

CentreStage

ROLLESTON

Dressing Room Protocol

Purpose

CentreStage Rolleston is committed to providing a safe and comfortable environment, through relationships built on mutual respect.

Every member has the right to expect to be treated fairly and with respect at all times.

These protocols have been developed for the protection all people involved in the production team and crew during costume changing.

Dressing Room Protocols

1. Dressing rooms are to be provided for the Cast to change into their costumes.
2. Separate and supervised dressing rooms must be provided for any children up to the age of 16 years. Children over 16 years may use an adult dressing room but only with written permission from the parent/s or guardian/s.
3. Whenever possible (and venue dependent) separate dressing rooms will be provided for both men and women.
4. Permission will be sought from all Cast members (both adults and children) if a shared dressing room is required prior to its use, and those requiring a private space will be offered alternative arrangements.
5. When the dressing room/s are in use by the Cast, no unauthorised person/s shall be permitted to enter without the permission of the Stage Manager (or in their absence, a designated person) and must have a legitimate reason for doing so.
6. Exemption from this requirement will be the Director, Production Manager, Stage Manager, Assistant Stage Manager, Wardrobe Manager and any Technical Staff required to fit specialised equipment or costume **HOWEVER they MUST first make it audibly known that they wish to enter the Dressing Room to ensure that it is appropriate to do so. They MUST also ensure an affirmative response is received before proceeding.** They should also advise another member of the Production Team as listed above of their intent to enter the dressing room and if at all practicable ask them to accompany them.

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7. Under no other circumstances can any member of the public enter the Dressing Rooms, this includes audience members, friends, or club members not involved in the current production without the express permission of the Stage Manager (or in their absence, a designated person).
8. Cast are required to show respect to their fellow actors/production team members at all times, to wear clean, modest undergarments and to use a dressing gown or similar if required to be in a state of undress for protracted periods of time or they need to leave the dressing room for any reason. A high standard of personal hygiene is also required.
9. If a cast/production member feels that the environment within the dressing room is unsafe for any reason, they must report their concerns in a timely manner and preferably during the production to any of the following: the Production Manager, Stage Manager, Assistant Stage Manager, Wardrobe Manager, or an Executive Team member. Any concerns raised, will be treated in a confidential manner, addressed and reported to the President and Executive Team.

Breaches of the Dressing Room Protocols

Any breaches of the Dressing Room Protocols will be taken seriously. They should be reported to any of the following: the Production Manager, Stage Manager, Wardrobe Manager, or a Executive Team member, who may undertake procedures under our Anti-Harassment Policy.

All and any complaints will also be treated seriously. All information obtained during any investigation will remain confidential, where appropriate.

The above protocol also applies equally to all production members, production crew, any volunteers acting for the society, and their guests.

Authorised by
CentreStage Rolleston
Executive Team
30 June 2018