

**Lexington Youth Theatre**  
**Cast Member and Crew Responsibilities & Expectations**  
**(2018 with signature page)**

Being a part of an LYT production is a big responsibility and commitment. You are a member of a team and in order for the team to function well, all team members need to be present and working together. We want to put on a production that you, your family and friends will be proud of and that takes a whole lot of dedication and work!

- **We need you at rehearsals when you are supposed to be there!!**  
All cast members are important regardless of the role they are assigned.
- **Schedule Changes:** It is your responsibility to check the web site or emails daily for any possible schedule changes that would impact you.
- **Absences** are excused for medical, school, family, etc. type conflicts, but are expected to be kept to a minimum.
- **Conflicts:** If a cast or crewmember knows in advance of an absence, they need to let the Stage Manager know in person or by calling or emailing the Production Coordinator. If they are ill and unable to rehearse, please call/email the Production Coordinator by 3:00 that afternoon. **You are expected to indicate all conflicts on the conflict sheet included in the audition materials.** Please notify the director as soon as an unforeseen conflict becomes known.
- **Unexcused absences:** After three unexcused absences (no notification, unacceptable excuse, etc.), the cast member will be contacted and dropped from the production.
- **Tech Week Required—no excuses!!** All cast members are expected to be present for the last two weeks before the production (that includes tech week). Tech week, the week leading up to the production will involve long hours and everyone (crew included) needs to participate. Tech week starts the Saturday before the performance and runs every day, including Sunday through the last performance.
- **No unsupervised guests at rehearsals:** Cast members and crew should not bring younger siblings or friends that are not part of that day's schedule to rehearsals. We do not have the parent volunteer staff to supervise children that are not involved in the production.
- **No theft:** If a cast or crewmember is found to be "helping themselves" to other people's property, they will be dropped from the production—no excuses.
- **Respect and obey those in authority:** All cast and crew are expected to follow instructions from LYT board members, parent volunteers, and to respect those in authority. This will include, but not be limited to, not talking when asked, not eating when asked, and putting away cell

phones, iPads, other electronic devices, games and distractions when asked.

- **Zero tolerance for disrespectful and inappropriate behavior:** Cast members and crew alike, are expected to behave like “Ladies and Gentlemen” at all LYT rehearsals and functions. This means that any participants who act inappropriately by showing disrespect to the show, participants (children and adults), LYT and/or otherwise put the good name or success of the show in jeopardy may be asked to leave this show or not participate in future shows. There will be no tolerance for profanity, racial slurs, inappropriate sexual behavior, cruel teasing or disrespect to adults working and volunteering. (1<sup>st</sup> offense=warning; 2<sup>nd</sup> offense=call to parents; 3<sup>rd</sup> offense=dropped from production). Inappropriate actions include, but are not limited to, conversations, emails, Internet forums, text messaging, etc.
- **No Public Displays of Affection (PDA).** We have all ages and backgrounds participating in LYT. Cast and crew should keep their hands to themselves. You are here to make new friends and relationships, not romantic entanglements. PDA makes those around you uncomfortable. Please refrain from romantic physical activities while participating in LYT.
- **Respect rehearsal and performance spaces:** Cast members will be respectful of the rehearsal spaces used during rehearsals and of the Smith Civic Center during tech week and production. There will be no tolerance for destructive or disruptive behaviors.
- **Understudies:** Major roles may have understudies. The understudy must be willing to learn all lines, blocking, music, choreography, etc. If they are not willing to accept this responsibility, they must notify the director during the first week of rehearsals.

## Signature Page

**Show:** \_\_\_\_\_

**We have read and agree to abide by the Lexington Youth Theatre Cast and Crew Responsibilities and Expectations document.**

**Parent/Guardian:** \_\_\_\_\_

**Cast/Crew Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*\*\*Please sign and return with other required documents\*\*\***