

### **Stage Manager Rights and Responsibility Form**

By signing below I acknowledge and agree to the following:

- I understand that it is my right to maintain my bible as I see fit however it is my responsibility to have all contacts, contracts, designs, notes, scripts up to date and accessible.
- I understand that it is my right and responsibility to provide my artistic input and creative ideas and designs for this production following timelines agreed upon with the production team.
- I understand that it is my responsibility to maintain and distribute an up-to-date schedule of events and rehearsals.
- I understand that it is my right and responsibility to manage the daily activities in accordance with the predetermined, outlined schedule.
- I understand that it is my responsibility to be on time for all rehearsals and performance calls as scheduled and that it is my right to have a schedule of all rehearsals and performances at least one week ahead of time.
- I understand that is my right to receive full support and commitment from Florida Players and therefore my responsibility to be committed to the success of Florida Players as a theatre-producing organization and serve as a representative of the organization and its image throughout the rehearsal and production process according to the three-fold artistic mission of the organization.
- I understand that it is my responsibility to abide by ALL rules regulated by the University of Florida School of Theatre and Dance as outlined by the University of Florida School of Theatre Production Policy Manual.
- I understand that it is my responsibility to abide by ALL rules regulated by the Florida Players as outlined by the Florida Players Production Policy Manual.
- I understand that is my right and responsibility to be on time for all production meetings/fittings and other production related appointments.
- I understand that is my right and responsibility to be in attendance at all production meetings (at least 4) and that if I miss 2 or more meetings I will be removed from the production team.
- I understand that it is my right and responsibility to be in attendance at all design meetings (at least 2) to be determined by the Stage Manager/Producer.
- I understand that it is my responsibility to be in attendance at Build and Load-in unless I receive approval from both the Stage Manager and Production Management otherwise.
- I understand that it is my responsibility to notify the Production Manager/Assistant Production Manager and Producer at least 24 hours in advance if I am unable to attend a production meeting/appointment and I must reschedule another meeting within 48 hours.
- I understand that is my responsibility to cooperate/communicate with the Production Manager/Assistant Production Manager, Faculty Advisor, Florida Players Executive Board, Performance Venue Staff, Producer, Director, Stage Manager and Assistant Stage Managers, Dance Captain, Fight Captain, other Designers and Performers.

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- I understand that it is my responsibility to contact either the Production Management or the Technical Director of Performance Venue to obtain any documents I may need and that it is my right to have access to these documents.
- I understand that it is my right to attend all performance or technical rehearsals
- I understand that it is my responsibility to inform the production team of any and all health concerns, conditions, ailments, diseases, and allergies that could put my cast members, my production team, the audience, or me in danger during the rehearsal and performance of this production.
- I understand that it is my right to not perform any tasks during the rehearsal and performance of this production that may cause harm to others, or me, or aggravate any and all health concerns, conditions, ailments, diseases, and allergies I may have.
- I understand that it is my responsibility not to request of any member of the production team or of the performers any tasks during the rehearsal and performance of this production that may aggravate or cause harm to them or aggravate any and all health concerns, conditions, ailments, diseases, and allergies they may have.
- I understand that it is my right to receive and my responsibility to reply to comments and inquiries made on Rehearsal Reports within 72 hours.
- I understand that it is my right to bring forward grievances in regards to this production by following the chain of command as outlined in the Florida Players Production Policy Manual.
- I understand that it is my responsibility to respect the educational nature of this company and its productions as well as everyone I come into contact with through working on this production.
- I understand that it is my right to be respected as I learn through working on this production.
- I understand that it is my responsibility to respect the Florida Players hierarchy as described in the Florida Players' Constitution and that it is my responsibility to know who is in charge at the various meetings, rehearsals, and events I may attend.
- I understand that it is my responsibility to report any alcohol or drug use during performances, rehearsals, and all Florida Players events that take place in places where that behavior is not acceptable. It is my right to work in drug and alcohol free environment and that I should not be made under any circumstance to partake of any drug or alcohol use.
- I understand that it is my right and responsibility to report any underage drinking at Florida Players events where alcohol is allowed.
- I understand that it is my right to be free of discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations, and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act as well as any other harassment. I also understand that it is my responsibility to not discriminate or harass anyone else in the same way.
- I understand that it is my right and responsibility to report any discrimination or harassment I should witness.
- I understand that it is my right and responsibility to come to the Stage Manager, Production Manager, or Artistic Director with any discrimination, harassment, or personality issues during a meeting, rehearsal, or event.
- I understand that it is my right and responsibility to come to the Production Manager with any discrimination, harassment, or personality issues during the rehearsal process or during a production.

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- I understand that it is my right and responsibility to file a behavioral complaint with Florida Players should I be discriminated or harassed during any Florida Players' meeting, rehearsal, or event in a timely manner.
- I understand that it is my responsibility in coordination with the Producer and the Production Management Team to organize a Talk Back with the cast and production team.

**\*\*Please note:** You were chosen to stage manage this production, so respect yourself and live up to everyone's belief in you. Failure to fulfill your responsibilities may result in removal from the production and a behavioral documentation form filled out and kept on file for future reference.

Production \_\_\_\_\_

Emergency contact:

Name \_\_\_\_\_

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Email address \_\_\_\_\_

Email address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_