

PENTACLE THEATRE GUIDELINES FOR MINORS (Directors to distribute at auditions)

Overview/goals

Pentacle Theatre believes that children and adolescents play an integral role in helping to provide quality community theater. We also take seriously our role in helping to bring arts, culture and theater to young people. Because our No. 1 priority in working with minors (under age 18, or under age 21 when alcohol is present) is their care and safety, below is an overview of responsibilities for minors, parents and show directors.

Minors who are in shows (cast and crew)

- Children and adolescents must be committed to attending all or most rehearsals and all performances. Scheduling conflicts must be communicated ASAP with directors.
- Minors who are cast members must be committed to learning their lines and participating fully in the rehearsal process, as outlined by the director(s).
- Children and adolescents will be assigned chores (once the show moves into the theater) that are appropriate for their age. All cast and crew, including minors, are expected to fulfill their chores as outlined by the director.
- Minors are expected to behave appropriately, responsibly and maturely for their age.

Minors: Parent/guardian responsibilities

- Be committed to supporting your children in their show. This includes: Communicating effectively with the director; helping your children learn their lines; providing encouragement; sending snacks, water and quiet activities for your children for rehearsals and performances; notifying the director if any issues arise; and providing or arranging for reliable transportation for rehearsals and performances.
- If parents/guardians are unable to provide prompt rides or help children learn their lines, please contact the director for support with ride sharing, strategies for learning lines, etc.
- Be prompt when dropping off and picking up your children from rehearsals and shows. Parents/guardians who are habitually late in dropping off or picking up their children may jeopardize their children's participation in the show. When parents/guardians are late dropping off children, it affects the entire rehearsal process. When parents/guardians are late picking up their children, a member of the production team must wait outside (rehearsal space or theater) with them until their parent arrives to ensure the child's safety. We ask that parents/guardians please prioritize picking up their children **on time**.
- Notify the director if children have mental or physical health conditions or behavioral concerns that may affect their participation or require vigilance on the part of the production team. Examples include allergies, anxiety disorders, school suspensions, etc.

Minors: Director responsibilities

- A show's director(s) and/or other members of the production team (e.g., assistant director, stage manager, etc.) are responsible for ensuring that all minors involved in the show are safe, respected and supported.

- Directors must be respectful of schedules for children and their families; please avoid last-minute schedule changes if at all possible. Please end rehearsals on time, especially on school nights and/or schedule scenes with child actors early in the evening and then dismiss them.
- The director must ensure that he/she has contact information for the parents/guardians of all children in the show. This information should be available at the read-through if not sooner. The director must be committed to communicating promptly, consistently and clearly with parents/guardians at all times. Please use one standard form of communication (preferably email) for notifying cast/crew/parents about schedules. If an issue arises that could affect a child's safety or wellbeing, the director should notify immediately the parents/guardians, production team members and board liaison.

Cast parties

- At various times during the show's run and/or on closing night, parties are held as an important way for the cast and crew to connect and celebrate their work. These parties usually are held at someone's home (cast/crew) or at a restaurant. Parents/guardians of minors should be invited and encouraged to attend.
- As long as these parties are held off site (i.e., not on Pentacle property), these are not "Pentacle events" and the theater bears no responsibility for the conduct of volunteers/participants.
- Hosts of cast parties should understand that a person who provides intoxicants to guests can be held responsible for damage caused by or to their intoxicated guests.
- Because alcohol often is available at cast parties, special consideration and extra care must be taken when minors are around to ensure their safety. Steps to ensure the safety of minors when alcohol is present include:
 - Director must inform minors' parents/guardians IN WRITING that an upcoming event will include alcohol.
 - Parents/guardians must respond to the director IN WRITING that they understand alcohol will be served at a cast party.
 - Parents/guardians are responsible for ensuring that their children understand that they are not allowed to drink alcohol at a cast party.
 - Parents/guardians are responsible for picking up their children after a party. If they are unable or unwilling to transport minors to/from a cast party, the parent/guardian must designate a person as the driver, and that information communicated to both the show's director and parents/guardians. Directors should work with hosts of a cast party ahead of time to ensure there are adequate protections in place to prevent minors from drinking alcohol. These protections could include:
 - Prohibit alcohol from being served
 - Require that a parent or guardian attend the party with his/her child
 - Assign two adults in the cast/crew to serve and supervise alcohol consumption at all times during the cast party.
 - Directors should notify their board liaisons of measures they will put in place to protect minors during a cast party. The board liaison should be informed of this plan at least one week prior to the party.

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