PROTOCOL FOR SHOWS AND RELATED ACTIVITIES, WORKSHOPS AND OTHER EVENTS

This document is written with particular focus on the production of shows. It applies, by analogy, to similar activities involved in workshops and other events.

Unless attending as a one-off trial before deciding to join the Benvenuto Players (BVP), only BVP members can participate in show and workshop activities. 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 Board (outline of production and how it fits with previous BVP productions, target audience, expected cost of the script license, identification of potentially expensive set requirements, other information considered to be useful for the Board). There can be two joint Directors for a given show.

The Board 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 Board;
- finding a suitable theatre;
- preparing and maintaining the (Reading), Rehearsal & Show Plan;
- selecting and directing the cast;
- ensuring respect of applicable licenses and copyright;
- coordinating production needs with the crew members who are responsible for production support services (props/costumes, choreography, tabs/curtains, lighting, soundo, make-up, publicity, ticketing, prompt, etc); and
- respecting any applicable BVP requirements other than this document.

Directors have many responsibilities and it is recommended that they appoint a Show Steering Committee as support. However the Director remains solely responsible to the Board for all aspects of the show. Notwithstanding this, the Director may consult with individual members of the Board regarding any uncertainty, especially issues involving the protection of minors and privacy, pertaining to the show.

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 specifically organised for the production.

READING, REHEARSAL & SHOW PLAN

The Director is responsible for preparing a Reading, Rehearsal & Show Plan or, where no formal reading is envisaged, a Rehearsal & Show Plan. A Plan includes:

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

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

The Director may arrange auditioning as part of the casting process. The Director will make their cast selections with the aim of ensuring the quality of the performance.

Prospective actors will receive the Production Script and the Plan before they 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 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 be punctual in attending every reading and 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.

As the Director assumes responsibility of juniors during activities of shows and workshops, juniors cannot leave the premises unless agreed with the Director. Although the Director must ensure that juniors leave the premises safely, it is the fundamental responsibility of parents/guardians to arrange the collection and onward travel of their children at the scheduled end time of the activity or at an earlier time if agreed with the Director. An unexpected delay to collect a child at the intended time must be communicated to the Director as soon as possible. Only *force majeure* is a valid reason for delay.

Collection of a child by a person other than a parent/guardian must be communicated to the Director by the parent/guardian before the end of the activity.

In the case of only juniors being involved in the activity, the Director will ensure the presence of another adult (not necessarily a BVP member) to help safeguard the juniors.

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 Benvenuto Players. 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

Within the Benvenuto Players there is zero tolerance of any physical or verbal abuse, in person, in writing or using any form of social media. There is never any excuse for being rude to fellow members of the BVP. Aggressive use of swearing will not be tolerated either to their face or behind their back. 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. Any member failing to comply with this protocol may be required to leave BVP.

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

Actors should start learning their cues, 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 READING, 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 reading, 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 along with empty wrappers and bottles. Please be mindful of reducing plastic waste.

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

RESPECTING PRIVACY AND COPYRIGHT

BVP uses three IT platforms (BVP website, WhatsApp and Facebook) for promoting its activities or facilitating day-to-day operations. Being a BVP member means acceptance of its Privacy Policy which generically prescribes what can and cannot be uploaded and shared on these platforms. Images (photographs, videos, etc) which may cause embarrassment to those depicted and/or to viewers should not be taken and must not be shared.

A member taking an image of a BVP activity grants BVP the unlimited free use of the image with no specific reference to the copyright owner required if BVP uses its image.

Members are reminded that failure to respect these prescriptions may lead to cancellation of his/her BVP Membership. Moreover, this does not preclude legal action against BVP or the member by a third party as both privacy and copyright laws may have been infringed.

Also members should remind family and close friends who want to take photographs and make videos of BVP activities for their private use that such data cannot be uploaded to social media sites without prior permission from the Benvenuto Players.

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.