



POLICIES AND PROCEDURES

Management Responsibility

BST is a strong advocate for open and honest collaboration during the artistic process. However, in rehearsal and especially during activities occurring at the theatre, your stage manager is responsible for the facility and all those present in it. Therefore, we fully expect each cast and production staff member to respect the administrative authority of the stage manager at all times.

Complimentary Tickets

[includes current policy on providing complimentary tickets to employed artists.]

Professionalism & Collaboration

Professional and collaborative courtesy is what BST strives to extend to every member of the cast, production team, and crew. This courtesy is to extend to both personal space and property. We fully expect everyone to be respectful and courteous to every single member of the production and organization.

Drug and Alcohol Policy

BST has a zero tolerance policy for the use of recreational drugs and/or alcohol by individuals before or during rehearsals or performances. The purpose of this policy is to protect the safety of all employees. This policy applies to all employees, contractors, and temporary workers. We reserve the right to inspect our premises for these substances. We reserve the right to conduct alcohol and drug tests, if deemed necessary. We may terminate your employment if you violate this policy, refuse to be tested, or provide false information.

Special Note: BST does permit the consumption of alcohol by employees (in moderation) at special events, such as receptions, provided that the employee has completed their official duties and is “off the clock” for the remainder of the day.

Inclement Weather Policy

Weather in the DC-metropolitan area can be unpredictable, and range from neighborhood to neighborhood. This is especially true of ice and snow conditions. BST recognizes that roads may be clear and safe in one part of the area, but not another. Your safety is our number one priority. If a rehearsal or performance is going to be cancelled, we will attempt to make the call 5 hours in advance. Such a cancellation will be communicated via stage management or company management. If a late



night winter storm is predicted, rehearsals may end early. If you have any concerns about conditions on your drive, please inform stage management.

Conflict Protocol

Planned rehearsal conflicts must be requested no less than 2 weeks in advance, via the google form, for approval by your supervisor. There is no guarantee that requested conflicts will be approved. It is also your responsibility to verify that your conflicts are correctly listed on the production calendar.

Emergency conflicts such as illness or injuries must be reported as soon as possible via email or phone to your direct supervisor. We understand that these issues sometimes come on suddenly and without warning, but it is your responsibility to notify all appropriate parties of your absence, as well as following up on any information such as blocking, choreography, music, meeting notes, design ideas, etc. that happened during your absence.

Social Media Policies

BST actively uses social media to promote our productions and other affiliated activities. All cast and crew members are welcome and encouraged to participate in these promotions by “Re-tweeting”, “Liking” and/or “Sharing” BST posts and/or creating your own posts. Feel free to share moments during the process of creating the show, press events, and backstage. In order to increase audience engagement around a production, BST encourages artists to undertake any of the following actions:

- Following BST’s social media accounts
- Liking, Sharing, or Commenting on BST social media posts
- Creating your own social media posts about the production
 - Remember to use the official hashtags and tag BST and other artists, as appropriate
- Forwarding a photo or idea onto BST for posting on company social media
- Signing up for an instagram takeover, such as during tech
- Writing blog posts about your experience in the production

We do ask that you follow a few basic ground rules:

- Be considerate. Please do not share images or video of any other company member without getting their permission first. If you aren't sure, don't share.
- Posts on BST’s accounts or that tag BST should follow good standards of behavior and professionalism.
- Use of social media should never disrupt the rehearsal process or a performance.
- Certain aspects of a show we may ask to remain kept secret as to maintain the surprise for audience members. This could include a piece of staging, a costume, a bit of choreography, etc.



- Rude or disparaging comments made about BST and/or individuals working with BST may be grounds for immediate dismissal from a production.
- BST will make every effort to create facebook Event listings for each production. Please share invites to BST generated events, rather than creating your own.
- Any sharing or posting of BST generated production photos should credit the photographer.

Archiving

BST maintains as full an archive of our productions as possible in order to aid scholarly research, conversation, and performance history of early modern plays. We encourage you to supplement the archive with any materials you feel comfortable sharing.

BST will keep copies of advertising, press releases, programs, production photos, rehearsal photos, postcards, direct mail, email newsletters, production archive videos, reviews, audience social media interactions, articles, media clippings, blogs, rehearsal and performance reports, rehearsal script edits, blogs, designer presentations, research documents, google drive files, and final prompt script.

At the end of the process we would welcome any additional journals, rehearsal notes, paraphrasing, or rehearsal scripts that you are willing to have as part of the archive. You can either give the hard copy directly to BST, or, if you would like to keep it, we are happy to scan the document and return the original.



REHEARSAL POLICIES

General

We value a space that allows for the best engagement with the work. These policies are to prevent and minimize any personal or group distractions that could negatively impact the work.

- Rehearsals are closed. You must ask for and receive permission from the Stage Manager before you invite anyone to attend.
- Cell phones and electronic devices should be silenced during all rehearsals. If you need your cell phone active due to parenting, an emergency, or other situation, please talk to the stage manager.
- BST asks that unrelated use of any electronic device happens outside of any room in which rehearsal is currently happening, or saved for a break.
- Please respect your fellow artists by not talking during rehearsals you are not actively participating in.
- Please respect the artistic process and hard work of each member of the cast and crew.
- We ask that you come to all BST events ready to work, ready to engage, and doing so with a respectful and positive attitude.

Breaks

We will provide actors with breaks according to the following schedule:

- Five minutes for every 55 minutes of continuous work; or
- Ten minutes for every 80 minutes of continuous work; and
- A twenty-minute break for any rehearsal lasting over five hours;
- A two-hour meal break during a full day of tech.

Schedule

- The time that you are called is the time that you should be prepared to START rehearsal, not arrive at rehearsal. Please arrive with as much extra time as you need to be prepared to begin on time.
- Artists are not required to discuss or otherwise work on the production prior to a rehearsal beginning, during a break, or after a meeting or rehearsal has ended.
- Rehearsals will not run over time without the express agreement of all parties present.
- Rehearsal schedules are subject to change, but BST will endeavour to provide a weekly schedule to actors.
- Last minute changes to rehearsal schedules will require the agreement of all affected parties.



Late Policy

Please take whatever steps necessary to ensure that you are able to be at each rehearsal on time. If you know that you are not going to be on time, however, please contact the stage manager as soon as possible.

General Traffic Concerns

A general reminder that the worst hours to drive in the DC Metro area are between 4:30pm and 6:30pm. Please give yourself more than enough time to reach the theatre. However, if and when you find yourself in unforeseen traffic, please notify the stage manager as soon as possible.



SAFETY

Illness

Your safety and well-being is always our number one priority. Please let the stage manager know if you are injured or feeling under the weather during any rehearsal or performance. If you are going to or think you might miss a rehearsal due to illness, please let the stage manager know as soon as possible.

Fight Choreography

- All fight choreography will be created under the supervision of a qualified fight director.
- A fight captain will be appointed to maintain choreography and safety through the course of performances.
- Moments of violence will be reviewed during a fight call prior to every performance.
- During fight choreography and fight calls, all other people present in the space are asked to remain quiet to respect the concentration and safety of the actors working.
- Please inform the stage manager, scene partners, and fight director, of any injury that may require adjustments to fight choreography.

Intimacy Choreography

- Moments of intimacy will be created in consultation with a qualified intimacy choreographer.
- Actors have the right to request a closed rehearsal room for any work on scenes that require intimacy.
- Intimacy will be choreographed in a range of contact consented to by the actors.
- Boundaries may change over the rehearsal process, either narrowing or broadening, and as such discussions of consent are welcome at any point and should be a regular feature of intimacy rehearsals.
- The agreed-upon structure of intimate contact should be maintained once a show is in production.
- Please inform the stage manager, scene partners, and intimacy choreographer of any sickness that may require adjustments to intimacy choreography.



VENUE POLICIES

Smoking is NOT allowed anywhere inside the buildings.

If you smoke outside, do not leave butts on the ground. Discard of them properly.

Food and Trash

- Please respect all rehearsal spaces by cleaning up after yourself.
- At the end of a rehearsal or performance, please place any trash into a designated trash can.
- You are welcome to make use of the refrigerator, freezer, and cabinet space in the kitchen.
- Please label all items you leave here and remember to remove old items.
- You are welcome to use any of the communal dishes in the kitchen, but you must wash your dishes after use and return them to their place.
- Please follow all COVID-related cleaning protocols as applicable.

Dressing Rooms

The space provided for performance preparation should be safe, respectful, and private.

- Non-actors (with the exception of the SM and wardrobe staff) are not allowed in the dressing room during the time between 30 minutes before the performance begins and 30 minutes after the performance ends. In the event that is not possible, communication between the dressing room inhabitants and those who need to pass through is encouraged to establish the least intrusive way to share the space.
- Recording by any means, and posting any recordings or photos online, is not permitted in the dressing room without the prior consent of all individuals present.
- Reasonable accommodations should be made to respect the preferences of all participants sharing a dressing room, particularly with regard to the discussion of reviews or who might be in the audience.
- Inhabitants of dressing rooms should respect the property and personhood of fellow inhabitants by limiting their use of perfumes, smelly or messy food, and behavior such as talking on cell phones, playing music (without consulting dressing room mates), or other similar activities.