

Code of Ethics

Every theatre runs on its own code of ethics. This is a special attitude toward the theatre and all involved in it. It is a type of self-control that allows you to be an individual while functioning as a productive member of the whole. The code of ethics for members of the Community Theatre League is as follows:

I will not miss a performance.

I will do my best in every performance, regardless of circumstances.

I will make rehearsals a priority, and will be on time.

I will be ready on time and never miss an entrance.

I will not leave the building until the performance is complete, including curtain calls.

I will not change any part of my performance without the permission of the director, no matter what friends or critics may say.

I will not wear my makeup or costume into any public areas of the theatre.

I will respect my director's advice; he is the one who sees the production as a whole.

I will be respectful when in the audience for other performers.

I will not judge a play before rehearsals are finished.

I will not spread gossip about my show, the theatre, or any of its workers or volunteers.

I will keep the theatre clean, whether it is my job or not.

I will take good care of costumes and props; they are an important part of the show.

I will be polite and follow the rules of the theatre.

I will not let disappointments steal my enthusiasm.

Your involvement with this theatre gives you the privilege of working in many phases of the production. You may not be cast in every show, but if you truly have enthusiasm for the theatre, there is always a place for you to fit. Without those working in the technical aspects of theatre, there would be no theatre in which to act.—*Adapted from Kathleen Freeman's "1945 Code of Ethics for Theatre Workers"*

A Newcomer's Guide to CTL

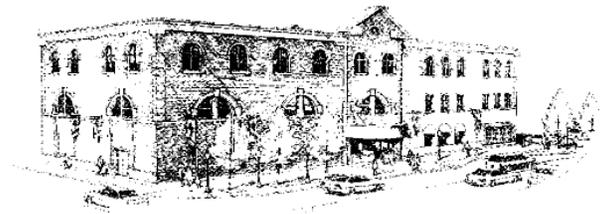
Welcome to CTL! As you embark on your new journey into the fun and fascinating world of community theatre, there are a few things you should know about CTL that will help make your time here more enjoyable.

History and Background

CTL was incorporated in 1976 and was founded by five local, theatre-minded business people, three of which are actively involved today. The group wandered around a bit,

performing in different auditoriums, before settling in their first home on Washington Blvd. The group moved to its current location in 2000 and has since expanded their programming, staff, and schedules greatly. CTL now presents approximately 27 weekends of events each year, in a combination of Mainstage shows, children's shows, concerts, student productions, theatre camps, a high school award program, and an annual collaboration with the Community Arts Center.

The Community Theatre League is a 501(c)(3), not-for-profit corporation and is not subsidized the city or state. Although the word "community" is in the title, the organization is private, unlike a community center or public building. Operation is supported solely by ticket sales, corporate sponsorships, private donors, and foundation grants. The group is governed by a very hands-on Board of Directors and has a staff of four—an executive director, a youth programs coordinator/graphic designer, a technical director, and a set director.



Auditions

Auditions for CTL Mainstage, SPROUTS, and student productions are open to all. They are advertised locally in newspapers, on the radio (Clear Channel stations), and through emails and Facebook. For more information on CTL's audition policy and tips on having a good audition, check the website, ctlshows.com. Auditioning is a skill, and the more you do it, the more confident you become.

A Bit About the Trade and Transit Center

CTL leases its space in the Trade and Transit Centre. On the main level is the theatre, lobby, box office, and restroom areas. The light and sound booth, orchestra area, resource room (library), and catwalk areas are accessible on the second floor. The basement houses the green room, rehearsal stage, costume shop, set show, music room, kitchenette, restrooms, and even a shower.

We like people to feel at home here, but we also need everyone to clean up after themselves and keep the space as tidy as possible. Theatres are notorious places for being crammed, unorganized, and messy. CTL continually strives to keep the clutter under control, so we ask everyone's help and cooperation. Feel free to use the refrigerator, coffee pot, and microwave as you need to

CTL Recycles! Recycle bins for glass, aluminum, and plastic are located in the green room near the washer and dryer.

There is a **water cooler** in the green room for use by actors and volunteers. The bottled water in the refrigerator is for sale at our concession stand, so please use the cooler.

The second and third floors of the Trade and Transit Centre house the Williamsport-Lycoming Chamber of Commerce and are not for our use.

Accessing the Building

To enter the building in the evenings or on the weekends, you must use the 2nd door from the left, facing the Trade and Transit Centre. Turn the knob near the lock and pull.

If you arrive at rehearsal and the front doors are locked, it may be because the authorities of the Transit Centre came around and locked up the building (or you may be here on the wrong day—check your schedule!). Either way, there is a **buzzer** located on the Laurel Street side of the building, high to the right of the backstage doors to the theatre. If you ring this and people are inside, they will be able to let you in.

If you have any unanswered questions, CTL's staff, directors, production managers (and others who have been around here a while) are usually happy to help. Lots of information can be garnered from the website...

www.ctlshows.com

CTL Phone Numbers:

Box Office/Ticket Reservation Line:

570-327-1777

Business Office/After House Line:

570-327-1720

Address: 100 West Third Street, Williamsport, PA 17701



Community Theatre
LEAGUE

facebook

To be in the hip crowd, like us on Facebook and/or sign up for our email blasts. It's the first way to hear about all things new and exciting.

Did you know...?

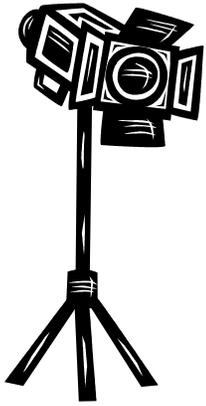
...CTL has 27 weekends of events each season

...last season there were 285 different people who volunteered either on-stage or backstage at CTL

...since moving to the Trade and Transit Centre, CTL has expanded its programming to include:

- Summer Theatre Camps, reaching nearly 200 kids each summer
- Reader's Theatre
- The Annual ACT UP! Summer Youth Collaboration with the CAC
- The Ray of Light Awards for Excellence in High School Theatre
- World Premiere plays and musicals

...you have joined one of the most fun and dedicated arts groups in Central PA. Welcome!



Additional Ways to be Involved at CTL

In addition to the Mainstage, SPROUTS, and student productions, CTL presents concerts, holds theatre camps and workshops, performs in parades, and supports the arts community in Williamsport in various other ways. There are many volunteer opportunities at CTL that aren't tied to a specific production.

Committee Member—There are several ad hoc committees with our Board of Directors who could use new people and fresh ideas. The list includes Gala/fundraising, Marketing, Playreading, Volunteers, and others.

Ray of Light Adjudicator—Dedicated adults are needed to serve as judges for CTL's Ray of Light Awards. Responsibilities involved taking adjudicator training, adjudicating 10 high school productions, and attending the Ray of Light Awards Ceremony.

Concert Coordinator—Each concert event needs a person familiar with CTL to be on site during the concert to help the group get on stage, work with the box office, and facilitate rehearsals.

Mailings—Four times a year, CTL send out mass mailings to those in our database. The mailing people meet for a few hours one morning to socialize and label our newsletter and season flyer. The more the merrier!

Ushering—if you have limited time to be involved, but want to stay “in the know,” a staff of ushers is needed for each show who can only handle a minimum amount of commitment. Ushers hand out programs, take tickets, and show people to their seats.

Clean-up and Organizing—a few times a year, we have crews that clean the theatre, get rid of old sets or props, organize. If this is your forte, we'd love to have you!

Theatre Camp Volunteer—high school students and young adults are encouraged to volunteer to help with our summer theatre camps and workshops. They will work closely with the directors and help with crowd control.

If you have any interest in these, contact the business office at ctl@ctlnet.org.

As You Begin Rehearsals

If this is your first time performing, there will be many terms and words that may be unfamiliar to you. You'll hear words like upstage, downstage, vom, tunnel, etc. You can Google most terms but here are some short descriptions, specific to our stage.

Upstate—the area closest to the backstage area. (to move “upstage” means to move in the direction of the backstage area.)

Downstage—the area closest to the center audience area.

Vom or Vomitorium—The small rooms on each side of the downstage entrances. This is where the actors wait to “spew” onto the stage (hence, the latin root “vom,” as in vomit.)

Tunnels—Tunnels run underneath the seats on either side section, and give access to the voms from the backstage area.

Stage Right & Stage Left—When an actor is standing on our stage and is facing the center section of seats, Stage Right is on their right and Stage Left is on their left. (Upstage is behind them. Downstage is in front of them).

Green Room/dressing room—This is where the actors relax and get ready for a productions. CTL's green room is actually painted green and is located on the lower level. “Green Rooms” are not typically where the actors dress and put on make up, but in our case, it is so. (We ask that people be conscious of children in the cast or other adults who may be uncomfortable with partial nudity, and do the actual “dressing” in the bathrooms or in a discreet manner.)

Rehearsal Stage—The large space next to the green room on the lower level. The area is the same size as the main stage.

Storage Space—is located in the old parking deck just west of CTL.

Choreography—the dance required in a show.

Blocking—the staging of the show. The director will tell the actors where and when to move around, their entrances, etc.

Tech Sunday—The Sunday before the opening of the show. Usually the first day that all the production elements are added in—props, costumes, lighting, etc. This is the beginning of **Tech Week**—the week of rehearsals before the show.

Dress Rehearsal—The final rehearsal before opening night. ALL the runs during tech week are not dress rehearsals, even though those rehearsals may be in “dress/costume.”

Personnel

For each show, there is a production staff—a group of people in charge of the different areas of production. Their roles are briefly defined below.

Director—in charge of the artistic vision of the show. The director will give the staging to the actors, work the scenes, give their vision of the costumes and set to the designers, and oversee all aspects of the production. The director has final say on all artistic decisions.

Stage Manager—assistant to the director. The SM will take blocking notes, maintain the conflict schedule, organize the backstage area during the run of the show, oversee the backstage personnel, and act as facilitator between all the people of the production team.

Production Manager—in charge of staffing the production, acquisitions any special items, oversees the non-artistic needs of the production and maintains the budget.

Technical Director—one of CTL’s paid staff who oversees the lighting and sound aspects of the production.

Set Director—one of CTL’s paid staff who oversees the building and design of the set. Coordinates construction volunteers and heads up work days.

Artistic Director—Works with the director as needed to ensure CTL production standards are being met.



Costume Chief/Designer—works with the director to oversee the look of the costumes, is in charge of the sewers and gatherers, and comes up with the costume plot for the show. They will also instruct the wardrobe personnel during the run of the show.



Props Chief—works with the director and/or stage manager to collect and organize the props for the show. May oversee the prop runners and stage crew during the show.

Wardrobe—a few people are often on hand during a production to help with quick changes, costume tears or emergencies, and to maintain the costumes during and after the run. Wardrobe people are not maids, so each actor is responsible for hanging up their items after each performance.

Props runners/Stage crew—these positions often overlap and the people are in charge of moving set pieces and/or props on and off stage during the production.

During Rehearsals

Each director handles their rehearsals differently and you will find that each has their own style. Try to go with it—we all have things to learn from each other.

CTL often has several rehearsals going on at one time. Please be courteous of the other groups who are rehearsing.

Your director and/or stage manager will give you a rehearsal schedule and contact sheet with the names and numbers of your cast mates and production staff. If you are unable to make it to a rehearsal, you are obligated to contact your stage manager or designated person. Note that there are sometimes private performances that are not publicized. Always check your rehearsal schedule.

Please keep talking and disruptions to a minimum during rehearsals. CTL’s spaces are tight, so even a small amount of chatter makes concentration difficult. Stay quiet backstage and downstairs during productions.

Remember that the director, music director, choreographer, costumer, and so on, are volunteers just like you. In community theatre, there are no “stars.” We are all here to help each other.

If you are an actor, you may also be asked to help in other production areas such as costuming and set building. The best way to get the full community theatre experience is to be involved in all aspects of the production. It is our hope that the actors work closely and collaborated with the people backstage. They are the un-scene heroes of each production and get no applause for their efforts. Thank them!

During the Run of the Show

Be on time. Check your schedule for the call time for the show.

Bring and use your own make-up and hair products. CTL’s stage doesn’t usually require heavy greasepaint make-up, however a base or powder that is darker than your natural skin tone is helpful. It is best not to share make-up.

Take care of your costumes. Do not smoke or eat in costume. Costumes are not to be removed from the building during the run of the show, even if costume pieces are the property of the actor personally.

Clean up after yourselves. Hang up your costumes before you leave for the evening and clean your make-up and hair areas before going.

Go out with your cast mates after the show! This is the whole point of theatre! Ok—not so, but it is the best way to really get to know the people you’ve been working with.