



## 2013 Cast Manual

(Cast Office Phone – 479/253-8038)

**At The Great Passion Play, we are privileged to present the last days of the life of Jesus Christ, His death on the cross, resurrection and ascension. Although non-denominational, we encourage each cast member to establish a personal relationship with Jesus Christ as Lord and Savior. Our purpose is to portray the hope of a living and risen Savior to all who view this...the Greatest Story ever told. We trust that this will be your purpose as well.**

Question #1

**What is the purpose of the cast manual?**

ANSWER:

The cast manual is provided for the purpose of giving cast members knowledge of the policies of The Great Passion Play. It is in no way to be considered as a contract between the employee and The Great Passion Play. The Great Passion Play further reserves the right to modify these policies without prior notice to the employee. Only those policy changes made in writing and approved by management will be allowed.

Question #2

**What are the terms of employment at The Great Passion Play?**

ANSWER:

The Great Passion Play is an at-will employer. This means that The Great Passion Play or you, as its cast member employee, may terminate the employment relationship at any time for any lawful reason with the understanding that neither has an obligation to base that decision on anything but his or her intent not to continue the employment relationship. No policies, comments, or writings made herein or during the employment process will be construed in any way to waive this provision.

Question #3

**Do I need an entertainment work permit in order to be in the cast?**

ANSWER:

All those age 15 and under as of their date of employment must have an entertainment work permit issued by the Arkansas Department of Labor. Please see the Production Manager for the required application forms.

QUESTION #4

**Can someone sponsor (or be responsible for) a child that is not his/her own?**

ANSWER:

Anyone who is under 16 needs a parent in the play to be a cast member. With the Production Manager's approval a cast member other than a parent may serve as a sponsor. The sponsor must be at least 18 years of age and must be willing to assume responsibility for the youth's actions and the youth agrees to obey the sponsor. There will also be a "Designation of Sponsor for a Minor" form that must be completed and signed by a parent or guardian. Please see the Production Manger to obtain this form.

QUESTION #5

**How am I paid as a cast member?**

ANSWER:

The cast pay will be distributed as follows:

- A. During the regular season, all cast members will receive 30 cents per point earned, based on role(s) performed
- B. Each new weekly pay period will begin on Sunday 12:01 A.M. and end on the following Saturday at midnight as part of the bi-weekly pay period.
- C. Your check is distributed with the first payroll.

QUESTION #6

**What is the age point schedule?**

ANSWER:

The Cast age point schedule for **Rehearsals** and the **Regular Season**

	<u>Ages under 5</u>	<u>Not Employed After</u> October 1, 1996	
<u>Time</u>	<u>Ages</u>	<u># of Points</u>	<u>Hourly Rate</u>
1 hour	5-11	25 points	\$7.50
2.5 hours	12-17	61 points	\$7.32
2.5 hours	18 and over	61 points	\$7.32

**Please Note: There will not be a separate age point schedule for children who are under age 16.**

Children ages 5-11 will need to be off the set and will be free to leave at 9:00 PM (8:00 PM after Labor Day) provided they have a responsible adult to pick them up. The child's parent must submit written approval to the Production Manager giving the name of the person he/she has approved to pick up the child. All children should be met in the employee break room located underneath the Sacred Arts Center.

**Please Note: The requirement for children to be off the set by 9:00 PM (8:00 PM after Labor Day) applies to ALL children, hired or non-hired (under 5 years of age).**

Children ages 12 - 15 will be expected to participate in all appropriate scenes throughout the play.

**Please Note: See question # 56 regarding minimum age requirements for specified roles.**

QUESTION#7

**Does attendance affect the point system?**

ANSWER:

NO

QUESTION #8

**Are there any special privileges in being a cast member?**

ANSWER:

Yes, very definitely. You are entitled to a 20 percent discount off any merchandise in the Passion Play Gift Shop if you present your employee ID card, and free visits to the Sacred Arts Center, the Bible Museum, The Holy Land Tour, Potter, David the Shepherd, and Discount at the Great Hall Buffet (\$5 for dinner).

We also participate in the Pass Exchange Program with many local attractions and this gives you free or greatly reduced admission prices to those attractions involved in the program with us. Each year a list will be given to cast members showing who our local participants are. Your cast card should be shown as your identification. Most local participants will ask for another ID such as your most recent pay stub. Please abide by their policy if they require a paycheck that has been issued within one month. In most cases, only cast members are given the special "pass privilege". We suggest you check with the individual attractions on their policy regarding guests.

**At all times, be courteous to the people you meet and represent The Great Passion Play in a positive manner.**

**NOTE:** If you end your employment at The Great Passion Play, you are required to return your employee ID Card to the Human Resources Department.

QUESTION #9

**What paper work am I required to fill out at the beginning of the season?**

ANSWER:

Aside from your application, which is filled out at the cast registration, you will be asked to sign a photographic release on the back of the application. This release will waive any of your rights to photographs which are taken while you are a member of the cast and are a condition of employment. An immigration form (I-9) and W-4 must also be completed. Your Group Manager will notify you of the documents needed to complete the I-9 form... You will also be asked to sign an Acknowledgment Form regarding the Drug/Alcohol Testing Policy, as well as an Acknowledgment Form declaring your having read and understood the Employee Cast Manual as conditions of employment. (See question # 54 for complete policy.) If age 15 or younger, please refer to question #3 as well.

QUESTION #10

**Will my children need a social security number?**

ANSWER:

YES. There is a Social Security Office in Harrison that will handle the application for you.

QUESTION #11

**What time should I arrive each evening?**

ANSWER:

Please be here by 8:00 PM (by 7:00 PM after Labor Day). After 8:00 PM (7:00 PM) people are assigned to fill vacant roles. Park in the cast parking lot only and be sure that all your car lights are off before you leave the car. Any light seen by the audience in this area destroys the effects of the set. Once you have checked in, do not return to your car unless you have received permission from your Group Manager. Additionally, you may not leave your wardrobe room and start your car until after the Hallelujah Chorus.

If you work for the Foundation during the day, leave your car parked on top of the hill, walk down the amphitheater stairs and proceed on the sidewalk past the sound room and through gate 21. This same path should be traced at the close of the play. Do not cross the staging area between 7PM and 11 PM (6PM and 10 PM after Labor Day.)

If someone is dropping you off after 5:30 PM, remind the driver to obey the posted "No Left Turn 5:30 - 8:30" sign and observe the 10 mph speed limit and the instructions of the car parkers and please use extreme caution coming in and out of the cast road. Drive very slowly.

**NOTE:** There is a gate that will be closed at the entrance to the cast road when it is time for the play to begin. (8:30PM, 7:30PM after Labor Day.) Please, **NEVER** open this gate to drive into the cast parking lot. If you are so late that the gate has been closed, then your part has been assigned to another person for the evening. When you get home, you may call the Production Secretary at 479/253-8038 to tell him/her whether or not you want to make a commitment for the next performance.

QUESTION # 12

**Where do I go when I arrive?**

ANSWER:

You will check in with your Wardrober in the room that you have been assigned to by initialing the attendance sheet that he/she has for you. All roles have been assigned in advance and he/she will give you the proper wardrobe for the evening's performance. You may check to see which part you have on the assignment sheet at the front counter. Notes are given by the Room Managers at 8:15 PM (7:15 after Labor Day) and all cast members should be in their appointed Wardrobe Rooms and ready to go on set prior to this time. Listed below are the groups and the rooms to which they are assigned:

Groups "B" and "E"	Room 1
Groups "A" and "G"	Room 2
Groups "C" and "F"	Room 3
Groups "D" and "H"	Room 4

You will be shown the location of your room during our rehearsals.

QUESTION # 13

**Will I be required to supply any of my costume? What can or can't I wear?**

ANSWER:

We will supply all of your costume except your sandals, which you should bring from home. Sandals should have a low heel and be either black or brown leather. Please avoid rope sandals. They are not acceptable. You will need to be careful not to wear any clothing which will show past your costume. If you wear your regular clothing underneath your costume, tuck or pin it up so that it doesn't show. Safety pins are available in a container on the front counter. Check before you go on set that you are not wearing glasses, earrings that hang past the ear lobe, rings, or a watch. Wedding rings are permitted, but those with diamonds must have the sets turned toward the inside of the hand. If you are in a part that

requires jewelry, costume jewelry will be provided. Flesh-colored socks may be worn on cold evenings, but **no other colors in socks are permissible.**

QUESTION #14

**Which parts are in which groups?**

ANSWER:

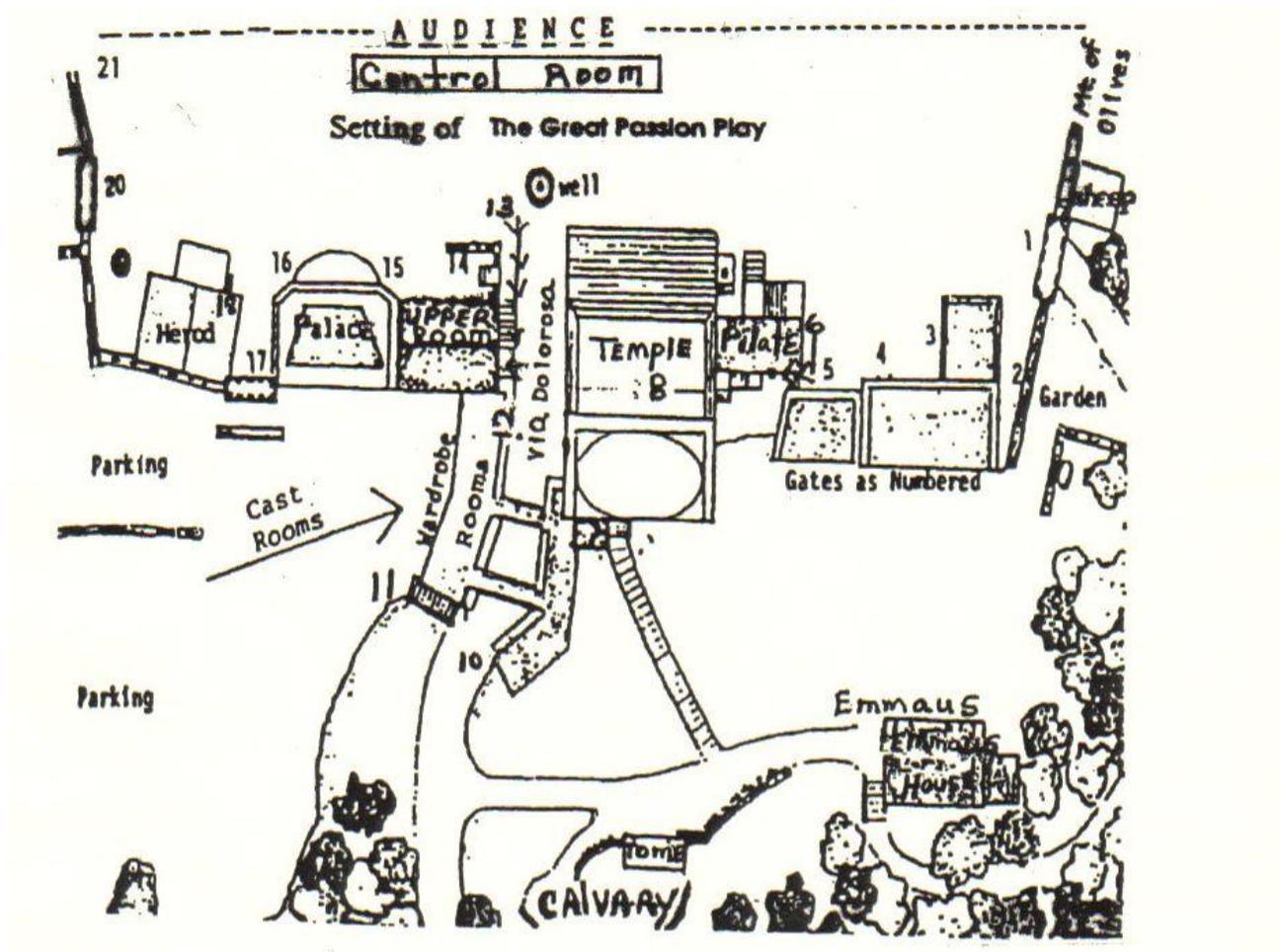
Basically speaking, Group A are the priests, and their guards and servants; Group B are the apostles and the Mary roles; Group C are specialty roles; Group D are the soldiers, and Groups E, F, G, and H are merchants, merchant's helpers, and shoppers.

QUESTION #15

**How will I know my way around the set?**

ANSWER:

Study the map below. That will help you learn the gate numbers. It would help you a great deal to memorize these gates. If you ever need help, any of the Room Managers or Wardrobers would be glad to assist you and there is also a large map of the set that is posted in each room. You are free to refer to this at any time.



QUESTION #16

**How will I know what is expected of me in a part?**

ANSWER:

Your Group Manager will explain your role and its requirements. He/she may assign you to someone who has previously done the role, and he/she may walk you through the role. Your basic entrance times and places, as well as exits,

can easily be memorized. Most cast members will play certain parts over and over again, so you will learn your part quickly. Pay very close attention to instructions from your Group Manager and Director.

QUESTION # 17

**Am I entitled to any complimentary tickets to The Great Passion Play?**

ANSWER:

You are entitled to six (6) complimentary tickets to The Great Passion Play. To receive these, tell your Group Manager at least one performance prior to the night you will need the tickets. They will be brought to your room the night you need them, or, at your request, they may be left at the ticket office under the name you give your Group Manager.

QUESTION #18

**Why is there a pocket in my costume?**

ANSWER:

On many of the outer garments that open down the front, there is a pocket sewn on the inside. This is provided for eyeglasses or other personal items that you may need to carry with you. Be sure that this pocket is emptied before your costume is laundered. Also, be sure to **NEVER** carry food in this pocket. Food is not allowed on the set. Additionally, cell phones are **NEVER** allowed in this pocket or on set either.

QUESTION #19

**My children will be coming with me to be a part of the cast. Will they be with me all evening?**

ANSWER:

Very young children remain with their mother or father during their time on the set. If you have a child 12 or older who is responsible, they could be assigned to a part in which they will be under the supervision of another adult, but they will be assigned to your wardrobe room and you will see them between scenes. Parents are responsible for seeing that their children are in proper wardrobe and are ready to go on set. Newborns must be at least 2 months old before being brought to the play, and then only with prior administrative approval. Limited childcare is available if your Group Manager deems it necessary. Please check with him/her to determine your situation. Infants under two years of age will **not** be eligible for childcare.

QUESTION #20

**Will I be able to watch the play during the year?**

ANSWER:

You will be able to watch the play for 1 performance and be paid points per the average of the employee's last five (5) performances. This is subject to the cast member not being needed for the performance. This watch must be scheduled in advance with your Group Manager so that another person can be assigned to your part for the evening. If you have never seen the play before, then your Group Manager will assign you an evening to watch during rehearsals, or the first week of production, as it will give you a much better understanding of the play. This will be counted as your 1 watch of the season. **Please do not leave the performance early and return to the set.** After the performance, you may return to the back of the set, but do not cross the set. Stay close to the wall and out of view of the audience.

QUESTION #21

**Is there anywhere that I am not permitted to go?**

ANSWER:

After 8 PM (7PM after Labor Day), no one should be in the cast parking lot. Opening a car door and showing the inside light would destroy the special effects which create old Jerusalem for our audience.

Please do not park so that you block the emergency vehicle behind Gate 17 this car needs to be able to get out, so we need a clear pathway going out through the cast gate.

After 7 PM (6 PM after Labor Day) and until the end of the postlude music which closes the show, no one should cross the set in modern dress, or even in costume (unless of course, you are appearing in the play!). If you need to get from the cast buildings to the amphitheater, walk around behind Gate 21 and down the sidewalk by the amphitheater. However, no one is to go into the amphitheater during the performance without prior approval of the Production Manager or the Director.

Don't stand or walk more than one pace down stage (on the audience side) of an imaginary line from Gate 1 to Gate 20, passing through the fountain. If you do your contribution to the play will be largely lost. The audience can only see the upstage (set side) of the street.

Be careful not to cross in front of the wall at Gate 17, or to show yourself at any gate, prior to your entrance. Remember, if you can see the audience, they can see you.

For your own *safety*, do remember to keep out of the way of our animals. On the set they have the right of way. Please do not feed the animals prior to the beginning of the play. Become familiar with the sounds on the tape immediately preceding the entrance of horses and camels. This will help alert you.

Between scenes, cast members are only permitted in their rooms, on the sidewalk by the Control Room, the area near the entrance of the Wardrobe Rooms, or other places assigned by your Group Manager. Please do not go behind the Temple to watch the play at the pigeon coop area. This area is off limits unless you are observing a role and have permission from your group manager. In addition, the steps leading to the sewing room are off limits to those under 16 except when performing a role in the Herod group.

#### QUESTION #22

**Am I required to be here every single play night?**

#### ANSWER:

We depend on the faithful participation of our cast members and will need to know if you are going to be missing a night. You will have a sheet that you use to make your commitment for the next show night. If you make a commitment, you will be assigned a role for the next evening. Twelve absences are allowed during a season; those who miss 12 or fewer performances during the season will qualify for an attendance club at the end of the season. Also, those who have 12 or fewer absences will have priority over others when being considered for rehire.

Remember to notify your Group Manager in advance if you can't be here. Repeated failure to do so may result in a warning and/or removal from the cast (See #24 and #29). If you cannot attend a performance and you have not clearly communicated that to your group manager, please call the cast office at **479/253-8038**. If the Production Secretary is not available, please leave a voice message. Please state clearly your name, as well as, your status for that night's performance and indicate when you expect to return to the play.

If you are going to be off for an extended period, please notify your group manager. If you are off ten consecutive performances without prior permission from the Production Manager, the Director, or your Group Manager, you will be moved to inactive status. You must re-apply to be considered for reinstatement to the cast.

#### QUESTION #23

**If my costume becomes torn or soiled, what must I do?**

#### ANSWER:

It is expected that you will take proper care of any costume or props that are in your possession; however, we realize that accidents do happen. Unless the spill or tear is a major one, continue to wear your costume until the end of the play and then tell your Wardrober what has happened. Your costume will be repaired or laundered before the next performance. If you have a major problem, contact your Wardrober as soon as you are off stage and you will be given a different costume to wear for the rest of the evening.

#### QUESTION # 24

**What do I do if I have made a commitment to be in a role and become ill or have an emergency and can't come?**

#### ANSWER:

As early as possible, please call the cast office at **479/253-8038**. If the Production Secretary is not available, please leave a voice message following the same instructions as indicated in questions #22. Repeated failure to notify the staff of a pending absence may result in a warning and/or removal from the cast (See #22 and #29).

#### QUESTION #25

**If the weather has been really bad, should I come and check in? Won't the play be canceled?**

#### ANSWER:

It is very difficult, if not impossible, to tell what the weather conditions will be at playtime. Even if it has been raining all day, many times the rain will stop immediately prior to play time. The groups that come to view our production

come from all over the U.S. and even from foreign countries. You can imagine their disappointment over a canceled performance. Because of this, the play is rarely canceled prior to production time and you should come and be ready to go on unless you here differently from room manager. Experience shows that we average only 2 or 3 rainouts per season. In the event that the performance is cancelled before 6:30 PM – 7:00 PM, you will receive a call from your room manager to that effect.

QUESTION #26

**Am I covered by Workers' Compensation Insurance if I am injured while I am working here?**

ANSWER:

If you have been hired as an employee, you are covered under Worker's Compensation. The procedure to follow if you have a work-related injury is to first tell your Group Manager about the injury. Your Group Manager will then have you fill out an "Employee Accident Report". This form **MUST** be filled out in order for future claims to be covered. If you feel medical attention is needed tell him/her so, and he/she will either obtain, or let you obtain, a signed authorization for medical treatment from the Production Secretary. Neither hospital nor any doctor will treat you without personal cost unless you have this signed authorization. **ALWAYS** tell your Group Manager if you are injured even though you might think you will not need to see a doctor. Failure to do so will result in disciplinary action, including possible termination.

A cast member who loses time from the play due to a work-related injury must file a work comp claim in order for our insurance to properly process the claim. **It is The Great Passion Play's policy to pay for the lost wages for the first day of the injury only.** If the employee has earned sick leave or vacation time available (see #49), such time may be used to cover the lost wages not covered by work comp. However, if sick leave is used and the employee is ultimately compensated for the loss of wages by the work comp carrier, the compensation must be reimbursed to The Great Passion Play. The employee will have the sick leave time that was used credited back to his/her accrued sick leave on a pro rata adjusted basis. The Great Passion Play has a **Return to Work Policy** that is explained in the 2007 Seasonal Handbook on pages 10 and 11. Please see your group manager for a copy of this policy.

**CAUTION! Children under age 5 that have not been employed are not covered under Workers' Compensation.**

QUESTION#27

**May I bring a guest with me for the evening?**

ANSWER:

Guests will not be allowed to participate in the play without prior permission of the Production Manger. Please contact the Production Manger at least one day in advance if at all possible. Otherwise, please call 253-8038 (set) prior to bringing a guest for the evening.

You will need to be in a position so that you can be responsible for your guest(s) if at all possible. It is preferable that they have seen the play within the last two years. They should be here to check in at the Production Office by 7:45 P.M. (6:45 P.M. after Labor Day) and are required to abide by the same restrictions that apply to the cast. We have a guest registration form which will need to be signed by the guest. If guests are under 16, they will need to have a parent or guardian sign their guest form. The guest's signature releases us from responsibility if an injury occurs while he/she is on the grounds, as our insurance does not cover guest performers. Your guest will be assigned a sponsor for the evening which may or may not be you. The guest will need to remain with the sponsor throughout the entire play. Guests are not permitted to participate in the "Garden Arrest" scene and the "Calvary" scene. There is a limit of (4) four guests per performance. Therefore, you may want to check with the Production Manager as soon as possible.

QUESTION #28

**Where and when is talking allowed?**

ANSWER:

While you are in your Wardrobe Room, you may talk in normal tones because the audience cannot hear you. When you step outside these rooms, however, the audience could possibly hear your normal speaking voice in the amphitheater. It is easy to believe that because we are in the dark and cannot be seen that we also cannot be heard, but nothing could be further from the truth! Set walls are not insulated, as a normal wall would be, and sound travels through them easily; therefore, no talking is allowed backstage.

You will be talking on set, even though you might not have any speaking lines, to those who are in your immediate vicinity. This is not only permissible, but is desirable because it helps the play to appear more authentic. There are certain

guidelines that you should remember while speaking on stage. Speak in very LOW tones, so that the audience cannot actually hear you; otherwise your voice may obscure speaking parts on the tape. Also, stay in character. It can be distracting to your fellow actors to hear "out of character" talking when they are seeking to give the best portrayal of a character that they can. If you are in an apostle or street role, don't talk to a Roman (ruler, their attendants, or soldiers) unless they first speak to you. This is part of staying in character.

QUESTION #29

**Is there a disciplinary system?**

ANSWER:

Yes, this helps us to maintain a good atmosphere here on the grounds. For minor problems, we have a 3- time warning system. Normally, you will not receive a warning unless you are in flagrant disobedience of any existing policy or practice of the Foundation, or else have already been spoken to previously regarding an undesirable action or attitude. Warnings are given by the Production Manager, Group Managers, and the Director. Each warning will be noted in the employee file indicating the reason for the warning. The Director, the Production Manger, your Group Manager, and the person receiving the warning will initial the warning.

If 3 warnings are issued, the staff will decide whether the cast member will be suspended from the play up to 2 weeks or dropped from the play for the remainder of the season. Cast members who are dropped in this manner may re-apply to the cast the following year, but will not be reinstated without special permission. In cases involving major problems or infractions, including for example the possession of alcohol or unprescribed drugs on the set, the staff may decide to dismiss a cast member without going through the 3-time warning system.

Problems which have caused disciplinary action in the past are: Loud or out-of-character talking, pranks on the set, fireworks on July 4th, and failure to make required scenes on time. In addition, absences without proper notification will be cause for warning and/or dismissal from the cast. (See #22 and #24)

QUESTION # 30

**May I bring food or drink from home?**

ANSWER:

Under limited circumstances. No food of any kind, whether brought from home or purchased here is allowed outside of the Wardrobe Room, except for the area between the wardrobe rooms and the sign posted at the old camel pen.

QUESTION #31

**If I have a problem, with whom do I speak?**

ANSWER:

You should speak to your Group Manager. If you feel like any problem is not being handled to your satisfaction, then you may speak directly to the Director, or the Production Manger.

QUESTION#32

**Once I have checked in, am I permitted outside the Wardrobe Room?**

ANSWER:

Yes, you may go anywhere except on set and the parking lot. You must be in your room by 8:00 PM (7:00 PM after Labor Day) and ready to go on by 8:15PM (7:15 PM after Labor Day). Please **do not** leave your Wardrobe Room until the Hallelujah Chorus begins and the lights come up at the close of the play.

QUESTION #33

**May I go and visit with people in other Wardrobe Rooms during the course of the evening?**

ANSWER:

Yes, with the permission of the Group Managers involved; however, you are to be in your own room from 8:00 PM to 8:30 PM (7:00 PM to 7:30 PM after Labor Day) for notes and assignments. In addition, **you are responsible for your cues so that you are not late for a required scene.** (See #29)

QUESTION #34

**How are roles assigned for the play?**

ANSWER:

The director will assign cast members to do major roles. In doing so, it must be understood by all that there is no ownership of a role and that the director may make any change deemed necessary. The director will work with the Group Manager to establish a schedule of assignments. The Group Manager will assign any roles that the director has not specified.

QUESTION #35

**Are there any restrictions on the number of roles that I can play?**

ANSWER:

In general, no one person will be a primary player in more than **two major roles** at any given time during the season. However, in an emergency anyone may be pressed into any role.

QUESTION #36

**How many people will be playing a given role?**

ANSWER:

In general, there will be a limit of 5 primary players in any given role. In addition, there may be an alternate who will fill in for a primary player in case of absence. Any other players in that particular role will go on a backup-only list and will be assigned to a different role until such time that there is a need.

QUESTION #37

**May I audition for a given role any time during the season?**

ANSWER:

The Group Managers and Director will determine if auditions are warranted. Please make your request to your group managers.

QUESTION #38

**How do you move from one part to another?**

ANSWER:

Discuss your desires with your Group Manager and he/she will explain the necessary steps.

QUESTION #39

**If I have a family or friends watching the play and I desire to change my assigned role for that performance, what do I need to do?**

ANSWER:

As soon as possible, make your request to your Group Manager. Management will determine if the change will be accommodated. If approved, a swap of performance nights will be arranged, if feasible. If not and the person originally scheduled to do the role is removed by management to accommodate the change, then that person will be paid points for the originally assigned role if assigned to a new role that is fewer points.

QUESTION #40

**If a part has a helper, such as the Lamp Merchant, is the merchant responsible for the helper while they are on set? Should they remain together at all times?**

ANSWER:

The helper is not necessarily responsible to the merchant. Many helper parts will not remain with the merchant throughout their time on stage and should follow instructions for their part.

QUESTION #41

**How may I get a locker in my Wardrobe Room?**

ANSWER:

The lockers are on a first-come, first-serve basis, but you may work through your Wardrober in regard to this.

QUESTION #42

**Are there rules about smoking, chewing gum, and chewing tobacco?**

ANSWER:

Yes, smoking, chewing gum, and chewing tobacco are not permitted. This includes the parking area as well as the set.

QUESTION # 43

**Can cast members change Wardrobe Rooms? How?**

ANSWER:

Yes with prior approval of the Production Manager. Such a change would probably affect the roles you would be able to play.

QUESTION #44

**Can you be in the cast if you've never seen the play?**

ANSWER:

Yes, you will be trained for your parts. As early as possible, you will be required to see the play.

QUESTION #45

**Are there any provisions for partially disabled to be in the cast and not participate in the more strenuous action?**

ANSWER:

Yes, you need to discuss your situation with your Group Manager. (Reasonable accommodations will be considered)

QUESTION #46

**Where are my everyday clothing and personal items kept during the play?**

ANSWER:

Some cast members may have a locker in their Wardrobe Room, but there are not enough lockers for everyone and they're assigned by the Group Managers. Clothing is hung in the bathrooms. **DO NOT BRING VALUABLES**, as we have no way to protect them. Keep money and jewelry at home.

QUESTION #47

**What are the rules about radios, cassette/CD players, and earphones?**

ANSWER:

These items are not permitted.

QUESTION #48

**Will I need to know anything about acting?**

ANSWER:

Very few of our cast members have had any formal training in acting, so don't feel too apprehensive if you are inexperienced. You will be assigned to an experienced cast member who will help you in the beginning. If you do not have a speaking part, then much of your part will be ad-lib within the boundaries given by your room manager. Be sensitive to the action, both physically and emotionally. Remember that everything you do on the set has a heightened significance for the audience because of the bright lighting and other devices used to concentrate audience attention.

A common pitfall, which you will want to avoid, is anticipating stage actions by reacting before they happen. In life, you wouldn't know they were going to happen until they did, and then you would react.

If a main character has a line, help to direct audience attention toward them by turning in their direction. **Don't talk with your neighbors during these lines**, although you will want to develop natural relationship with others on the set during other times: greet them, nod to them, laugh with them as neighbors, which they were. Some exceptions to this would be the relationships between street people and soldiers, priests, Roman rulers and royalty. You will recognize these characters because they are dressed more formally and richly than street people. Priests should be bowed to and treated with respect. The Roman rulers and their soldiers were hated by the Jews, but at the same time, they were greatly feared and so were also treated with respect. You will want to try to stay out of the way of these characters, particularly the soldiers.

It is important to never look directly into the audience. We should be unaware of their presence, so that the special effect of old Jerusalem is maintained.

Becoming familiar with elementary stage terms will help you, as these will be used on some occasions by the staff. Listed below are the 4 most commonly used terms.

<b>Up stage</b>	This is the direction going toward the back of the set and away from the audience.
<b>Down stage</b>	This is the direction going toward the audience and away from the set.
<b>Stage Left</b>	If the actor is facing the audience, this would be the direction to the actor's left.
<b>Stage Right</b>	If the actor is facing the audience, this would be the direction to the actor's right.

QUESTION #49

**Is there any sick leave or vacation leave for cast members?**

ANSWER:

Generally, no. However, if you are classified as a Full Time employee of The Great Passion Play and also a cast member, please refer to The Great Passion Play Full Time Employee Handbook to determine your eligibility for sick leave or vacation leave.

QUESTION #51

**Am I eligible for the Family Medical and Leave Act (FMLA)?**

ANSWER:

Generally, no. However, if your total hours worked for The Great Passion Play, including the cast performances calculated at 2.5 hours per performance, is at least 1289 (new July 2011) hours per year, then you may qualify. Please refer to your Full -Time Employee Handbook to determine eligibility for leave under FMLA.

QUESTION #52

**What is my responsibility if I observe another cast member that is misbehaving during a performance?**

ANSWER:

Please report any misbehavior to your group manager, the director, or the Production manager. In most circumstances you are requested not to confront another cast member unless you feel his/her actions may endanger him/her or others. Even in those cases, please report such incidents.

QUESTION # 53

**What is The Great Passion Play's policy regarding sexual harassment?**

ANSWER:

**SEXUAL HARASSMENT POLICY STATEMENT**

The Great Passion Play is committed to providing a work environment that is free of discrimination of any type. Actions, words, jokes or comments based on an individual's race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. The same is true with regard to sexual harassment, and the following policy is effective immediately:

1. It is illegal and against our policies for any employee including cast member, male or female, to sexually harass another employee by (a) making unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, a condition of an employee's/cast member's continued employment, or (b) making submission to or rejection of such conduct the basis for employment/casting decisions affecting the employee/cast member, or (c) creating an intimidating, hostile or offensive working environment by such conduct.
2. Sexual harassment is defined as: (a) Unwelcome or unwanted sexual advances including fondling, touching, patting, pinching or any other similar physical contact considered unacceptable by another individual; (b) requests or demands for sexual favors, whether subtle or blatant, or whether in the form of a pressure or request for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning another's employment/cast member status; (c) verbal abuse or kidding that is sexually-oriented and considered unacceptable by another individual, including comments about bodily appearance where such comments go beyond mere courtesy; "dirty jokes"; or any other tasteless, sexually-oriented comments, innuendos or actions that offend others; (d) engaging in any type of sexually-oriented conduct that would unreasonably interfere with another's work performance to include the use of the internet/e-mail to view pornographic materials and/or attempt to harass other employees with such materials.
3. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between men and women that are acceptable to both parties are not considered to be sexual harassment.
4. Any employee/cast member who believes he or she has been the subject of sexual harassment must report the alleged act immediately, within 48 hours after the alleged harassment occurs where possible, to the cast member's immediate manager (or the Director if the manager is alleged to have committed the act) or the employee's immediate supervisor (or the next level supervisor if the supervisor is alleged to have committed the act), who shall immediately report the complaint to the appropriate member of management or to the CEO. An investigation of all complaints will be undertaken immediately. Confidentiality will be maintained to the greatest extent possible. However, confidentiality cannot be guaranteed. Retaliation will not be tolerated. Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witness. Any supervisor, agent, cast member, employee or other person who has been found by The Great Passion Play, after appropriate investigation, to have sexually harassed another cast member or employee will be subject to appropriate sanctions designed to stop the harassment immediately and to prevent its reoccurrence, ranging from a warning in his or her file up to and including termination, depending upon the circumstances.

This organization will not tolerate sexual harassment of its cast members or employees by anyone. Sexual harassment is an insidious practice. It demeans individuals, and creates unacceptable stress for the entire organization. Significant costs are involved. Morale is adversely affected. Work and performance effectiveness declines. Persons who are found to have sexually harassed others will be dealt with swiftly and vigorously.

This organization recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in this matter. Given the nature of this type of discrimination, the organization recognizes also that false accusations of sexual harassment can have serious effects on innocent women and men. We trust that all employees and cast members will continue to act responsibly to establish a pleasant working environment free of discrimination.

**Procedure to Make a Harassment Complaint**

If you believe you or a co-worker has been the victim of illegal harassment, you would immediately report the incident and name of the person(s), as applicable, to the Human Resources Department. Upon receipt of the complaint, the Human Resources Department will investigate the incident. After the investigation is complete, you will be informed by the Human Resources Department of the results of the investigation. All complaints will be handled in a confidential manner and each employee reporting an incident of harassment should likewise treat the matter as confidential. The GPP expects

each employee involved in an investigation of harassment to cooperate and assist the Human Resources Department in its efforts to investigate any complaint of harassment.

QUESTION #54

**What is The Great Passion Play's policy regarding drug/alcohol testing for reasonable cause?**

ANSWER: **DRUG/ALCOHOL TESTING POLICY - REASONABLE CAUSE**

The *Great Passion Play* is committed to providing a safe workplace for all employees and cast members. In order to ensure a work or production environment free from the unsafe and inefficient effects of alcohol and drugs, the Foundation has established a DRUG/ALCOHOL TESTING POLICY, which shall become part of the terms and conditions for all employees and cast members.

Our employees and/or cast members are this organization's most valuable resource and, for that reason, your health and safety is our main concern. The organization's goal is to maintain a work and production environment that is free from the effects of alcohol and drug abuse. We recognize that an individual's off-the-job, as well as on-the-job, involvement with alcohol and drugs can have an impact on the workplace and/or production of *The Great Passion Play*. Accordingly, disciplinary action, normally immediate termination where deemed appropriate, will result for: (a) the use, possession, manufacture, sale or distribution of illegal drugs or "look-a-like" drugs on or off *The Great Passion Play's* property while on duty or off duty; (b) reporting to work under the influence of alcohol (.04% blood alcohol or greater); (c) conviction under a drug related statute or for DWI while operating a Passion Play vehicle; or (d) the consumption, sale or possession of alcohol while on duty. An "illegal drug" is any drug, or the synthetic or generic equivalent of a drug, which is a controlled substance not prescribed for current personal medical treatment by an accredited physician. A "controlled substance" has the meaning assigned by 21 U.S.C. § 802 and includes all substances listed on Schedules I through V as they may be revised (21 CFR 1308). An employee undergoing medical treatment with a drug or controlled substance that may alter his/her physical or mental ability (whether prescribed or non-prescribed) must immediately notify his/her supervisor as it may be necessary to change or monitor the employee's job assignments while undergoing treatment.

*The Great Passion Play* shall also institute DRUG/ALCOHOL TESTING effective January 1, 1998 for reasonable cause. On or after that date, all employees will be subject to testing for the presence of illegal drugs and alcohol for reasonable cause (where documented or observed impairment of job performance can reasonably be attributed to use of drugs or alcohol), including any work-related accident or injury. This includes management, as well as all other employees. From the time the decision is made to conduct reasonable cause testing until laboratory results are received, tested employees may at management's discretion be suspended, reassigned or allowed to continue current job duties under observation. If suspended and the laboratory results are determined to be negative, affected employees shall be compensated for time lost. If the results are positive, however, time off shall be without pay.

Should an employee test positive for drug use, he/she will be subject to immediate disciplinary action, normally immediate termination where deemed appropriate. An employee may appeal the discipline and/or discharge by submitting an appeal in writing to his or her supervisor. The employee may also have the original sample tested again at his or her own expense. If the results of the second test are negative, the Foundation will reimburse the employee for the costs of the second test.

Each prospective employee will be told that he or she is subject to drug testing for reasonable cause in order to be considered for employment with this organization. Each applicant will be given a copy of our DRUG/ALCOHOL TESTING POLICY upon conditional offer of employment. After having the opportunity to read the policy, the applicant will be asked to sign an "Acknowledgment of Drug/Alcohol Test Policy" form. Failure to sign said form will result in denial of employment or termination. All employees will also be given the policy to read and the form to sign. Again, failure to sign said form may be grounds for termination.

If management determines that reasonable cause exists to ask an employee to submit to a drug test, he or she will be given a "Consent to Perform" form to sign. The employee will be taken to the Eureka Springs Hospital laboratory for analysis. The laboratory will process the sample and inform the designated person at *The Great Passion Play* of the test results. The employee will then be notified of the test results. Refusal to be tested under any of the above situations will result in termination.

All test results received by *The Great Passion Play* will be kept in strict confidence, with only those personnel with a direct need to know being informed of results.

QUESTION #55

**Does *The Great Passion Play* adhere to a Dress Code?**

ANSWER:

The Great Passion Play is an organization that purposes to exalt and uplift our Lord Jesus Christ. For this reason, all employees should set the standard that exemplifies proper dress and good grooming.

Examples of **inappropriate dress** are:

- Spaghetti Strap Tops
- Halter Tops
- Short Shorts
- Short Skirts
- Bathing Suits
- Clothing with inappropriate pictures or wording on the front or back
- Flip-flops
- Slip-on sandals

QUESTION #56

**What are the minimum age requirements for specified roles?**

ANSWER:

The following minimum age guidelines are established:

- Age 14 to be involved with Pilate's Porch scenes
- Age 14 to play a Roman or Sanhedrin Guard
- Age 16 to carry a torch
- Age 16 to play in the Mary Group
- Age 18 to play an angel role

**Please Note: These are only guidelines. Management will make final decisions based on the maturity of each potential candidate.**

QUESTION # 57

**What are the rules regarding cell phones?**

ANSWER:

Cell phones are not allowed from 8:30 p.m. (7:30 p.m. after Labor Day) until the play ends. Do not take cell phones onto the set.