



## PROTOCOL FOR REHEARSALS, PERFORMANCES & OTHER EVENTS

**Only members of the Benvenuto Players can participate in rehearsals and performances. As a member, you agree to the following:**

### NOMINATION OF DIRECTOR

Any member who wishes to direct a production must make a short proposal to the BVP Committee (outline of production and how it fits with previous BVP productions, target audience, expected cost of the script licence, identification of potentially expensive set requirements, other information s/he considers useful for the Committee).

The Committee is responsible for giving the Director permission to direct a production.

As part of their duties, the Director is responsible for:

- maintaining the Production Script;
- proposing the dates/times of the show performances for approval by the Committee;
- finding a suitable theatre;
- preparing and maintaining the Rehearsal & Show Plan;
- selecting and directing the cast;
- coordinating production needs with the crew members who are responsible for production support services (props/costumes, choreography, tabs/curtains, lighting, audio, make-up, publicity, ticketing, prompt, etc); and
- taking into account any applicable BVP guidelines.

### PRODUCTION SCRIPT

The Director is responsible for ensuring that the script is unlikely to cause offence between casted BVP members or with the expected audience by taking into account

- script (including double entendre);
- movements;
- costumes; and
- age, ethnicity, sex, sexual orientation, disability of the BVP cast and of the expected audiences.

The Director will release the script and any updated versions via an appropriate communications tool, eg Whatsapp group organised for the production.

## REHEARSAL & SHOW PLAN

The Director is responsible for preparing a Rehearsal & Show Plan including

- costumes;
- the dates, times and venues of rehearsals;
- deadline(s) for books down;
- which actors are required at which rehearsals; and
- the dates, times and venues of the performances (provisional until approved by the Committee).

The Director will issue the plan and, after consulting with the BVP cast, circulate updated versions via an appropriate communications tool, eg WhatsApp group organised for the production.

In productions involving chorus/supporting juniors, the Director must be considerate about the rehearsal schedule for juniors and try to organise rehearsals in a way that chorus/supporting juniors do not always need to be present.

## CASTING

Prospective actors will receive the Production Script and the Rehearsal & Show Plan before they are required to decide whether or not to accept a role identified by the Director.

All prospective actors should read the script and think carefully before deciding if they are able to fully commit to the script and plan. If they can't, then they shouldn't accept the role.

## MANAGING CHANGES TO THE PRODUCTION SCRIPT AND REHEARSAL & SHOW PLAN

If there is anything in the script and/or plan with which an actor feels uncomfortable, these must be brought to the attention of the Director **OUTSIDE REHEARSAL TIME** but as soon as possible.

The Director will take into account the views expressed by cast members before making a decision.

**The Director's decision is final.**

## ATTENDANCE

ALL actors must punctually attend every rehearsal unless instructed otherwise by the Director. The club acknowledges that there may be extraordinary circumstances including ill health which may prevent an actor from attending a rehearsal. In these situations, the Director must be notified as soon as possible.

Actors must familiarize themselves with the whole story in order to understand their own character and their interaction with other actors.

## HEALTH AND SAFETY

Anyone participating in rehearsals and shows must be fully compliant with applicable Italian health and safety requirements as well as any other requirements stipulated by the BVP Club.

Similarly, anyone participating in rehearsals and shows who does not feel well or who may be a risk to the health and safety of other BVP cast must discuss the issue with the Director outside rehearsal time, on how to proceed.

### ZERO TOLERANCE OF VERBAL ABUSE

There is never any excuse for being rude to fellow members of the BVP, either to their face or behind their back. In particular, rehearsals can sometimes be stressful and it is important to understand the needs and feelings of other participants and appreciate, if not necessarily concur with, their opinions. Membership of BVP is about having fun while working together to put on a polished and professional show. There is no place for personal antipathy.

### LINE MEMORIZATION

Actors should start learning their lines as soon as they know which character they are playing. The date for books-down is defined in the Rehearsal & Show Plan.

### MOVES AND POSITIONS ON STAGE

Not to be forgotten, actors should start learning their entrances/exits, movements on stage and prop locations as soon as practical.

### DRESS REHEARSAL AND SHOW CHANGING ROOMS/AREAS

A production invariably involves actors of both sexes and often involves both adult and junior actors.

Juniors must only change with other juniors of the same sex and appropriate arrangements must be implemented such as using curtain dividers if there are logistical problems regarding available changing rooms.

Unless specifically authorised by the Director for supervising junior changing rooms/areas, adults are not permitted into these rooms/areas.

Beneath costumes, actors must be modestly dressed to avoid causing offence when changing into/out of costumes.

No visitors other than the Director, the cast and crew are allowed into the changing rooms/areas unless specifically authorised by the Director.

### COSTUMES AND/OR PROPS

When given costumes and/or props, it is an actor's responsibility to look after them for the duration of the production.

Props must be returned immediately after the final show.

Costumes must be returned washed and ironed within 2 weeks after the final show.

### MAKEUP

Actors will be required to wear some makeup onstage during the dress rehearsal and performances.

Any actor allergic to makeup must inform the make-up artists.

### RESPECTING REHEARSAL AND SHOW LOCATIONS

BVP cannot succeed without the use of locations belonging to third parties and it is paramount that the property of others is respected.

The cast and crew are responsible for leaving rehearsal and performance locations in a tidy and clean condition.

Food and drink must be handled and consumed while minimising spills, the spread of crumbs, etc. Any unconsumed food/drink must be taken away by the member who originally brought that food/drink.

In changing rooms/areas, any waste (food/drink packaging, make-up wipe tissues, etc) must be segregated into the 'raccolta differenziata' waste bags that are provided.

**As a member of the Benvenuto Players, please show respect towards everyone involved in the production as well as towards the rehearsal and performance spaces.**