actor call times. We may discover that intricate costumes or makeup necessitates moving your call earlier. Please be prepared for this to happen.
7. Here is the performance schedule for this production. Matinee performances will be held on June 1st. Note that production photo call will take place on Thursday May 23rd, directly following the performance.
8. From this day forward, do not change your hair color or hair style until you have spoken with the costume designer, Melissa Bialko.
9. No food is allowed in the rehearsal space or in the theatre. If you require liquids, make sure they are in closed containers. In addition, it is your responsibility to remove drink containers and personal items at the end of each

rehearsal. No smoking is allowed in or near the performance or rehearsal areas of the Drake.

10. Do not be late for rehearsal. Lateness disrupts the evening's rehearsal and ultimately the overall quality of the show. If rehearsal begins at 6:30 p.m., you must be ready to BEGIN at 6:30 p.m. We have, in the past, enforced a policy of fines for lateness. Stage management does not have its own phone line or answering machine. If you have an emergency, my phone number is 679-1964. Please, don't be late for rehearsal.

11. Costume fittings will begin the week of April 14th. You will be scheduled by the stage manager for appointments in the costume studio, and it is imperative that you keep these appointments and that you arrive at them promptly. If you know you are going to be late for a fitting, contact the costume studio, 292-0883, immediately.

12. The departmental complimentary ticket policy is as follows: for Thurber Theatre, each undergraduate performer is entitled to ONE complimentary ticket for a performance any night except Friday or Saturday. Graduate student performers are entitled to two complimentary tickets for any night of the performance run.

13. Safety. If you walk across campus to and from rehearsals, be careful and protect yourself. Travel in groups and/or use the OSU Escort Service, 2-3322. If you drive, you are strongly advised to get a C-sticker, which will enable you to park in the lot directly across from Drake Union after 4:00 p.m. To purchase a sticker, go to 160 Bevis Hall, 1089 Carmack Rd. The office is open 7:30 a.m. - 5:30 p.m., M-F. If you are not an OSU student, see me during a break and I'll provide information about a temporary sticker.

14. Please take a moment to fill out these forms. If your class/work schedule is not yet confirmed, write "to be confirmed" on the top of your schedule sheet. Be specific as to your schedule; include class name and length of time it meets; also your work schedule and any other conflicts. I will need a confirmed schedule sheet within one week. Any conflict dates over the course of the rehearsal period must be included now.

15. A note of courtesy: my role is the stage manager for this production. That means when I or a designated assistant call places, or breaks, or have any kind of announcement, there are only two responses that are acceptable. They are either "thank you" or "I have a problem". This is required of EVERYONE. This is the only way we can know you have heard us. We do not treat this as a joke; this is the best way to ensure that your time and my time is not wasted.

16. The next order of business is the election of the deputy. The deputy is an elected member of the company of Actors in production who serves as a liaison between OSU/Producer and the company in relation to all working conditions governing your work as an actor. The deputy may be called upon to advise OSU/Producer of rule infractions or complaints. It is the duty of the deputy to pursue the course that will best insure that the provisions of the actor's rights be upheld according to the rules. No member may change or modify any rule without written authorization from OSU/producer. The deputy is depended upon to promote harmony in the company and to inspire respect and confidence in the production. It is not always an easy job; but it is a position that brings the satisfaction of insuring the dignity of the actor. The deputy is elected by a majority of the cast members. The elections are run by the stage manager. Nominations are proposed and then a vote by hand is taken.

If you have any questions during the process, do not hesitate to call us - we are here to make your theatre experience as productive and rewarding as possible. Thank you, and WELCOME!