

## **Code of Ethics and Standard Operating Procedures The Laymen Playmen, Inc. (The Laymen Playmen)**

**Mission Statement:** The Laymen Playmen, Inc. is a multidenominational Christian Community Theater Group. Its purpose is to provide both adult and youth development emphasizing education in all facets of theater including: music, dance, speech and technical theater. The culmination of seven months of interactive participation is a polished theatrical production presented to the public. The proceeds from this production are used to help serve the needs of the less fortunate in the Hatfield Community.

### **Three Strikes Policy:**

- Cast members are expected to attend all scheduled rehearsals.
- Three unexcused rehearsals may result in exclusion from production.

### **Alcohol and Substance Abuse Policy:**

The Laymen Playmen does not condone, or approve the use of alcohol by any individual under the age of 21 under any circumstances. The Board of Directors of The Laymen Playmen shall take necessary measures to assure the use of alcohol or unlawful/unauthorized substances by any member does not endanger the health, safety, and security of other members, children, volunteers, and any of the sites where The Laymen Playmen may be rehearsing or performing. Unlawful manufacture, distribution, dispensation, possession, concealment, transportation, sale, or use of unauthorized substances on the premises, vehicles, or while conducting business off premises is absolutely prohibited.

### **Unauthorized Parties Policy:**

Any official functions conducted by The Laymen Playmen will be clearly communicated to all members of The Laymen Playmen. Typically this will include rehearsals, performances, as well as other possible meetings and functions. We realize the social aspect that occurs while preparing for our productions and most certainly do not want to discourage the camaraderie and fellowship that has become an integral part of our organization. That said, we must ask that no activities that are not directly arranged by, or approved by The Board of Directors of The Laymen Playmen be undertaken in the name of The Laymen Playmen. As a "Heads Up" to the parents of our younger cast members, The Laymen Playmen typically holds one cast party during the run of the show that is intended for all cast members. Please be

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aware that, if additional "Laymen Playmen" parties are mentioned that they are neither sanctioned nor supervised by The Laymen Playmen.

### **Cast Security Policy:**

- All cast members must check in and check out
- Parents must drop off and pick up children (12 and under) from the building
- NO ONE may wait alone in the parking lot for rides
- Everyone must leave the building in groups of two or more
- A person designated as a Security Monitor will be assigned at all rehearsals

### **Cell Phone Policy:**

It is the policy of The Laymen Playmen that, in general, all cell phones should be turned off during rehearsals and most certainly during performances. Please note that this pertains to texting as well as talking on a cell phone. This is more than just a matter of respect for the others who are working or studying nearby. The signals put out by cell phones directly impact the sound system and make it difficult to troubleshoot the normal technical issues we have in preparing for a show. We understand that there are times when, due to a family or work situation that a cast member may need to be remain available by cell. We ask that the cast member make the Director aware of this situation before hand and come to an agreement as to the appropriate way of handling this special situation.

### **Props Policy:**

The Director will work with the Prop Committee Chairperson to determine what props are needed for the show. Once the props are secured, the Director, the Props Chairperson, and The Stage Manager will decide who will use each prop and if there is a need for another cast member to assist in setting or retrieving that prop. Each prop will be preset prior to each performance by the person who is designated to handle that piece. Once any props are set, they are not to be moved or handled by any other member of the cast or crew.

There should be no props other than those needed for the production, and spares deemed necessary may be left in the house. This will aid in keeping track of the location and condition of the props that are being used for the

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production. Everyone must remember that these items are lent to us in good faith and they must be treated with care and respect. Any misuse of props will not be tolerated and could be detrimental to future participation in Laymen Playmen productions.

### **Costume Policy:**

The costumes used by The Laymen Playmen represent a mixture of items that are borrowed, purchased, and custom made for each production. By the time each production is ready to hit the stage, each costume has been chosen, custom altered, and approved by the Production Staff. Additional modifications to, or simply changing costumes is not permitted. If there are issues with a specific costume piece, please bring it to the attention of one of the Production Staff. Costumes are chosen with a vision toward the entire ensemble production in accordance with the vision of The Director. This may sound harsh but while on stage, it is no longer important if you like or dislike your costume.

Collecting, altering, and even hand producing our costumes represents an enormous investment of labor. Please respect the time that has been given toward making you look good on stage by handling the costumes accordingly. Hang up your costumes whenever they are not in use. Do not leave any portions of your costume just lying around. You are responsible to see that you have all your designated costumes and all their accessories.

It is the policy of The Laymen Playmen to not lend costumes to individuals. We will, in some cases, consider lending costumes or conducting costume exchanges with other theater groups. This will be decided on a "case by case" basis. The Board of Directors will then have to decide if it is appropriate to request a deposit for such cases. Regardless, anything borrowed must be returned cleaned, and in like condition to when it was obtained.

### **Rehearsal and Performance Spaces:**

During the year The Laymen Playmen will rehearse and perform at a number of different sites in the Hatfield/ Lansdale area. During rehearsals and performances it is imperative to understand that we are guests in all of these places and we have permission to be only in certain areas of the different buildings. Complicating this issue is the fact that we may indeed be

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conducting different activities in different areas of the buildings. The message here is really quite simple, while we are in someone else's facility; we ask that everyone respect that facility as if it were their own house. Do not enter areas of any of the buildings without permission to do so. The Board of Directors of The Laymen Playmen is responsible for everyone's safety as well as the condition of the facility we are "borrowing". We therefore need to know where everyone is at any moment should an "unusual circumstance" arise. In addition, we need to assure the building owners that we are effectively watching over all of the spaces that have been so graciously lent to us.

### **Rehearsal Etiquette:**

Each year The Laymen Playmen's annual production is the result of an enormous number of hours invested by every member of the cast and crew. Many of the specifics that make up our show are taught, discussed, reviewed, and modified at rehearsals. During this time, we realize that it is impossible to have everyone engaged in every step of the creative process. In order to maximize the effectiveness of our rehearsal time while minimizing the stress on the cast, crew, and production staff, we ask for everyone's understanding and assistance with the following:

- Please arrive on time, and ready to participate.
  - We understand that due to other commitments it may be necessary to arrive late, and possibly eat dinner upon arrival. If this is the case, please communicate this need and find an approved location to eat and prepare for rehearsal where the disruption due to your activity is minimized.
- While at rehearsals please keep extraneous conversation to a minimum.
- If, during time while you are not needed on stage, you wish to work on other scenes, or outside work, please ask a member of The Production Staff for approval to do so and receive a location to do this work or activity to both minimize the distraction to others as well as the time required to find you when you are once again needed.
- Be supportive of other's efforts
- As an ensemble we must learn how to work together productively. Every person in the cast brings something special to the group yet, as we all are aware, everyone studies, learns, interacts, and reacts to stress in a different way. Please be respectful of others, and indeed this is a two way street. Take the time to study your lines and blocking, not just during rehearsals.
- Don't direct other actors, or give your input as to how they should play their character. This is a very big no-no and requires repeating; do not

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direct other actors or give your input as to how they should play their character! There is only one Director. Keep the focus on your character. If you are serious about your acting, you will have more than enough to do, no matter how big or small your part. If another actor asks your opinion about their work, that's one thing. Warning about this; keep your answers positive and brief. Offering to show them how to do it or telling them that they are not doing it right only leads to resentment.

- Don't take anything personally. If the Director wants you to do something or "play" the character another way, don't criticize yourself to the point of a break down. That is the rehearsal process. At least you brought some work to the table. Just take the direction, and do it well. Don't argue your point. If you see another way, do the Director's way first and then ask if you can try something else as well. If the Director prefers it his or her way, do it.
- Don't talk about another actor's work to anyone. It will get back. If you find that someone is not as talented as you would like them to be, keep it to yourself. If you feel that you are not getting enough from another actor in a scene that you are in, make it your character's business to make it work. Let the Director work that out, but not because you are running to him telling him that it's not working for you.