

Expressions Community Theater History

Expressions Theater was founded as a community theater in 2007 as a part of the Lakeville Area Arts Center and the City of Lakeville Parks and Recreation Department. It is still part of the city today. The directing and tech staff are employed and/or contracted by the City of Lakeville.

In its early stages, Expressions performed three shows per year, but in 2019 began a 4 show season. Shows are typically staged in November, February, April and August. The Company calls the Lakeville Area Arts Center home, which has a seating capacity of 150-250 seats depending on the seating configuration. Typically all four shows are performed in this space.

Mission Statement

Expressions Community Theater strives to share entertaining, inspiring, and dynamic stories on stage through quality theatrical productions.

Vision Statement

To continually and inclusively enhance and enrich the artistic culture of our community.

FOR ACTORS AND CREW

ALLERGIES

The medical needs of you and those around you matter. This includes allergies. You can assist by not wearing strong fragrances and perfumes (deodorant is okay and encouraged). This can also include not eating allergy-triggering foods without checking with those around you.

ATTIRE FOR REHEARSALS

Follow the instructions of the Director and Stage Manager. Please DO NOT go without shoes unless informed that it is safe to do so and is required for the production. The stage floor is considered unsafe without proper footwear.

BIOGRAPHIES AND HEADSHOTS

You will be asked to submit a biography and a headshot for the program to your Director and Stage Manager. If you do not have a headshot we can take a photo for you. Your Stage Manager and Director will communicate with you regarding the timeline for submission. All bios should be emailed to the Stage Manager by the established date.

The purpose of a biography is to inform our patrons of who you are and what wonderful things you have accomplished in your theatrical career. But keep in mind, shorter is always better.

CLOSED REHEARSALS

Rehearsals at Expressions Theater are closed to observers. If you have a friend, partner, child, or parent who wants to come to rehearsal with you, please ask your Director and Stage Manager for approval.

COMMUNICATION

Communication is vital to any production. Verbally acknowledge information from the Stage Manager (“Thank you, five.” or “Thank you, places.”) Your Stage Manager is your liaison and the hub of show information. If they don’t have the answer to a show-related issue, they know who to ask. Notify your Stage Manager or Director if you notice anything or anyone that is unsafe in or around the building.

COMPS

Each member of the production is given two comp tickets to be used during the run of the show. You will be provided with a link to use where you can reserve seats for the patrons that are using your comp tickets.

FACILITIES

The majority of rehearsals will take place in the Lakeville Area Arts Center theater. When the Arts Center is not available, the Director and/or Stage Manager will advise the location of the rehearsal.

FIRST REHEARSAL

There will usually be a readthrough and oftentimes table work as well. Actors might get to see the set design and discuss the director's vision for the production. Actors will receive the Actors Handbook, and it will need to be reviewed and signed at the first night of rehearsal.

LATE ARRIVALS

As a cast or crew member, please call your Stage Manager if you are going to be late for rehearsals or performance call time. Even if it's just 5 minutes, please call or text so that the Stage Manager does not have to call you.

SAFETY

Personal safety is of utmost importance at Expressions Theater. As each production is unique, there are often changes between shows or repeated use of show elements that can lead to wear and tear. If you notice a potential hazard or danger, even a broken prop or torn costume, please report it to the Stage Manager or the building attendant immediately so that the incident can be documented and the safety concerns can be addressed.

SAFETY ON STAGE

This includes any form of violence, sexual and intimacy blocking, and fast movement. Choreography and blocking of a violent or intimate nature is only rehearsed with consent from all actors involved and should include

open communication between the actors, director, choreographer, and stage manager. Any agreed upon blocking and choreography is to be rehearsed and locked in with full approval from all involved and shall not change. Any changes or accidents that may occur during rehearsals or performances will be immediately addressed and put back to approved choreography. This could require pickup rehearsals and additional fight calls. Report any concerns to the Stage Manager.

ACCIDENT AND INJURY REPORTING

a) In the event of any emergency, volunteers are requested to:

- i) Call 9-1-1 for help; and
- ii) Assist the individual in need of help; and
- iii) Contact the supervisor in charge to assist in the medical emergency.

b) Accident Reporting Procedure:

- i) All accidents shall be reported to City staff immediately. If no City staff is available, the accident shall be reported to the City within 24 hours.
- ii) If the volunteer sustains serious injury, the supervisor is to notify the Department Director as soon as possible.

c) Volunteers are allowed to use City first aid kits should they be available. However, there may be circumstances under which first aid kits are not available, and volunteers are responsible for providing their own first aid kit materials.

DRUG AND ALCOHOL USE

a) The City recognizes that alcoholism and other drug dependencies are a significant social problem with a potential for causing severe effects to the City. The City recognizes that it has a responsibility to attempt to maintain a drug and alcohol-free environment for its volunteers. Consistent with this understanding, the City has an obligation to ensure that its volunteers perform their duties efficiently, safely, and in a professional business-like manner. Therefore, the purpose of this policy is to set forth the rules

regarding alcohol and other drug use, including unlawful drug abuse while performing their duties.

b) No volunteer shall be permitted to perform their duties while under the influence of alcohol, marijuana, controlled substances, or other drugs which affect their alertness, coordination, reaction, response, judgment, decision-making or safety. Such volunteer is under an affirmative duty to immediately notify their supervisor that they are not in appropriate mental or physical condition to perform their duties.

c) No volunteer shall unlawfully manufacture, distribute, dispense, possess, transfer, or use a controlled substance in the areas where volunteers perform their duties. The City shall notify the appropriate law enforcement agency when they have reasonable suspicion to believe that a volunteer may have illegal drugs in their possession while performing their duties or on city premises.

ZERO TOLERANCE OF VIOLENCE

a) The City will not tolerate violence on or around its premises either by or against staff members, volunteers, or members of the public. Staff members and volunteers are expected to treat other human beings with respect and dignity.

b) Any incident of violence should be reported promptly to the appropriate supervisor. Violence includes, but is not limited to verbal or physical intimidation, contact, or threats.

c) Reported incidents are subject to investigation or corrective actions by the City supervisor.

d) Any volunteer who does not comply with this policy may be subject to corrective actions or dismissal.

Tech Week and Performances

ACTOR'S ENTRANCE Actors are asked to enter through the North Door and sign in upon arrival. The Stage Manager will set up the sign-in sheet and establish what the call time will be. If you are running late, please call the Stage Manager and let them know your situation.

COSTUME CARE

Expressions Theater has had a history of actors providing their own costumes. The Director will establish the date costumes are due and will approve them. In some instances, Expressions will provide the actors' costumes. The Director and Stage Manager will work with the actor in these cases.

- All costumes, whether provided by Expressions or actor-supplied, should be kept in good repair and cleanliness.
- If repairs are needed, please let the Stage Manager know what repair is needed and provide ample time for the repair to be made.
- The actor is responsible for laundering and freshening costumes during the run. If the costume is supplied to you, please check any freshening and laundering details with the Stage Manager before cleaning/freshening the costume.
- Do not eat, smoke, or drink beverages (other than water) while wearing your costume. This applies to either actor- or Expressions-supplied costumes.
- Costumes must be hung up after every performance. Expressions will provide racks and hangers to hang up costumes.
- Wigs must be placed on supplied styrofoam heads.

Expressions Theater understands that accidents do happen. However, if a costume is damaged or destroyed by the actor due to misuse or neglect, the actor will be held responsible for the replacement/fees.

CURTAIN CALL AND GREETING GUESTS

After the curtain call, Expressions has had a tradition of actors meeting patrons in the front lobby in costume. Due to the current climate and protocols, this tradition will be evaluated on a show-by-show basis. The Director will communicate what to do after curtain call during tech week.

DRESSING ROOM COURTESY

There is one dressing room that is used by all genders. There are two restrooms on stage left and one restroom on stage right that have doors for changing privacy. Actors are asked not to use the theater's public restrooms adjacent to the art classroom. Those are reserved for patrons.

- Keep your area clean and respect the privacy of others.
- Speak quietly in all areas backstage, especially after the house opens. The Stage Manager will announce when the house is open.
- Please be aware of heavy fragrances and hair products that may cause irritation to the other actors. If special accommodations need to be made, please let the Stage Manager know.
- Refrain from bringing restricted foods and open top beverages into the dressing rooms and back stage. Please eat before you come to the theater.
- Do not take pictures/videos in the dressing rooms while others are dressing/changing.
- If a private dressing room is preferred, please talk to the Stage Manager to discuss accommodations.

MAKEUP

Expressions typically does not provide makeup. An exception would be special effects makeup. Arrangements will be made with the production staff to procure out of the ordinary items. Makeup will be discussed with the Director during tech rehearsals.

PROPS

Props are provided by Expressions Theater and will be set on prop tables by the Stage Manager before every performance. The Prop Master/Stage Manager may ask for the actors' help in procuring all of the props needed for the show. Keep in mind that props do break. Do not bring in any prop that has value to you; the company will not reimburse you for a broken prop.

- Actors must check and stage their props. In other words, get your props from the prop tables to where you want them staged for the performance.
- If it is not your prop, do not touch it!

STRIKE

Actors are expected to participate in strike in any way they are able. This can include but is not limited to: cleaning the dressing rooms; assisting with costumes, props, and set pieces and returning them to their proper storage space; striking the set; and painting the stage floor. Actors are expected to remain until the strike is finished, and they are dismissed by the Director.

Expressions Theater Policies

Adult/Minor Interactions

Expressions Theater productions may include both adult and minor actors. While interaction during rehearsals is going to happen, we strongly discourage contacting/interacting with minor cast/crew outside of rehearsals and performances.

- Sharing of any media sites, personal communication using multimedia, social networking, or phones (both calling and texting) between an adult and underage cast/crew is inappropriate without the knowledge and approval of the parent or guardian.
- All communication with anyone under the age of 18 must go through the parent or guardian.
- Any rehearsals with underage cast/crew must have a third-party present.

- Parents/Guardians must pick up their underage actor/crew by entering the building and acknowledging to the Stage Manager or Director that they are picking up the actor or crew member.

Violations of these policies may result in disciplinary action up to and including immediate dismissal from the production.

CAST AND CREW

Whenever possible, diversity and inclusion will be encouraged in both casting and assembling production teams.

HARASSMENT AND SEXUAL HARASSMENT

Expressions seeks to provide procedures to prevent harassment and sexual harassment and outline a recourse if it occurs. This booklet contains a Concern Resolution Path to be utilized.

Harassment includes, but is not limited to

- Inappropriate or insulting remarks, gestures, jokes, innuendos, or taunting about a person's racial or ethnic background, color, place of birth, citizenship, socioeconomic status, religion, sex or gender, sexual orientation, age, ancestry, creed, or disability.
- Unwanted questions or comments about a person's personal life.
- Posting or displaying of materials, articles, or graffiti, etc. which may cause humiliation, offense, or embarrassment.

Sexual harassment is defined as:

- One or a series of comments or conduct of a gender related or sexual nature that is known or ought to be reasonably known to be unwelcome, offensive, intimidating, hostile, or inappropriate.
- Sexual solicitation or advances made by a person in a position to confer, grant, or deny a benefit or advancement.
- Reprisal or threat of reprisal for the rejection of sexual solicitation of advance where the reprisal is made by a person to grant, confer or deny benefit or advancement.

SOCIAL MEDIA AND PICTURES POLICY

Expression Theater follows an “ask first” policy with regard to social media posts. All involved in the production must obtain permission from all persons appearing in photos, videos, music clips, or journal entries. We require that all posting be respectful toward your fellow cast and crew and the patrons of the theater.

SAMPLE

Concern Resolution Path

Creating a safe and comfortable environment for all members of our team is important to this company. We take concerns seriously and seek to address issues in a sensitive and timely manner. The following individuals are available to help you resolve any concerns or issues that may arise.

We encourage concerns of Level Two and above to be made in writing when possible.

Level One: If you feel comfortable doing so, we encourage you to first directly address your concern with the individual(s) involved. This helps to foster an honest and open community and is often the fastest path to a resolution.

Level Two: If you are not comfortable directly addressing the individual(s) involved, or if no resolution can be agreed upon, your next points of contact can be either of the following: Stage Manager and/or Director.

SAMPLE

Director

SAMPLE

SAMPLE

Stage Manager

SAMPLE

Level Three: If an issue has not been resolved through Levels One and Two, please contact:

SAMPLE

Arts Center Manager

SAMPLE

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SAMPLE

(SHOW):

I have read and understood the Expressions Community Theater Actor's Handbook and agree to adhere to the policies outlined within.

Cast Member Signature

Name (Printed)

Signature Date

SAMPLE