

## **SAMPLE FIRST REHEARSAL LANGUAGE**

The following script may be used to ensure that all of the points of this document are disclosed to the cast and crew at the first rehearsal of any production. It is helpful to have a copy of the CRP and the role of the NED (from this document) available for the participants to look at. You will also want the included language on harassment available, either on paper or projected.

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Welcome and thank you for being a part of this production. We are all excited about what a wonderful show this is going to be and really can't wait to see what you do with it (and share that with the community).

First a little about me: (*Tell about yourself and your history in theater and at Patio*)

In 2020, Patio Playhouse adapted the Chicago Theatre Standards into the Patio Playhouse Policies and Procedures on Diversity, Inclusion, and Consent, which you can find and I encourage you to read, on our website. This document of policies and procedures was developed to ensure the safety and comfort of everyone involved in theater (from management, to actor, to audience).

We are continually refining these practices, the most important of which I'm here to talk to you about right now, the Concern Resolution Path. Many times people are afraid to air any concerns they have or don't know who to share them with, or the first person they share them with isn't in a position to fix the problem. The CRP defines a 3 level structure for sharing conflicts or concerns.

We at Patio encourage you to share your concerns or conflicts because above all else we want everyone to have a good time working with or visiting Patio.

The first level of the CRP is person-to-person. If you feel comfortable doing so, we encourage you to first directly address your concern with the individual(s) involved. This helps to foster an honest and open community and is often the fastest path to a resolution. If you are not comfortable directly addressing the individual(s) involved, or if no resolution can be agreed upon, the second level of the CRP includes members of the production team, including the Stage Manager, Director, Producer and Non-Equity Deputy (NED) (more on the NED later.) If an issue has not been resolved through Levels One and Two, or if you are an individual named in Level Two who needs assistance to resolve the issue, your next points of contact would be the third level, which would include members of the theater's board of directors, who will be able to help address concerns.

*At this time, take a moment to allow those who are present and on the CRP for this production a moment to introduce themselves.*

Since a positive environment is a team effort, we'd like to take this opportunity to read the definitions of harassment aloud to make sure we have a shared understanding. *Select someone to begin, perhaps the show director if you could begin, and then*

everyone else just jump in for a section when you like, no particular order, changing speakers with the color changes.

*(Use the color-coded definition of harassment attached)*

Thank you. Negative comments or action often occur accidentally — but even when that is the case — if we don't address them in the moment it can start a slide into a less professional room.

Are there any questions or discussion?

*(Allow for any questions.)*

Thank you. May I ask that we pledge to each other that we will work together to promote an environment where it feels safe to speak up — and that we will welcome any reminder to maintain a positive and respectful room. If you so pledge, please say “I do.”

We understand that this may be a new process for you, it is also a new process for us. If you come with a willingness to learn and forgive it will be much easier to create a positive environment where the art is able to thrive. So please recognize that many things that might bother others will be things you didn't realize. Acknowledge this without being defensive. And those who might get offended, please give the benefit of the doubt that no one here is trying to make anyone else purposefully uncomfortable. Simply point out any problematic words or actions and allow the offender to learn and improve.

As I mentioned before, one of the contacts in the CRP will be a Non-Equity Deputy. This role is modeled after the ‘Equity Deputy’ required by the Actor’s Equity union. The NED is a confidential and peer-level liaison and reporting channel between participants and the producer. They are a resource to navigate these policies and a reporting channel for other participants when confidentiality is required or requested.

*At this point, if the cast is familiar with each other you can have them vote via secret ballot on an NED. If not, you will let them know that they will vote for one after the first week of rehearsals. Remember that Patio members and minors are not eligible to perform the functions of the NED.*

Again, thank you all for your time and energy in make this wonderful production a reality. Patio Playhouse is nothing without its volunteers, of which you are a significant portion. We feel blessed to have such talented people associated with this show and can't wait to see what you can produce!

## Definition of Harassment - for first rehearsal use

*Company members read aloud:* Harassment includes, but is not limited to:

1. Inappropriate or insulting remarks, gestures, jokes, innuendoes or taunting about a person's racial or ethnic background, color, place of birth, citizenship, ancestry, creed, or disability,
2. Unwanted questions or comments about an Artist's private life,
3. Posting or display of materials, articles, or graffiti, etc. which may cause humiliation, offence or embarrassment on prohibited grounds.
4. Sexual Harassment:
  - a. One or a series of comments or conduct of a gender-related or sexual nature that is known or ought reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile or inappropriate. Artists have the right to be free from:
    - i. Sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement,
    - ii. Reprisal or threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made by a person in a position to grant, confer, or deny a benefit or advancement.
  - b. Sexual harassment includes but is not limited to:
    - i. Unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, gender, or sexual orientation,
    - ii. Unwanted touching or any unwanted or inappropriate physical contact such as touching, kissing, patting, hugging or pinching,
    - iii. Unwelcome enquiries or comments about a person's sex life or sexual preference,
    - iv. Leering, whistling, or other suggestive or insulting sounds,
    - v. Inappropriate comments about clothing, physical characteristics or activities,
    - vi. Posting or display of materials, articles, or graffiti, etc. which is sexually oriented,
    - vii. Requests or demands for sexual favors which include, or strongly imply, promises of rewards for complying (e.g., job advancement opportunities, and/or threats of punishment for refusal (e.g., denial of job advancement or opportunities).

All or part of the above grounds may create a negative environment for individuals or groups. This may have the effect of "poisoning" the work environment. It should be noted that a person does not have to be a direct target to be adversely affected by a negative environment. It includes conduct or comment that creates and maintains an offensive, hostile, or intimidating climate.