

MILWAUKEE REP EDUCATION

PARTICIPANT GUIDELINES AND EXPECTATIONS

Welcome to our Adult Acting classes at the Milwaukee Rep! We are thrilled you are joining us. The following policies will ensure that all participants receive the most from their experience in our classes. By registering for classes at the Milwaukee Rep you agree to the below terms and policies as well as fully release, discharge, and indemnify Milwaukee Rep and its employees, company members, and representatives from any and all claims which may accrue on account of your participation.

The following are expectations and guidelines for participants in our classes. Failure to meet any and all of these expectations may result in elimination from programming and may prohibit future participation. By initialing each box, the participant acknowledges and is in agreement with each expectation.

- The entire fee is due upon registration.**
This is the case unless otherwise noted or discussed with our Education Administrator. We do not allow auditing of any our classes.
- If you need to withdraw from class, you must give at least two weeks notice prior to the start of class for a full refund.**
If withdrawing within two weeks of the start of the class, we will give you credit that you can apply to any other Adult Acting class. Withdrawing after classes have begun will result in no refund or credit.
- In the case of an absence to our session, please notify both your instructor and the Education Administrator if you will be missing a session of class.**
As actors we collaborate and much of our work is partner-dependent. We ask that you participate in all sessions so that you are there for your partner. We encourage you to notify us in advance of conflicts before class begins so that we can prepare adjust.
- Late arrival and early departure from class is discouraged.**
It is your responsibility to arrive on time and plan to stay throughout the duration of the class. Leaving class without notifying your instructor can be very disruptive to your fellow participants. If you need to arrive late or leave early, please make arrangements with your instructor ahead of class.
- Many of our classes require preparation outside of class.**
This helps our teachers maximize the time spent in class. Please arrive at least 15 minutes prior to class to find parking and to use this time to get yourself centered and ready for work. Relax, go over your text, but be ready to begin at the scheduled class time. Latecomers may be asked to wait until a break to be admitted into class.
- All cellphones must be put on silent upon arrival to class.**
We encourage everyone to get in the habit of turning off all electronic devices upon your entrance into the rehearsal hall. We all know how disruptive it is to the creative process to have phones ringing or vibrating through class work.
- We encourage you to wear movement-appropriate clothes and shoes.**
Please keep jewelry to a minimum and wear closed-toe shoes to move in. If you are participating in our Acting for the Camera series we ask that you dress in the best representation of yourself as you will be on camera each session.
- The nature of any in-depth exploration remains very personal, and often times, very revealing.**
With that understanding, we require that all participants sign this agreement. It is then agreed that anything said, experienced, performed or written in class remains confidential. No information, professional or otherwise, regarding participants shall be discussed by other participants beyond the confines of the specific class. Any breach of this confidentiality in any manner could result in the removal from class. The instructor is exempt from this policy as a participant's progression may need to be discussed amongst the Education Department.

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Active participation in class discussions is strongly encourage.

Watching other actors work and apply constructive criticism will broaden and deepen your understanding of your own process. Focus on making your feedback constructive and positive. Avoid giving each other notes on technical problems as this is responsibility of your instructor.

Enrollment in our classes requires a tremendous level of commitment from each participant.

Each instructor is asked to assess each actor's participation in our classes. Lack of commitment, consistent tardiness, unpreparedness, and/or overdue payment can constitute grounds for dismissal from class. Any display of disrespect or abuse will result in immediate termination from the class and may prohibit from future participation. Any participant in threat of termination will receive (1) written warning from the Milwaukee Rep.

It is imperative to ensure the safety of all participants involved.

The nature of these classes may require close and intimate physical contact with other participants and/or instructors. It is your right to decline participation in any event with which you feel uncomfortable or unsafe. It is your right to vocalize your feelings concerning the training and at any time cease activity or involvement. Please be advised that you will need to request consent of any partner in class to touch or be touched, and that you may decline at any point. This physical contact may be necessary and inherent in the context and instruction of the material, and the instructor may then need to make accommodations or adjustments for you to find success.

The Rep recognizes that in the process of rehearsing monologues/scenes or producing plays, participants may be required to use symbols, language, or actions that, out of context could be interpreted as harassment.

Participants and instructors shall approach these issues in a manner promoting respect within a climate of trust. Milwaukee Repertory Theater is committed to maintain a work place free from intimidation and harassment. The Rep specifically prohibits such intimidation and harassment of any Employee, Associate Artist, Guest Artist, EPR/Intern, Volunteer, or Visitor.

Milwaukee Rep and its participants adhere to a strict policy of equal opportunity.

No member shall be discriminated against on the basis of race, creed, color, religion, gender, sexual orientation, national origin, ancestry, age or any physical or mental disability. Milwaukee Rep seeks to provide an environment free from verbal, physical or sexual harassment. The Rep and its members will not tolerate any form of sexual harassment or any other conduct that has the purpose or effect of interfering with an individual's training and experience. All members are expected to be sensitive to the individual rights of everyone affiliated with the Milwaukee Repertory Theater.

Participant Name: _____

Signature: _____ Date: _____

Please do not hesitate to reach out to Auburn Matson, Education Administrator (amatson@milwaukeeep.com) if you have any questions, concerns, or hesitations in regard to these guidelines or expectations.