

Membership policy

Membership to the troupe is required to participate in an acting role in any show. Members' dues are used to support productions created by Stage and Steel Productions. This includes payment of scripts, programs, set pieces and swords.

Member Benefits and cost

- * Cost - \$10 per Stage and Steel performance.
- * Be able to attend additional stage combat practices outside of rehearsal.
- * The ability to participate in troupe social activities throughout the year. This includes trips to the Pittsburgh Renaissance Faire, movies, and social gatherings.
- * The ability to have a personal bio on the website via a provided template.
- * Able to attend the Annual Members feast.

Dues are to be paid once a part has been accepted. Dues are to be paid to the Director. A receipt will be issued for each membership due paid. Membership is good until the end of that show.

Attendance and Rehearsals

Attendance is mandatory for each rehearsal an actor is scheduled. If an actor cannot make a scheduled rehearsal, they must notify the Stage Manager and Director as soon as possible. The Director, Stage Manager and the Actor must come to an agreeable solution due to the absence. Rehearsals are scheduled on a Sunday, Tuesday, and Thursday from 7:30pm to 10:30pm. An actor is required to show up on time and prepared to begin at 7:30pm. Please arrive in due time to warm up and stretch before start time.

If an actor misses more than three scheduled rehearsals a meeting between the Partners and the actor will take place. This meeting will discuss the future of the actor in the production. More than three unexcused absences may result in and including dismissal from the company. All conflicts of schedule must be presented at the time of auditions. If any conflicts should occur, the actor must contact the Director and Stage Manager.

Call off

If an actor is unable to make a rehearsal they must contact the Director and/or the Stage Manager in due time. Contact information will be provided at the start of the rehearsal process.

Actor's under the age of 18 Policy

Actors under the age of 18 must have signed Parental Consent to participate in a production. All actors under the age of 18 will be dismissed from rehearsals by 9pm. If a parent has any concerns with their child's participation with a production, they must contact the Director and Stage Manager. During tech week and Performances, an actor will be required to stay past 9pm. If there is a conflict with schedule the parent and child must contact the Director and Stage Manager

Due notice for quitting the show

If an actor can no longer participate in a production, they must contact the Director and Stage Manager as soon as they know. The actor must give a clear concise reason for no longer being able to participate and must sign off with the Director and Stage Manager.

Emergency contact info

All actors must provide Emergency Contact which will be kept on file by the company. This information is only used for contact incase the participant is involved in an emergency and not shared with any other cast or entity.

Come prepared - script, pencil,

All participants must come prepared to each rehearsal with script and a writing instrument. Any additional items a participant may wish to bring can include binder, tablet, highlighters, etc.

Food and drink policy

During rehearsal, an actor is allowed to bring water with them. All food and other beverages must be kept out of the rehearsal hall. No food or drink is allowed on the stage.

Cell phone policy

All cell phones must be turned off during rehearsals and performances. If there is an emergency, please see the director and stage manager to make arrangements. The director and stage manager will have cell phones on for the first 15 minutes to receive calls from fellow actors.

Visitors - Children, parent, relatives, significant others

All rehearsals are closed to the general public. If an actor has a need for children to be present with them, they must alert the Director and Stage Manager in due time. A provided space will be allotted. The parent must provide the child(ren) with proper activities, and must not allow any disruptions to rehearsals.

Proper attire

All actors and participants must come to rehearsal with proper attire. If rehearsing a combat based choreography, it is very important to wear proper attire. This may include laced and secured footwear, sweat or work out pants with draw strings tucked into pants, tee shirts, and sweat shirts. Please remove any loose articles of clothing that may inhibit free movement. Items actors are prevented to wear include sandals, tight constricting clothing, loose ill-fitting clothing, or any other clothing that will hinder movement. If you have any questions, please see the director and/or stage manager.

Costumes

Actors will be required to wear costumes for productions. Company provided pieces will be dispersed via the Costumer and Director with time allowed to become accustomed to

the costume. These pieces may include armor, bracers, capes, tunics, or any other costume piece. Company provided costumes must remain in the same condition as provided, minor wear and tear is to be expected.

An actor will need to provide their own undergarments. Depending on the costume, an actor may need to provide their own footwear, pants, and shirt. All information will be provided by the Director and Stage Manager.

Volunteer two days of build (set, props, or costuming)

An actor may be asked to volunteer 2 (two) days to help the company. This may be done by helping with costume, set build, props or any other area discussed by management.

Load In and Strike

Actors are required to help participate in Load In and Strike of each performance. Duties may include build, loading of set, tear down, packing and/or unpacking of props, costumes, etc. Load/Strike schedule will be given to the actors to allow for time and scheduling.

Receive one comp ticket

Each actor will be provided with 1 (one) complimentary ticket for 1 (one) run of a production. This comp ticket may be given to whomever the actor chooses, and cannot be sold. It may be used for any general admission performance date, excluding Diner Theater performance dates, of that production. It cannot be used for any other productions later in the season. The complimentary ticket must be presented to the Box Office on the desired date of performance. No substitutes or additional complimentary tickets will be handed out.

Sexual and Anti-harassment Policy

Stage and Steel Productions follows a strict sexual harassment policy. The employer is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions about employment, promotion, transfer, selection for training, performance evaluations, benefits, or other terms and conditions of employment; or (3) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment or substantially interferes with an employee's work performance.

Undue Favoritism

Undue favoritism in the conferral of any benefit, reward or privilege, and is a conflict of interest with an employee's obligation to exercise fairness and professional judgment in the conduct of Stage and Steel Productions business. Undue favoritism based on race, religion, sex or other legally prohibited factors may also violate state and federal anti-discrimination laws.

Additionally, undue favoritism fosters lack of respect, distrust, and other morale problems which undermine professionalism and hinder fulfillment of our mission. It is Stage and Steel Productions' policy that undue favoritism constitutes misconduct justifying disciplinary actions including up to dismissal from the company.

Non-discrimination Clause

Stage and Steel Productions does not discriminate against persons based upon race, color, religion, age, gender, sexual orientation, physical disability, mental disability, national background, military or veteran status, pregnancy, elderly, or any other basis prohibited by state or law.

Emergency Procedures

All emergency procedures will be kept on hand by the Director and Stage Manager. It is this company's policy to provide all participants due knowledge in case of an emergency. If a participant has any questions, please see the Director and/or Stage Manager.