

# Center Stage Theatre

## Policy Manual

### Introduction

Center Stage Theatre began in 1974 as Comstock Community Theatre. Center Stage Theatre's mission is to create opportunities for community participation in enriching theatrical experiences with a focus on inclusion and quality. Also, to generate the necessary resources and efficiently manage those resources to support the mission.

Center Stage Theatre (CST) is governed by a volunteer Board of Directors made up of elected Executive Board officers and appointed Directors at Large. The Board is supported by an elected volunteer group called Spotlighters.

### Section A: Production Season

- 1) The CST season begins with the fall show and runs through the following summer's production.
- 2) The fall show will normally be a children's show with a cast of 6-18 year olds (first graders through seniors in high school).
- 3) The winter/spring show will normally be an adult show with a cast over the age of 15.
- 4) The summer show will normally be a musical including ages 6 and above.

Exceptions to any of the above age limits may be made by the Director with Board approval. All ages are as of the audition date for the show.

### Section B: Play Selection

Productions will be selected by a majority vote of the Board after receiving recommendations from the Play Selection Committee. Productions will be chosen based on cast size and diversity, appropriateness for family viewing, costumes and sets, most recent local performance, and potential popularity for cast and audience. It will be the practice to wait approximately 10 years between productions of a particular show.

### Section C: Hiring/Choosing Staff

- 1) A "call for staff" notice will be put on the website, Facebook pages, and also included in any newsletter or other appropriate media to announce the need for paid and unpaid staff.
- 2) All potential staff will be asked to submit a resume if one is not currently on hand. Resumes will be distributed confidentially to Board members. Paper files will be maintained by the President.

- 3) Resumes will be kept on file for two years. After that time, a new/updated resume will need to be submitted.
- 4) Potential paid/contracted staff should be reviewed by the Board before an offer is made or contract signed.
- 5) Non-paid staff may be chosen by the Director and/or Producer.

#### **Section D: Criminal Background Checks**

- 1) All CST Board members and Spotlighters are required to agree to a criminal background check upon joining the Board.
- 2) All paid/contracted staff and certain volunteers will be required to agree to a criminal background check.
- 3) The release for the criminal background check will be processed by the CST Board member or Spotlights designated as the Coordinator. All submitted information and final results are completely confidential and will be treated as such.
- 4) The following convictions will disqualify the individual from involvement with or cause immediate dismissal from a CST production:
  - a. Any felony conviction regardless of date.
  - b. Any misdemeanor conviction involving criminal sexual misconduct, kidnapping, child abuse, or crimes of violence or exploitation against children, regardless of date.
  - c. Any misdemeanor conviction involving drugs, violence or dishonesty, or two or more DUI convictions within the last five years.
  - d. For certain positions (cash handling), any misdemeanor within the past ten years involving dishonesty.
- 5) Background checks will be valid for three years. After which, new checks must be run.

#### **Section E: Auditions**

Auditions fulfill two functions: 1) To allow the Director and key production personnel to see who might best fit the parts to achieve the aims and requirements of the show; 2) To allow the auditioning person / parents to see the extent of the commitment and expected skills so that they can determine if it really is a show for them.

- 1) Audition announcements shall be placed on appropriate media, Theatre Kalamazoo resources, Arts Council resources, and communicated via the CST website and Facebook pages.
- 2) Auditions are open to all who fall within the parameters of the particular show. See Section A of this Policy Manual.
- 3) Show Producer is responsible for making arrangements with the Auditorium Manager for the use of the Colt Center and Auditorium, other contacts for an alternative site, or virtual option as needed.
- 4) Show Producer is responsible for coordinating with the Director to have the appropriate paperwork available for auditions, including, but not limited to: the

- Welcome Packet (with a link to the Policy Manual), application, scripts, songs (music book), other forms and sign-up sheets as needed per show. Clear statements of what will be expected of the cast are essential. This material can be provided ahead of time electronically or as hard copies handed out at auditions.
- 5) Board members and Spotlighters are expected to help at auditions as needed by the staff.

## **Section F: Rehearsals**

To stage a top-quality production, rehearsals need to be organized and efficient so progress is made and learning takes place. Rehearsals are typically scheduled Monday through Friday evenings. Rehearsal schedules will be distributed at the Company Meetings and will also be available electronically to cast members/parents. All known conflicts need to be noted on the conflict list, which is provided with the audition packet.

To keep rehearsals running smoothly, especially with large casts, there are certain expectations of all cast members. All cast members will be asked to sign an Actor Agreement Form containing the following:

1. I will be on time and ready to work for all production activities including rehearsals and shows.
2. I understand that not all cast members may be scheduled to rehearse every day.
3. I will not make schedule changes that alter my availability for rehearsals after I have made a commitment to the show and filled out my conflicts list.
4. If I miss a rehearsal that isn't on my conflicts list, it will count as a verbal warning.
5. I understand that if my availability changes drastically after I fill out my conflicts list, the Director may choose to replace me.
6. I understand that there will be no conflicts accepted during Tech Week or during a performance. There may be additional no conflict time periods depending on the show.
7. If I am running late or must miss a rehearsal not listed on my conflict list, I will contact the Assistant Director or Stage Manager and let them know as soon as possible.
8. I will sign in on the "Call Sheet" when I arrive at rehearsal. I understand if I do not sign in, I will be receiving a courtesy reminder call from the Assistant Director or Stage Manager.
9. I will wear my name badge at all times, unless otherwise instructed.
10. I will wear appropriate: shoes (closed toe, no flip flops) and clothing (easy to move in, non-revealing) for the task at hand. If not, I may be asked to sit out of the activity.
11. I understand that Center Stage Theatre may have a closed rehearsal policy in effect for a particular show. In that case, only staff, cast, crew, and production team members are allowed to sit in rehearsals. The Director will let me know if the rehearsals are open or closed.
12. I will be respectful of fellow actors, staff, and crew members at all times.
13. I will be respectful of the rehearsal and performance spaces. I will pick up my trash and keep food in its designated area(s).

14. I will be respectful of all Center Stage Theatre property, including scripts, costumes, and props (examples: no eating or smoking in costume, keeping dressing rooms clean, putting costumes away properly, not touching props that aren't mine).
15. I will not be destructive of property belonging to others.
16. If something is wrong with any facility, I will report it to a staff member.
17. I will not chew gum during rehearsals or productions.
18. I will use appropriate language and behavior.
19. I understand that harassment of any kind including threats of physical violence, bullying, sexual innuendos, racial slurs, etc. will not be tolerated. If harassment occurs, I will immediately report this to the Producer, Stage Manager, Director or any Board Member.
20. I will not attend any Center Stage activity under the influence of alcohol or any other drug that may adversely affect my ability to participate.
21. I will not illegally photograph/record any copyrighted materials, including rehearsals, costumes, sets, props, etc. I understand this could have legal consequences for Center Stage Theatre.
22. I will only post to social media with photos and video concerning the production, when directed by the Marketing Team.
23. I will not use actions or words in person or on social media that reflect negatively on this production or on Center Stage Theatre.
24. I will review all paperwork so that I am up-to-date on schedules, policies and procedures, volunteer opportunities, etc.
25. I will not make changes to my physical appearance after I have been cast without approval from the Director (example: no changing hair color or cut, no new tattoos or piercings, etc.).
26. I will attend strike after the final performance and work until dismissed by the area supervisor.

## Section G: Disciplinary Policy

### Disciplinary Actions - Ages: 6-17

Please be advised that there is a **4 strike** policy in place for young people at CST. If you are participating in a production, you agree to follow the basic behavior associated with being involved in a large group activity. If you are unable to meet these requirements, you may be asked to leave the production. The below list is not complete, but a guideline for behavior.

- Be respectful.
- **NO BULLYING or INTIMIDATION** - Bullying may be grounds for **instant** expulsion from the production!
- Listen
- Follow directions.
- Do not disrupt or interrupt rehearsal.
- Pay Attention- A show has many moving parts and special effects. We don't want anyone getting hurt
- Keep Talking to a Minimum - We all like to chat with our friends. Do this during a break

- Be Prepared - Arrive five minutes early and be ready to go when rehearsal starts. Wear appropriate clothing for activity.
- Keep facilities clean.
- Follow instructions given by parent monitors and Staff.

If guidelines or items on Actor Agreement are not followed:

**STRIKE 1:** Verbal Warning

**STRIKE 2:** Note sent home to Parent/Guardian(s) describing incident: Before participant will be allowed to come back to rehearsal, the parent/guardian will need to sign the note stating he/she has seen the note and has had a conversation about the undesirable behavior(s).

**STRIKE 3:** Talk with Parent/Guardian(s): A parent or guardian will be called and informed of disruption. They will be asked to come to rehearsal and talk with the Producer and the participant to come to an understanding.

**STRIKE 4:** Dismissal from Production: If after the above actions have been followed and there is still a further incident, participant's involvement in the production will be terminated.

### **Disciplinary Actions - Adults 18+**

Please be advised that there is a **3 strike** policy in place for adults at CST. If you are participating in a production, you agree to follow the basic behavior associated with being involved in a large group activity. If you are unable to meet these requirements, you may be asked to leave the production.

If items on the Actor Agreement are not followed:

**STRIKE 1:** Verbal Warning

**STRIKE 2:** Second Verbal Warning

**STRIKE 3:** Dismissal from Production: If the destructive behavior continues after you have been spoken to twice, you will be asked to leave the production.

All disciplinary actions will be tracked by the Assistant Director or Stage Manager for efficiency of follow-up. This will be part of the staff wrap-up meeting at the completion of each rehearsal. Participants who are asked to leave a production are welcome to audition for another CST production with permission of the Producer and Director.

### **Section H: Volunteer Expectations**

CST requires each cast member/family to complete one task in each of five areas of volunteer activity for a production. Our great shows are only possible with the help of our cast members/families who step up as volunteers. CST understands that life is sometimes complicated, and we're willing to work with cast members/families and their situations. Please contact the Volunteer Coordinator or the Producer if any of these requirements are an issue for you.

Please choose one from each section, as appropriate:

- 1) A parent/guardian/family member with a child(ren) younger than 15 years old involved in the production is required to serve as a Parent Monitor at least once during the rehearsal/production period. This is not required of adult cast members or those with children 15 years and older in the show.
- 2) Each cast member/family is required to:
  - a. Sell 1 business ad or
  - b. Sell 3 well-wisher ads or
  - c. Solicit donations or purchase items to assemble into a raffle basket.
- 3) Each cast member/family is required to attend one set build/paint session or help with the set load in.
- 4) Each cast member/family is required to participate in one of these show activities:
  - a. Tech Sunday food set up/clean up or
  - b. Usher for one show or
  - c. Concessions sales at one show.
- 5) Each cast member/family will donate:
  - a. One case of mini cans of Coke, Diet Coke, or Sprite for concessions or
  - b. One large box of candy for concessions.

## **Section I: Props/Costumes/Sets/Microphones**

Props, costumes, sets, and microphones should be treated with respect and care. These are vital to the production and can be dangerous if broken or misused and are expensive to replace.

### Props/Costumes:

Props and costumes are designed to fit the overall feeling of the production. A missing prop can change the meaning of an entire scene. An incomplete or damaged costume can limit an actor's ability to perform.

- 1) Props and costumes will be provided by CST unless otherwise noted. Help may be solicited from production volunteers to create props or costumes. Cast members may be asked to provide general costume parts (i.e. dark pants, shoes, leggings, white blouses or shirts, etc.). If a cast member is unable to provide these items, they should contact the Producer and arrangements will be made to help.
- 2) Cast members should only touch props and costumes that belong to their character and only when getting it, using it, or putting it away. Anyone repeatedly violating this rule will be subject to the appropriate disciplinary policy consequences. Props and costumes should be put away per staff instructions at the end of every rehearsal and performance.
- 3) Any problems or damage to a prop or costume should be reported immediately to the appropriate staff member. Props and costumes should not be changed or replaced without the permission of the Director.
- 4) Complaints/comments about props or costumes should only be made if the item is unusable or dangerous.

## Sets:

A lot of planning and hard work goes into the building of our sets and set pieces. They should be treated with care and respect.

- 1) Cast members should not stand on, sit on, or climb over set pieces that are back stage. This could damage the set piece and is dangerous for the cast member.
- 2) Any damage or safety concerns should be reported immediately to the Stage Manager, Director, or Producer.

## Microphones:

Not all cast members will be assigned microphones.

- 1) Microphones should not be shared unless directed to do so.
- 2) The microphones will be kept by the Sound Designer. Each cast member should pick up their microphone after signing in and before having their make-up or hair done.
- 3) Once the cast member has their microphone, it should not be adjusted unless given specific instructions.
- 4) When the performance is over, the microphone and belt should be returned to the Sound Designer before getting out of costume or greeting audience members.

## **Section J: Box Office/Tickets**

- 1) A CST Board member should be in or near the box office when it is open.
- 2) No refunds will be given for tickets already purchased.
- 3) Tickets can be exchanged for another performance of the same show.
- 4) Adult tickets \$15.00, Senior/Student tickets \$12.00
- 5) Ticket prices for the Sensory Show may be lower than listed above.
- 6) "Seniors" are defined as 60 years old and older
- 7) Children under the age of two don't need tickets but must sit in the lap of an adult if seating is limited.
- 8) Group discounts may be set with Board approval
- 9) Two complimentary tickets each are given to Comstock School Officials (School Board members, Superintendent, High School Principal, and Auditorium Manager).
- 10) Complimentary tickets need to be picked up (or given out) before the show for which they will be used.
- 11) Money taken in should be counted and totaled by two people, one being a Board representative.

## **Section K: Non-discrimination Policy**

Since its inception in 1974, Center Stage Theatre has been committed to providing an inclusive and welcoming environment for all members of our organization. Center Stage Theatre does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression or identity, age, national origin, political persuasion, disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of cast and crew members, and treatment of audience members.

Inquiries regarding Center Stage Theatre's Non-discrimination Policy should be directed to the Board Producer. This policy was adopted by the Board of Directors on January 13, 2020.

## **Section L: Harassment**

It is the policy of Center Stage Theatre to maintain a performing and educational environment free from sexual, racial, ethnic, religious, age-based, disability, sexual orientation and gender expression harassment. Harassment of others, in any form, will not be tolerated. CST believes that with a combination of respect, communication, common sense and empathy, an environment can be created that prioritizes safety while also producing creative work of the highest quality.

Harassment is defined as aggressive pressure or intimidation with the purpose or effect of violating the dignity of an individual or creating an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment includes, but is not limited to, threats of or actual physical violence, bullying, sexual innuendos or jokes, racial slurs, insults, destruction of property, unwanted physical contact, and cyberbullying.

If you feel you are being harassed or you see others being harassed, immediately report it to the Producer, Stage Manager, or Director. You may be asked to submit a written report of the situation.

All reports of harassment will be treated seriously and promptly investigated. The investigation may include interviews with all those involved, including the alleged harasser or discriminator, and anyone else who might be aware of facts or incidents alleged to have occurred.

At the conclusion of the investigation, CST will advise you that the investigation has concluded and share information as may be appropriate under the circumstances.

If it is determined that harassment or discrimination has occurred, prompt, remedial action will be taken as determined by CST.



## Section M: Privacy Policy

At CST, we are committed to protecting your privacy. This Privacy Policy explains how we protect your personal information and your choices concerning the use of that information.

- 1) The information we collect and how we use it: We collect information on the CST website in order to make it possible for you to access all its features and to enhance your overall online experience. You can browse our site without submitting any personal information. We also collect information when you order tickets or make a contribution online, by mail, or phone.
- 2) Information provided by you: When you visit our website or call our Box Office, you will be asked to provide your name, mailing address, email address, and phone number. If you wish to purchase tickets or make a contribution using a credit card; you will be asked for your credit card number, expiration date, and security code.
- 3) Information shared with third parties: CST does not share, sell, or rent email addresses. We may employ outside agents, meaning other companies or individuals, to perform functions on our behalf. These may include sending postal mail, email, analyzing data, providing marketing assistance, processing credit card payments, and providing customer service. These CST agents have access to personal information needed to perform their functions, but may not use it for any other purposes. CST may also release personal information when we believe, in good faith, that such release is necessary to enforce or apply the provisions of our Terms of Use or to protect the rights, property or safety of CST, our users or others.
- 4) Security of your information: When you purchase a ticket or make a donation online, we need to obtain your credit card number, expiration date, and billing address. This information is encrypted for transmission and stored securely at CST. Our site has security measures in place intended to protect against the loss, misuse, and alteration of the information under our control. CST uses industry standard encryption to contribute to the security of the personal information you provide. We strive to protect your personal information; however, CST cannot ensure or warrant the security of any information you transmit to us.
- 5) Links to third party sites: To provide you with access to related information, our site contains links to third party websites. CST is not responsible for the privacy practices or the content of any of these linked sites.
- 6) Correcting or updating personal information: If your personal information changes, we will gladly correct, update, or remove any data you have previously provided to us. You may change your personal information at any time by sending CST an email to [marketing@kzoocst.com](mailto:marketing@kzoocst.com). We may retain a copy of the prior version for our records.
- 7) Opt out: CST may send information to users about new offerings and special values. To help us make emails more useful and interesting, we may receive a confirmation when you open email from CST. You may choose to opt out of receiving such mailings by clicking “unsubscribe” or by contacting the administrator at [marketing@kzoocst.com](mailto:marketing@kzoocst.com). You may also opt out of receiving third party information by contacting [marketing@kzoocst.com](mailto:marketing@kzoocst.com).
- 8) Demographic information: Demographic and profile data may be collected at our site for our internal administrative or marketing purposes. CST does not provide such information in any form to third parties.

- 9) IP address: We automatically associate IP (internet protocol) addresses for statistical purposes. IP addresses are logged per user session and help to determine how often areas on our site are visited. CST does not track IP addresses with any of your personal information, so we will never link an IP address to a specific user. We also monitor traffic patterns and site usage to help us develop and improve the design and layout of the site.
- 10) Cookies: We use cookies to improve your experience at CST. “Cookies” are small pieces of information that a Web site transfers to your computer’s hard drive for record-keeping purposes. Cookies in and of themselves do not personally identify users, although they do identify a user’s computer. You are always free to decline our cookies if your browser permits. Even without a cookie, you will still be able to use most of the features on our site; however, you will not be able to purchase tickets or make an online contribution.
- 11) Your acceptance of these terms: By visiting the CST site, you consent to the terms of this Privacy Policy and to the collection and use of the stipulated information by CST. We will always fully disclose our privacy policies, and we will promptly post any changes to our policy on this page.  
You agree that CST may retain and use your personal information as described in this policy until you inform us that you do not agree with this Privacy Policy and agree that you will not use the CST website for a reasonable period of time thereafter. By using this site after we post any changes to this Privacy Policy, you agree to accept those changes.

#### Contacting us about our website

If you have any questions about this Privacy Policy, the practices of this site, or your interactions with CST, you can contact: [cstkpresident@gmail.com](mailto:cstkpresident@gmail.com).

#### **Conclusion:**

Center Stage Theatre is a private organization and performing, taking classes, or participating in any other Center Stage Theatre activity is always at the sole discretion of Center Stage Theatre.

Center Stage Theatre is within its rights to revoke, suspend and/or permanently ban anyone from participating in some or all Center Stage Theatre activities, with or without cause.

Current or prior permission to perform or participate in Center Stage Theatre activities is not a promise or guarantee of future permission.

The reinstatement of any permission to participate in any Center Stage Theatre activity will be at the sole discretion of Center Stage Theatre.