



CAST AND CREW HANDBOOK

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2. Welcome

Congratulations on being chosen for this Diamond Head Theatre production. We look forward to an outstanding show. This handbook provides general information on Diamond Head Theatre policies and procedures-what you can expect from us and what we expect from you. Every person associated with a show is important to the show's success, and making the run a productive and happy experience for everyone depends on all involved following the rules and respecting one another.

3. Paperwork

3.1. *Reimbursement*

All paperwork for reimbursement is handed out by the Stage Manager before show closing. You are responsible for returning completed forms to the Stage Manager to receive reimbursement.

3.2. *Biography and Other Information*

The Theatre provides you with biography and other forms, and you are responsible for timely completing and submitting the required documents to the Theatre. Your measurements will also be taken for costume fittings.

4. Rehearsals and Performances

4.1. *Location and Schedules*

All rehearsals are held at Diamond Head Theatre. Schedules for rehearsals and performances are distributed and updated by the Stage Manager.

All cast and crew are expected to attend all rehearsals and performances for which they are scheduled. In an emergency or if there is any reason why you cannot attend or will be late, contact the Stage Manager via the Box Office at 733-0274.

4.2. *Call Times*

Call times may vary per production.

Dress Rehearsals: Curtain is at 7:30 p.m.; call time is 6:00 p.m.

Evening Performances: Curtain is at 7:30 p.m.; call time is 6:00 p.m.

Matinee Performances: Curtain Saturday is at 3:00 p.m.; call time is 1:30 p.m.

Curtain Sunday is 4:00 p.m.; call time is 2:30 p.m.

4.3. *Warm-up*

To lessen risk of strained vocal cords, we request that all actors do vocal warm-ups. For musicals, warm-ups are a requirement, done each performance night approximately 45 minutes before curtain. For non-musicals, we recommend that each actor do this on his or her own, or make arrangements with the Stage Manager if the entire cast wants to warm up as a group.

Everyone should also warm up his or her muscles, preferably before call time. You may use the rehearsal hall if nothing is scheduled there.

4.4. Pre-Show Etiquette

The stage must be set up and mopped before the house can be opened so everyone's cooperation is required to make sure this is not delayed. Clear any rehearsing on stage before a performance with the Stage Manager.

Dressing rooms are not sound proof, so there should be no loud voices, radio playing or running water when house is open and during performances.

4.5. Circle

The cast gathers on stage immediately after vocal warm-ups for announcements.

5. Opening Night Party

Diamond Head Theatre may host a special party for cast, crew and orchestra. You will be notified about location as soon as this is determined if a party is scheduled.

6. Post Show Discussion (Artistic Process)

It is requested that you participate in the post performance discussion (also called Talk Back) held for the audience immediately after the performance on the second Sunday of the run.

7. Tickets

7.1. Complimentary Tickets

Cast and crew receive two complimentary tickets for one show date of their choice. At the first rehearsal, you will receive a Complimentary Ticket form. You must submit the completed form to the Box Office or the Stage Manager as soon as possible to receive your tickets. These complimentary tickets are subject to availability.

7.2. Preview Tickets

Tickets for a dress rehearsal on the Wednesday or Thursday before opening will be distributed by the Stage Manager on the Friday before the preview. Each cast, crew and orchestra member gets two tickets for the dress rehearsal.

7.3. Additional Tickets

If additional tickets are desired, you will receive a \$2.00 discount on section A and section B seats. You may stop by or call the Box Office during Box Office hours, which are: Monday through Friday from 10:00 a.m. to 4:00 p.m. The Box Office telephone number is 733-0274.

Always identify yourself as a cast/crew/orchestra member when ordering tickets. If someone other than yourself is purchasing the tickets, you must provide the box office with that person's name to receive the \$2.00 discount.

Tickets must be paid for at the time they are ordered.

Ticket orders will only be accepted at the Box Office during business hours; please do not ask the Stage Manager to take ticket orders. Box Office staff on performance nights are volunteers and do not have access to tickets other than for that night's performance and are not authorized to give out comps or sell discounted cast/crew/orchestra tickets.

8. Telephones

8.1. *Incoming*

To contact the Box Office for ticket information or to leave a message for the Stage Manager, call 733-0274. To reach theatre staff, call the Business Office at 733-0277 and listen for the appropriate telephone extensions. Rehearsal Hall extension is 350; Green Room is 360.

8.2. *Outgoing*

For your convenience, there are telephones in the Rehearsal Hall and in the hall outside the Green Room opposite the Costume Shop. Please limit calls to those absolutely necessary and be as brief as possible.

9. Smoking

Smoking is not permitted anywhere in the theatre, including on stage, in the wings, in the hallway near the bathrooms, in the dressing rooms, in the Scene Shop, or in the Green Room. IF you must smoke, it will be tolerated outside on the loading dock and the parking lot, but NEVER if you are in costume.

10. Food, Drink and Stuff

To ensure everyone's safety, there is **absolutely no eating or drinking on stage and no bare feet on stage or in the Scene Shop.**

Please confine eating and drinking to the Green Room and clean up after yourself so that others may enjoy the use of this room when you are finished. Also, we don't want to leave anything that attracts bugs and other unsavory creatures.

Please, no horseplay or wrestling and no flash photography or video cameras from wings during performances.

DO NOT eat or drink while in costume to prevent potentially disastrous spills and stains.

Consumption of alcohol or illegal substances before or during a performance or at any time on Theatre premises is strictly prohibited, and will result in your being dropped from the production. Additionally, cast and crew members are prohibited from using, selling, dispensing, or possessing a narcotic, barbiturate, mood-changing, tranquilizing, depressant, mind-altering, hallucinogenic, or any other similar drug or substance, whether or not legal or controlled, on the Theatre's premises, including DHT's vehicles and any private vehicles parked on Theatre's premises, except as prescribed by a physician.

As some people may be allergic to perfumes or perfumed toiletries, be careful not to over indulge, as dressing room assignments are tight. Let the Stage Manager know if you have any such allergies.

Please respect your fellow actors by keeping noise to a minimum, especially in the wings or exiting stage, so that everyone can concentrate.

11. Visitors

Rehearsals are closed to all visitors and visitors are not permitted before performances. After performances, fans, friends, and family are welcome to greet and “lei” you outside the Theatre by the Box Office. For liability reasons, visitors are never allowed on stage or backstage.

12. Costumes

Please provide your own footwear unless otherwise informed by the Costume Manager or Assistant. Volunteers in the Costume Shop are always welcome. Please contact the Costume Designer, Costume Manager, or Assistant Costume Manager if you are interested in helping to make costumes.

Report any major costume maintenance to the Stage Manager, preferably immediately after the show. A repair kit is available for you to make minor repairs, ask the Stage Manager where it can be found and let the Stage Manager know if the repair kit needs restocking.

The Costume Designer will let each cast member know what costume items are to be laundered and how often. Leave items near the Costume Shop door after Sunday’s performance and pick them up in the same place before Thursday’s performance.

Keep costumes clean and secured in dressing room and do not wear costumes outside the theatre during or after performances, and do not remove costumes from DHT premises for any reason.

Costumes may not be altered or changed by cast members.

13. Makeup, Dressing Rooms and Bathrooms

To promote hygiene and prevent infections, we ask all cast members to provide their own basic stage makeup. Any special requirements such as wigs and character makeup will be the responsibility of the Diamond Head Theatre makeup artist and is provided by Diamond Head Theatre.

Dressing rooms are assigned by the Stage Manager and any problems regarding assignments or maintenance should be discussed with the Stage Manager. For everyone’s safety, there is no smoking or incendiary items such as candles or incense in dressing rooms.

Bathrooms should not be used as a dressing room unless it is to change clothes. Be aware that the orchestra, tech crew and other key people do not get bathroom breaks during the show. Therefore, keeping the bathrooms clear during intermission for these people is greatly appreciated.

14. Harassment

14.1. Policy

DHT prohibits discrimination or harassment of any employee or volunteer by any manager, supervisor, co-employee, volunteer, theatre patron, vendor or supplier based on sex, color, race, religion, national origin, age, disability, arrest and court record, marital status, military service, veteran status, sexual orientation, lactation or other protected category.

DHT also prohibits discrimination or harassment of any audience member or member of the public based on an individual's race, sex, color, religion, ancestry, national origin, or disability.

Harassment is prohibited because we believe it is wrong, bad for morale and counterproductive. It is also inconsistent with Theatre policies, practices and management philosophy, and in many cases illegal.

DHT's policy prohibiting sexual and other forms of unlawful harassment does not create any contractual promise but instead is a description of the standards of behavior expected of all employees and volunteers. ~

14.2. Sexual Harassment

DHT prohibits sexual harassment of any employee, manager, supervisor, volunteer, vendor, supplier, Theatre patron or member of the general public in the workplace.

Sexual harassment is defined as an unwelcome sexual advance, a request for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made an implicit or explicit condition of employment; (2) submission to or rejection of such conduct affects employment opportunities; or (3) the conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

This means that no manager, supervisor or employee may threaten or imply, either directly or indirectly, that another employee's, applicant's, or volunteer's refusal to submit to sexual advances or other sexual conduct will adversely affect that person's employment, performance evaluation, assignment, pay, promotion, duties, shifts, or any other conditions of employment. Similarly, no employee may promise, imply or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct or consenting to or covering up harassment. Examples of prohibited conduct include:

- Directly or indirectly requesting or suggesting sexual favors in exchange for a job, promotion, raise, or business opportunity;
- Disciplining or firing a subordinate because s/he ended a romantic relationship; or,
- Changing job performance expectations after a subordinate refuses requests for a date.

We prohibit *unwelcome* sexual or gender-based conduct in the workplace or that affects the workplace. Conduct is deemed to be *unwelcome* when someone who experiences the conduct reasonably believes or could reasonably believe it to be offensive. This victim may either be the intended recipient of the unwelcome conduct or an unintended bystander. Examples of prohibited conduct include:

- Flirtations, advances or propositions (e.g., requests for dates);
- Touching of an individual (e.g., back massages, hugging, kissing);
- Grabbing of an individual's sexual body part;
- Gestures or comments about an individual's body, attire,

or appearance;

- Sexual jokes or innuendoes;
- Discussion about social or sexual life;
- Gender-specific words to an individual (e.g., babe, hunk, honey, dear);
- Use of sexually degrading or gender-specific profane words to describe an individual (e.g., b-t-h, c--t); or,
- Display in the workplace of sexually suggestive objects, cartoons, pictures, or calendars.

Sexual harassment can take the following forms:

- unwelcome sexual conduct, whether verbal or physical, that interferes with another person's work performance or creates an intimidating, hostile, or offensive work environment
- personnel decisions (e.g. promotion, raise, scheduling, casting, etc.) made by a supervisor based on the individual's submission to or rejection of sexual advances
- requiring submission to a sexual advance as a condition of keeping a position, whether expressed in explicit or implicit terms

14.3. Other Forms of Harassment

This policy also prohibits any form of harassment of any employee, volunteer, customer, vendor, supplier or member of the public because of race, religion, color, age, national origin, ancestry, disability, arrest and court record, sexual orientation, lactation or other protected category.

We prohibit slurs, jokes, or similar-type epithets based upon any of these protected categories made to any employee, volunteer, theatre patron, vendor, supplier or member of the public by any employee or volunteer in the Theatre. Examples of prohibited conduct include:

- Directly or indirectly conditioning terms and conditions of employment or public accommodation upon an individual's participation or acquiescence in conduct related to a protected category (e.g., requesting or suggesting that an employee or volunteer attend church in exchange for position benefits);
- Jokes or innuendoes about an individual's protected category (e.g., jokes about racial stereotypes, pejorative references to ethnic food, speaking in accents);
- Discussion about a protected category (e.g., religious evangelism); or,
- Slurs or similar-type comments or remarks about an individual's protected category (i.e., racial or sexual orientation slurs).

14.4. Complaint and Investigation Procedure

If any employee, volunteer, theatre patron, vendor, supplier or member of the public feels subjected to discrimination or harassment, the individual should report it immediately to

the individual's supervisor, the Managing Director, or the Artistic Director. DHT prohibits retaliation against individuals who complain about harassment or cooperate with an investigation. It is DHT's policy to conduct a prompt and effective investigation of all allegations of prohibited harassment and/or retaliation in as confidential a manner as possible.

To the extent possible, the Theatre keeps confidential the details pertaining to reports of harassment of any kind. Appropriate disciplinary action, ranging from a warning to termination, may be taken based on the circumstances of the incident.

14.5. Corrective Action

It is DHT's policy to take prompt and effective corrective action that is reasonably calculated to end the prohibited conduct. If an individual is determined, after an investigation, to have engaged in conduct prohibited by this Policy, s/he shall be subject to appropriate disciplinary action, up to and including immediate termination of employment. An employee or volunteer who touches another individual in violation of this policy shall be subject to severe disciplinary action, up to and including immediate termination.

14.6. Retaliation

DHT prohibits retaliation against an employee or individual that has complained of sexual or other forms of harassment, cooperated with the investigation of a complaint, or acted as a witness during the investigation of a complaint. Examples of prohibited retaliation include threats, reprimands, negative evaluations, harassment in or out of the workplace, hazing, and other types of adverse treatments, such as surveillance, exclusion from business-related activities, or "stink eye", that are reasonably likely to deter protected activity by that individual or other employees. Any employee who engages in retaliation prohibited by this Policy shall be subject to appropriate disciplinary action, up to and including immediate termination.

15. Policy Prohibiting Violence

The Theatre does not tolerate violence on DHT premises. DHT prohibits any actions or words that endanger or harm (or results in a reasonable belief of danger or harm of) a DHT employee, cast, crew or orchestra member, volunteer, Theatre patron, or any member of public. Prohibited actions include:

- Verbal or physical harassment
- Verbal or physical threats
- Assaults or other violence
- Any other behavior that causes others to feel unsafe (e.g. bullying, sexual harassment)

DHT policy requires an immediate response to all reports of violence. All threatening incidents will be investigated and documented. Disciplinary action including but not limited to exclusion from performances may also be taken.

It's the responsibility of all cast, crew, and orchestra members to report all threatening behavior to the Stage Manager or to DHT management immediately. Additionally, all individuals who apply for or obtain a protective or restraining order which lists company locations as being protected areas, must provide to the Stage Manager a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The goal of this policy is to promote the safety and well-being of all people in our Theatre.

16. Gambling Policy

Gambling or promotion of gambling of any kind is not permitted on DHT premises.

17. Problems

Once the show begins, the Stage Manager handles anything connected with the production (except tickets!). If you are having problems with costumes, sets, props, or cast and crew, see the Stage Manager who will contact the appropriate person to handle it. If you feel that the Stage Manager is not handling a problem in an appropriate manner, see the Managing Director.

*Welcome to the DHT family
and have a great show!*