

Cast Rules

Colorado's Elusive Ingredient

January 2017

1 Performance

1.1 Cast Meetings:

One cast meeting per month prior to the show. Typically they will be held the second Saturday of the month at 7pm. Management will announce the official time and location. Attendance is mandatory. If you must miss the meeting for any reason, you must contact management. Attendance is also mandatory at special or emergency meetings, and management will make every effort to give at least a week's warning in this case. During meetings, cast members will silence all cell phones and limit any non-frivolous texting.

1.2 Cast Call:

Everyone representing Colorado's Elusive Ingredient must be at the theater and checked in with management by cast call. This will be announced by management but is typically one to two hour prior to entry into the venue. Anyone who is not there or ready to go by the beginning of that night's pre-show will be considered a no-show, be replaced for the evening, and may be required to pay to get into the theater.

1.3 Responsibility for Part:

Cast members are expected to know their part thoroughly and provide a reasonably movie-accurate costume on their own. Failure to comply with either requirement can result in removal from playing that role. Anyone making use of cast costumes or props is expected to take full responsibility for their care and return, and will be expected to repair or replace anything damaged or lost.

1.4 Transylvanian/Tech Training:

All performing cast members will train as both Transylvanians and Tech in addition to any other role. It is expected that every cast member will procure an acceptable Transylvanian costume. It is required that any Transylvanian Corps member not scheduled to perform on a given date will wear their Transylvanian costume to the show to add to the ambiance and general atmosphere.

1.5 Understudies & Replacements:

If a cast member must miss a show at which they have been scheduled to perform, the cast member may not arrange for their own replacement. Contact management, who will arrange for the replacement.

1.6 Show Stage Directions & Authority:

All cast members, whether scheduled to perform or not, are expected to follow the directions of, and help out without complaint, any designated cast department head. These posts include regular management, head of the props crew, head of the tech crew, and head of the Transylvanian crew, as well as the assistant department head for each.

1.7 Assuming Responsibility:

Ignorance is not an excuse; it is the responsibility of each cast member to stay current on all cast meetings and procedures, role changes, special events or theme shows, and provide for their own transportation to the show. All relevant information from management will be delivered by mass text and the cast board, which will remain the default repository for all cast messages and information. While strong attempts will be made to contact cast

members without Internet, it is the responsibility of such cast members to check in weekly with management to stay current. This means that the failure of management to contact a cast member regarding important news will not be seen as an acceptable excuse for missing the information; it is the responsibility of all such cast members to check often for themselves.

1.8 Publicity and Likeness Images:

Each cast member will understand that publicity stills and multimedia recordings made at the direction of cast management during performances and cast functions can and will be used for promotional purposes, especially on the cast website. It is unreasonable to expect the managers to clear each shot with each cast member. However, if a specific shot is requested to be removed management may use their discretion to accommodate the request.

2 Theater Requirements and Rules

2.1 Treatment of the Theater:

All cast members must understand that our principal concern, even above the success of the show, is the care of the theater in which we are guests. Utmost care must be taken to prevent physical damage or vandalism to the screen, seats, or any property of the theater, whether by cast member or audience member. Any cast member found to be deliberately damaging theater property will be immediately removed from cast, and will be held financially responsible for damages.

2.2 Theater Management and Staff:

All employees of the theater are to be treated with courtesy and respect. Cast members will refrain from conversation with theater management concerning the show. Any problems, conflicts or arguments with theater staff should be avoided and brought to the attention of cast management.

2.3 Theater Clean-up & Prop Storage:

All cast members are responsible for helping to clean up the theater and put away props at the end of the show. This will be done under the direction of the heads of the tech and props departments, and will happen immediately after the show before any smoke breaks. Any cast member who leaves early or does not actually help out will be liable for cast discipline.

2.4 The Official Cast List:

Each show has a total of 11 main roles, 2 tech, 1 spot, 1 MC, and Transylvanians. Anyone attending a show who is not acting as cast may be asked to purchase their ticket.

2.5 Theater, Local Rules & Laws:

Cast members understand that all theater rules and local laws must be complied with, especially those laws dealing with public decency, alcohol, drugs and the laws governing sexual assault and age of consent.

- Age of Consent and Sexual Assault:
 - In the state of Colorado, a person 14 years of age or younger may consent to sexual contact with another person no more than four years older than them.
 - A person who has reached the ages of 15 or 16 may consent to sexual contact with a person no more than ten years older than them.
 - A person who has reached the age of 17 shall no longer have restrictions placed on them when consenting to sexual contact with a person older than them.
 - Sexual contact can be defined as any contact or penetration in the areas of the breast (male or female) genital region, or buttocks, or the touching of another person using the above listed areas.

- No cast member shall engage in sexual contact with any person while at the show without that person's prior consent.
- Illegal Drugs & Alcohol
 - Any cast member found to be in possession of illegal drugs or alcohol, under the influence or using illegal drugs, or the use of alcohol, which makes them visibly intoxicated while at the show or in the parking lot, shall be immediately removed from cast without the possibility of an appeal.
 - No person under the age of 21 shall come to the show after consuming any amount of alcohol, no matter how slight.
 - Audience members found to visibly intoxicated or under the influence shall be denied entrance into the theater, or shall be reported to official staff depending on the venue.
 - Law enforcement authorities may be called to the theater at the discretion of cast and theater management. Any cast member may call the police or other emergency authorities in the event of an emergency where it would be imprudent to consult with management due to the risk of loss of life or extreme damage to theater property.
 - The state of Colorado makes it a felony crime to assist, encourage, or otherwise help any person under the age of 18 to commit ANY crime, including the use of alcohol.

2.6 Property Responsibility:

Neither the theater nor Colorado's Elusive Ingredient assumes any responsibility for loss or theft of personal property while at a showing of "The Rocky Horror Picture Show" by Colorado's Elusive Ingredient or any guest cast. Colorado's Elusive Ingredient assumes no responsibility for the destruction of personal property by any means not directly related to the performance of "The Rocky Horror Picture Show" by Colorado's Elusive Ingredient or any guest cast. Guests and cast members are encouraged to secure any valuables brought to the show in whichever way they choose. There have been occasional break-ins in theater parking lots during Rocky, so please do not leave valuables where they are visible in the car. Anyone caught stealing from the cast or the audience will be removed from cast and permanently banned from the show.

3 Official Cast Dealings Outside the Theater

3.1 Cast Representatives:

Cast members will not attempt to enter into unauthorized negotiations or dealings with outside venues or persons. This could include talking to other theater management staffs, club owners, etc. in an attempt to secure cast performances or other action. This responsibility belongs solely to cast management. Any cast member who becomes aware of any interesting or unique opportunity should immediately forward this to management. This does not mean that cast members are not allowed to talk about or 'talk up' the show, just that they do not have the authority to bargain or promise anything on behalf of the cast. It is also requested that any cast member who is acting in any capacity as a representative of Colorado's Elusive Ingredient (even if just chatting with outsiders who have nothing to do with the show) do so in a positive and beneficial way to the show.

3.2 Guest Performance Etiquette:

Colorado's Elusive Ingredient frequently performs in special venues away from our theater. These special occasions often have special rules or circumstances. Cast members will be expected to comply with any such special rules or circumstances, to demonstrate an adaptable and pleasant manner in dealing with such unforeseen and unpleasant conditions, and to generally represent our cast in a positive and professional manner.

3.3 Restaurant Etiquette:

It is understandable that a mass of after-Rocky dinner guests can cause problems at any restaurant. Therefore, all cast members and their guests will be expected to cause no problems at any official cast restaurant, and to help in organizing tables. Everyone is required to tip a minimum of two dollar or 20% of their bill; whatever is greater, no matter what they ordered or what they thought of the service. Your bill is your responsibility; there will be no last-minute debates regarding financial arrangements. If you can't afford it, don't order it. There are very few 24-hour restaurants that are willing to accept a Rocky crowd, and Colorado's Elusive Ingredient will not tolerate people who alienate these restaurants.

4 Procedures & Joining Cast

4.1 Basic Requirements:

At management discretion, anyone wishing to join cast must have attended 3 Colorado's Elusive Ingredient shows within the past year. Cast management will occasionally declare cast to be closed when membership is deemed too full. If membership is delayed or denied because the cast has been closed, those seeking membership can still arrange to work as honorary Transylvanians.

4.2 Cast Age Requirements:

The minimum age to join cast in ANY capacity is 18 years of age.

4.3 New Cast Member Probation:

Anyone submitting an application can become a probationary cast member of Colorado's Elusive Ingredient upon a majority cast vote. All new cast members will be required to spend a minimum of 4 events on the Transylvanian Corps or working tech before asking to play a regular part. Regular parts are delineated as: Frank, Janet, Brad, Riff Raff, Magenta, Columbia, Dr. Scott, Rocky, Eddie, Criminologist, or Trixie. New cast members may (and should!) train for their desired part during this time, but must become trained Transylvanians or Techies first. All new cast members are considered to be probationary until they have completed 8 cast functions [defined ONLY as regular or special shows and full cast meetings] whereupon they can be formally approved by a 2/3 vote of cast. In the interest of maintaining a working cast, management reserves the right to appoint members to specific positions as necessary. Owing to unforeseen contingencies of staffing or other special circumstances, management reserves the right to insert or cast people into needed positions as necessary.

4.4 Leave of Absence:

If it becomes necessary for a cast member to take a temporary leave from cast on good terms for whatever reason, they remain part of cast for three months unless they have formally resigned. Cast members who request a leave of absence (LOA) due to reasons that fall under those specified in the Family Medical Leave Act (FMLA), including but not limited to leaves for a death in the immediate family, maternity, paternity, or illness of the cast member or their immediate family, shall be granted a full return to cast in the same role or position, or one of equivalent position and authority. If a cast manager or department head is granted an LOA under the above criteria, management may appoint a temporary replacement through any means they see fit to fill that role or position until the member on LOA returns. The cast member that is filling the position in the interim shall understand that their position is one that is temporary in nature until the cast member on LOA returns. Any cast member requesting a personal LOA shall not be guaranteed return to cast in a position that is equivalent to the one they held when the LOA was granted. Cast members who request an LOA of three months or more for personal reasons will be required to re-submit a cast application. If re-accepted to Colorado's Elusive Ingredient, management may waive the three-month probationary period. Any cast manager needing to take a LOA [i.e. – an extended absence from CEI] forfeits the management position, and an election at the next cast meeting will select an eligible individual to fulfill that managers remaining term. Any cast member missing more than half of the official cast functions within a six-month period shall trigger an automatic cast vote regarding retention/demotion/discipline.

4.5 Resignation:

It must be recognized that Rocky Horror Picture Show is always a very social and political phenomenon. It is inevitable that some members will leave cast, occasionally under less than ideal circumstances. Colorado's Elusive Ingredient requires all members to understand and agree, at the time of joining, that when he / she leaves cast for whatever reason, either voluntary or terminated, that he / she will leave quietly and easily. Said person also agrees that he / she will in no way work to harm the cast or any of its present or future members or audience members after resigning or being terminated from Colorado's Elusive Ingredient.

4.6 Cast Funds and Dispersal:

All money collected or earned by Colorado's Elusive Ingredient will be held in a common cast fund, which is to be deposited within 5 business days after the show. With the following standing exceptions, any expenditure over \$100 will require a majority approval cast vote at a formal meeting. Any expenditures under \$100 can be made at managements discretion. Exceptions include the standing authority for cast managers to make standard purchases such as throwbag materials or flyers, standard tech supplies, or any emergency purchase for which there is no time to hold a cast vote. All significant purchases will require full explanation to the cast at the subsequent cast meeting. Managers must be aware that when any such emergency purchase is presented to cast, reimbursement must be retroactively approved by a simple majority vote. If it is not so approved, cast will not reimburse the purchaser. There will also be a financial statement from management posted on the cast board reflecting the exact state of the cast funds and expenditures.

4.7 Cast vs. Personal Property and Funds:

Colorado's Elusive Ingredient owns several items, props, and costume pieces, as well as the cast funds. These items are carefully documented and stored as common cast property. Any sum of money or item donated or given to cast will be receipted and acknowledged as a gift at the time of donation. Any item donated becomes the full and permanent property of Colorado's Elusive Ingredient at the time of donation, unless separate arrangements are made in writing with management. All acknowledgment of donation, payment, credit, ownership, and all must be clear at that time in order to prevent future disputes.

4.8 Cast Votes:

All cast votes called for in these rules will be announced in advance and will be conducted at formal cast meetings by all full Colorado's Elusive Ingredient cast members who attend. Any cast member who fails to attend any such vote forfeits their right to vote on that issue, unless they inform management VERBALLY (cast member must receive confirmation a manager is aware of the situation) of their inability to attend at least 24 hours in advance, in which case they may vote by proxy if they so choose. This means that any vote required by these rules will be conducted ONLY among cast members present or by proxy at the time of the vote, and if only a small number of cast members vote, it still carries the weight of a full cast vote. Any cast member in probationary status is not eligible to vote in any cast proceeding or election.

4.9 Personal Problems:

The show comes first in all circumstances. There is no loyalty based on how long someone has been on cast. Cast members are expected to refrain from verbal and/or physical altercations with other cast members or audience members. If there is someone on cast or in the audience that a cast member "just can't stand," they must find a way to deal with or ignore the situation. All problems should be brought to the attention of management, but cast members must understand that audience members or other cast members will not be asked to leave the cast or audience just because another cast member doesn't like them.

4.10 Disciplinary Procedures:

Disciplinary problems will be handled using a "three strike" system. Minor problems can be corrected with a basic verbal warning. The cast managers will speak privately to and may choose to strike any cast member breaking a rule or causing a serious problem. Points of view and circumstance can be taken into account at that time. A second violation will result in the managers speaking to the person in front of the entire cast and a possible second strike. If a third strike is warranted it will require a 2/3-majority vote of the cast, and will result in the removal of the member from cast. Any person so removed by this "three strike" system may be able to reapply after a 6-month period, requiring a 2/3-majority vote for re-admittance. Cast management reserves the right to summarily remove any cast member with no second chance under extreme or special circumstances. The theater management has reserved the sole right to ban anyone from the theater premises when warranted. Any such actions will be fully explained to the cast at a meeting. Strikes will accumulate until 3 strikes prompt a cast vote, or until the cast member has gone one year without acquiring a new strike, at which time all strikes expire [Hence, if the cast member earns a second strike in July, and does not earn a new strike before next July, all strikes expire]. Strikes do NOT expire individually on their one year date.

4.11 Specific Cast Rights:

In addition to all rights, duties and responsibilities listed above, every Colorado's Elusive Ingredient cast member has the right to:

- Formally and publicly question or criticize any management decision or policy, with the understanding that cast business is not to be discussed with theater management or employees or with audience members. Colorado's Elusive Ingredient requires that any questions or criticisms are to be handled in a constructive way. Cast opinion will always be considered when management is undertaking decisions.
- Be free from abuse or insults from other cast members. While Colorado's Elusive Ingredient does not wish to involve itself with personality disputes, constant and malicious picking on others will not be tolerated.
- Audition for any part they feel they can play. Nobody will be forced into any particular part or function; everyone will be given the opportunity to demonstrate that they can perform in other ways. This is done for the sake of fairness, and so that everyone has a chance to shine in whatever part or position they prefer. However, each cast member must realize that this right is only to TRY OUT for a role or function, not a guarantee that they will get it. Furthermore, any person accepted for a specific role or function because the cast was shorthanded in that position should concentrate on that role or position at least until the cast is no longer shorthanded there.

4.12 Acknowledgment of the Cast Rules: The Entertainment Waiver:

Every member of Colorado's Elusive Ingredient will be required to turn in a signed and witnessed entertainment waiver, stating that they have fully read these rules, entirely understand them, and agree to abide by them completely.

5 Management and Department Heads

5.1 Management:

Colorado's Elusive Ingredient's management team will be comprised of two managers, who will divide among themselves all the necessary duties and responsibilities involved in keeping the cast running smoothly. These duties include, but are not limited to:

- Negotiating and maintaining a relationship with our host theater.
- Negotiating outside venues, special shows, and cast fund raisers.
- Arranging for a cast web site and monitoring the online message boards throughout the week.
- Casting regular and special shows, and recasting roles in emergency situations.
- Distributing and updating the cast contact list.
- Maintaining and updating cast records, including cast applications, entertainment waivers, articles of incorporation, donation receipts, personnel records, cast rules, and any other pertinent records.
- Meeting to discuss cast issues.
- Running the regular and emergency cast meetings.
- Appointing and overseeing department heads and assistant department heads.
- Monitoring member behavior and enforcing cast rules.
- Handling any issues that arise at the show.

5.2 Management Elections:

In December and June, elections will be held for one of the two cast management positions by secret ballot. The election will be open to any full cast and has been on cast for a minimum of one year (this does NOT include time spent in probationary status). Candidates' names will be placed on the ballot, and the ballot shall also include a "none of the above" selection. This selection shall be considered a vote against any candidates on the ballot and not an abstaining vote. The manager shall be elected with a simple majority vote.

5.3 Disciplinary Procedures for Management:

Should (a) manager(s) violate cast rules or exhibit behavior that in any way endangers the cast's home theater, on first offense the other manager should attempt to ameliorate the problem privately. If the problem persists, it is

the responsibility of the other manager to take the issue to the cast with a motion to strike the offending manager. A simple majority vote will result in a strike. Should a manager accumulate two strikes within one year of each other, that manager will be removed from the management team for no less than one year. A third strike will result in expulsion from cast, and re-admittance will be contingent upon the procedures outlined in rule 4.10.

5.4 Department Head Selection and Appeals Process:

Each cast member comes under the authority of at least one department head, who is appointed by management, and that person's chosen assistant. If at any time a decision or action of a department head or assistant (including termination from that department) seems inappropriate or unfair, that cast member may formally appeal to cast management. This hearing will be a verbal conference with all managers, department heads and assistants, and necessary cast members in attendance, wherein all parties may state their cases and sides of the situation.