Illinois Theatre  *as of: 10/22/15 (tac/ck)*

**Rehearsal and Backstage Photo/Phone Guidelines**

Since Facebook and other forms of social media have changed how we communicate and how we share and protect our image and name, our relationship with the internet can have an impact on our production process.  While your experiences outside of UIUC may have included posting backstage photos or texting during rehearsals, these practices are not acceptable in professional producing environments. Whenever possible, we follow AEA policies. However, as part of your training to join the professional community, we ask everyone to adopt the following guidelines.

Phones in Rehearsal, Tech and Performance

It is generally not acceptable to use your phone for texting, facebook, taking photos or anything else during a rehearsal. This applies to all people in the rehearsal room. There are a few exceptions:

1. The stage management team is using their phone to contact late or absent performers or to communicate immediate requests regarding design issues.
2. You have a family emergency and are waiting to receive information. In this case, please alert the stage manager that you have left your phone on and will be stepping out of the room to address the situation.
3. A stage manager, performer or other member of the production team may be using a phone or tablet in place of a script, or to reference other material relevant to the process. In such cases, we expect you are not also texting, taking photos, or doing any other activity not connected to the rehearsal.

Phones should not be used backstage during tech or performance for any reason. They not only cause a distraction for others but divide your focus from your work to outside concerns. Cell phones also interfere with our wireless technology and can cause malfunctions in both the headset and microphone systems. This applies to all members of the production (cast, crew and stage managers). Phones should not be used as stop watches or flashlights during the tech or run of a performance for the reasons cited above. There are a few exceptions.

1. The stage manager may have a phone next to him or her at a backstage calling station to use in the event of an emergency, both to contact production personnel and police/fire if needed.
2. During crew call and stage prep you may have a phone with you and may use it as long as it does not interfere with your backstage duties. When places is called, your phone should be turned off (not on vibrate) and put away.

Taking Photos

It is inappropriate to take photos or video during a rehearsal. It diminishes the safe environment we attempt to create in the rehearsal room by implying that private work can be made public. It is not fair to post photos that you might think are “funny” that show a colleague in a vulnerable moment. How your image is presented to the public is an essential part of managing your professional career. There are some exceptions:

1. The stage manager, director or choreographer may record portions of staging or choreography rehearsals for the production team to use to create cues or give notes. These videos and photos are managed by the production team and are destroyed after use. The producer must give permission for video or photos to be taken and appropriate and timely notice must always be given to the cast and anyone else who will be in the room during the filming.
2. Costume designers may take photos in your first fitting to share with the director in order to make costume adjustments. These photos are destroyed after use.
3. A photo shoot or other publicity event may occur that allows an outside photographer to take photos or video, or allows cast to participate in a social media event. These activities are scheduled in advance and noted on the callboard and the daily schedule. In all cases the producer must pre-approve these activities.

In the dressing room and hallways, please exercise personal responsibility and consider when it might be appropriate to take a photo. Respect the creative work of others and do not post in-progress photos of designs or actors without their permission. When photos are permitted please credit the designers, directors, choreographers and actors.

No photos should be taken from backstage during the tech or run of a show. During prep and preshow, you may take photos in accordance with the phone policy outlined above.

Please think before you post on Facebook, Twitter, your personal website or anywhere else.  Your posts should show respect for all involved in the production and should have an awareness of the broader audience that will view them.