



DEPARTMENT OF THEATRE ARTS COMPANY PROTOCOLS

Each Company Member will be expected to adhere to the following, and cast members will sign and return a copy of this document within the first week of rehearsal. Some productions will require additional guidance added to this list.

Please note that failure to adhere to these protocols could result in removal from the project or the cancellation of the project entirely.

All campus policies apply to Rehearsals and Productions. Here are additional protocols and policies for departmental rehearsal:

1. Follow all guidelines outlined in the Production Handbook.
2. If you are ill, do not attend rehearsals. Please notify Stage Management asap.
3. Follow heightened measures of personal hygiene including but not limited to washing and/or sanitizing your hands before rehearsal and before returning from a break.
4. In accordance with the SUNY New Paltz Student Handbook please read carefully the campus policy regarding drug use. If a student attends a rehearsal or performance under the influence of drugs or alcohol, they will be removed from the project immediately.
5. You must follow the Fall 2025 COVID guidelines. Please stay up to date on that policy.
6. Please do your part to keep areas clean and sanitized.
7. Check in at the start of each rehearsal with your Stage Manager or area supervisor.
8. Arrive to your calls with enough time to begin your work at the start time. If you are running late, please take the time to alert the Stage Manager via phone or text first. (Do not text while driving.)
9. Conflicts not previously listed on the audition form, or at the time of accepting the position are not accepted unless in the case of an emergency.
10. Please report any injury, large or small to the Stage Manager *immediately*.
11. Cell phones and other electronic devices should not be seen or heard during rehearsal or performances. Read the Production Handbook for guidance regarding Social Media.
12. Please dress in a professional and appropriate manner for the work being asked of you. Shirts, pants/shorts, and closed-toe shoes are required unless otherwise specified and provided by the Costume Department. Clothing identified by the faculty as displaying offensive language or graphics is NOT permitted.
13. Please notify the Stage Manager if at any time you leave the theatre.
14. In rehearsal when not working, keep noise to a minimum.
15. Stay quiet backstage to hear directions and as a courtesy to others.
16. Please do not touch anything that is not yours (props, costumes, etc.) without permission in advance, if you find something is broken, please let SM know asap.
17. No visitors are allowed in the house, onstage or backstage during rehearsals/performances without prior permission from the Producer, Director and/or Stage Manager.
18. No food or drink permitted on stage or backstage except water or clear tea. Do not leave trash laying around for others to clean up, and put everything back where you found it.
19. Please refer to the Production Handbook with regard to lateness and absences from rehearsals – ***repeated lateness/absences could result in removal from the production. This includes coaching sessions and costume fittings.***
20. DECORUM. RESPECT. PROFESSIONALISM. SAFETY. These are qualities required at all times. ***Inappropriate attitude towards your peers, faculty, staff or those who are peer authorities could result in removal from the production.***
21. Any questions or concerns may be brought up to your Stage Manager, Company Deputy, Director or the Producer.

Signed/ Date: _____ Printed Name: _____