



Production and Rehearsal Policy 2026

Date of Policy: **27th March 2026**
Policy Responsibility: **Sam Gibbs (Principal)**
Updated or reviewed: **Annually**

PERFORMERS THEATRE COMPANY

INTRODUCTION

At Performers Theatre Company, all productions and rehearsals are delivered within a safe, inclusive, and supportive environment. We are committed to safeguarding the wellbeing of all children and young people, ensuring they feel respected, valued and able to thrive.

All expectations within this policy are underpinned by our Safeguarding Policy.

We pride ourselves on offering high quality opportunities. This includes full scale and smaller scale productions each year. Our production and rehearsal processes are rigorous and intense but at the same time enjoyable and exciting for all involved.

At Performers, it is important that clear expectations are outlined to parents/carers and the students to ensure that the rehearsal process is productive, effective and as seamless as possible. Ultimately, this will result in a high quality production for all to enjoy.

This policy, alongside the Production Code of Conduct, outlines the expectations and procedures for our productions and their rehearsal processes.

PRODUCTION CODE OF CONDUCT

A Production Code of Conduct is readily available on our website well before the auditions of a production take place. This outlines expectations, the rehearsal process, fees and what would happen if a cast member decides they no longer wish to take part. This must be read and agreed to before attending the auditions.

REHEARSALS

Performers Theatre Company offers a range of performance opportunities throughout the year. Our JR production begins with Open Auditions, usually in August or September, followed by a 7-9 month rehearsal period, with performances typically held during the Easter holidays or May/June half term in a professional theatre.

Our full-scale musical, featuring both adults and children, takes place during the October half term, with auditions held in May/June. In addition, students can participate in other productions, including Christmas pantomimes and Teen productions, with auditions scheduled at various times throughout the year. Regular showcases and 'End of Term Drop-In' sessions give students further opportunities to share their progress, build confidence, and develop performance skills across a range of disciplines.

The rehearsal process varies in length and allows the cast to work collectively to create the final outcome. Friendships are formed, skills are unleashed and developed and an excitement radiates through everyone!

Rehearsals usually take place on Tuesdays or Wednesdays for 2-3 hours in length. The rehearsal process becomes more intense as the show gets closer, particularly 'Show Week' where there is a rehearsal most days as well as full day rehearsals.

A provisional rehearsal schedule is always available on our website before the auditions take place.

Cast members are required to bring their script (should they be given one) to rehearsal in addition to a pen/pencil (to write any notes), a snack and plenty of fluids.

All cast are expected to wear Performers uniform. If they are not enrolled at Performers, they must wear navy blue/black clothing in line with our uniform policy. Cast members are given production t-shirts closer to the production dates - they are encouraged to wear these.

Cast members are to be dropped off and picked up on time. Please inform us of any lateness.

F E E S

Rehearsals cost £10 per session. Half day rehearsals (6 hours in length) are £20. Full day rehearsals (7 or more hours) are £35. The total number of rehearsals plus any half day/full day rehearsals are added together and usually divided by the length of the rehearsal period (this can range from 5 to 9 months). This will be the monthly cost for the rehearsal process.

Example: *Shrek Jr - 32 rehearsals including 1 half day and 1 full day rehearsal*

Total rehearsal cost = £313

9 months = £35 per month

ATTENDANCE EXPECTATIONS

Suitable reasons for absence:

Medical grounds
Extenuating circumstance i.e. bereavement, family emergency etc.
Lack of transport
Religious reasons
Pre-approved holidays etc
School/college assessments

Unsuitable reasons for absence:

Last minute holiday or break away
Birthdays
Shopping trips
Visiting relatives or friends
Rehearsals for other productions outside of Performers
Other club commitments

This is not an exhaustive list however it should give you a general idea of the expectations here at Performers Theatre Company.

A cast member missing rehearsal impacts on not only their role but the rest of the cast too.

Diary conflicts

All cast members **must submit any diary or rehearsal conflicts within 2 weeks of casting**. Failure to do so may result in removal from the production.

All submitted diary and rehearsal conflicts will be reviewed by the production team. Where conflicts are deemed excessive, the cast member may be offered a reduced role. The cast member may choose to accept this revised role or withdraw from the production.

If the role is accepted and, during rehearsals, absences fall under the 'unsuitable reasons for absence' category, this may result in removal from the cast. Exceptions may be considered at the discretion of the production team."

Each situation will be considered on a case-by-case basis where appropriate.

WHAT HAPPENS IF A CAST MEMBER NO LONGER WISHES TO PARTICIPATE?

We understand that circumstances can change. However, commitment to the rehearsal process is essential to ensure fairness to the cast and the success of the production.

With this in mind – the following rules will apply:

- If a cast member **drops out within 8 weeks***, there will be a **£25 charge**.
- If a cast member **drops out within 2 - 4 months***, there will be a **£50 charge**.
- If a cast member **drops out 4-6 weeks before the production***, there will be a **£100 charge**. There will be no refunds for any payments already made for rehearsals.

**This timeframe may vary depending on the production. It will be fine tuned in each Production's Code of Conduct.*

All cast members who decide they no longer want to participate will be expected to return all scripts and rehearsal material.

Cast members who drop out 4-6 weeks before the production will also lose the privilege of auditioning for any future productions with us (unless the reason is an exceptional circumstance approved by the Principal). We will have to recast their role and this places immense pressure on the production team and cast. This helps ensure fairness to current and future casts and production teams.

CODE OF CONDUCT - THE CAST MEMBER

Cast members are expected to attend every rehearsal. The rehearsal process is vital in producing a successful production - if a cast member is missing rehearsals, this impacts on not only their role but the rest of the cast.

In line with our main Code of Conduct, cast members must always show respect, to the rest of the cast and creative team. The rehearsal room and theatre are safe spaces for all to take positive risks and be themselves without the fear of being laughed at or alienated. This principle is essential to artistic growth and exploration. All cast are expected to respect these ideas and are encouraged to be themselves and try new things. If a cast member is not conducting themselves appropriately, they will be removed from the production.

Performers Theatre Company is a mobile phone free environment during all rehearsals. Mobile phones should not be brought (unless for medical reasons). If brought, they must be handed in on arrival and will be returned at the end of the session.

All uniform expectations are to be followed (as stated above).

Cast members are encouraged to support productions by promoting ticket sales.

Rehearsal material and other important documents/information will regularly be uploaded to the production's 'Member's Area' on our website. You will be able to sign up at any time and a password will be sent to you in our Welcome Letter if successful at audition.

PHOTOGRAPHY

Photography and video may be taken during productions for promotional and archival purposes. Consent will be obtained in line with our Photographs and Images Policy.