SAMPLE PRODUCTION
PERFORMER AND TECHNICIAN CONTRACT

Basic show information
Rehearsal and show times
Required Fees if needed
Students have been casted to fit characters, which some times include physical characteristics, please check before making any major alterations to hair, piercings or tattoos after casting is done.

During Rehearsals:

1. Cell phones and other electronic devices need to be kept off stage. Students need to be focused at all times on the rehearsal process. Students must either leave their phones with their supplies or they may leave it with the stage manager. Cell phones should not be left on stage without strict permission from the director and/or stage manager. Penalties may be enforced if students repeatedly break this rule.
2. Actors/Techs will arrive 10 minutes prior to call. Call time means that is when rehearsal starts, not when you are walking in the door and finishing your food.
3. If you expect to be late for a call, telephone both the stage manager and the director. Conflicts should be put in Virtual Stage Manager (VSM) at least 24 hours in advance.
4. Attend all rehearsals as listed on rehearsal schedule. Since casting decisions are based in part on the availability of the actor to attend rehearsal, absences due to sports games, vacations, medical appointments, tutoring, etc. will be considered only if they are listed on the actor's audition form or given in advance. In the event of a legitimate absence, actor will notify and remind the stage manager and director one day in advance and give a marked script to the stage manager.
5. If you are sick, please stay home and get better. We need you healthy and for the rest of the cast to not get sick.
6. You must be at school to be at rehearsal. Only students with excused absences are allowed to attend rehearsals and events
7. All student actors and technicians must be in good standing with the school with no major discipline problems.
8. Actors/Techies will prepare for rehearsal by learning all lines, stage duties and blocking, by the deadlines noted in the schedule. This includes you rehearsing on your own time at home.
9. During rehearsals, you should be on stage or in the first few rows of the theatre unless you are directed otherwise. Do not wander into the classroom or other areas of the theatre, when we need you on stage you should be ready. Students are not to hang out in the backstage area. All special guests must be cleared with the stage manager and they are to wait in the house and not be a distraction unless otherwise directed by the teacher.
10. Actors/Techies will not eat or drink (bottled water is fine) anywhere in the theatre unless permission is given. GUM CHEWING IS NOT ALLOWED DURIING REHEARSALS OR PERFORMANCES. A special area will be set up for food, food should not be brought out of that area. DO NOT EAT ON SET.
11. Actors/Techs will help clean the theatre on a regular basis. Schedules will be set in advance by stage manager and the Theater Cleaning Committee.
12. Actors/Techs will attend rehearsals fully prepared with materials needed (scripts, pencils, personal props, character shoes, etc.) and wear non-restricting attire. Be prepared to change attire if directed.
13. Student actors and technicians are Students first. Students must keep their grades up throughout a show. If a student is not being directed during a rehearsal they can spend that time on homework. Grade checks will be performed at least once before the shows, all students are expected to have a 2.0 average at the time of the grade check. If a student is below a 2.0, they cannot attend rehearsal until the grades are above a 2.0. These absences will be considered unexcused. Any student with an F will be placed on probation until the F is brought up. If the F is not brought up within a week, the student will be withdrawn from the production.

14. Actors assume the responsibility for care of all scripts, personal properties, and costumes assigned. Costumes, once issued to student, must be hung up and properly cared for, or student will receive school obligation form for a $1.00 fee for not taking care of costumes for each instance. Student agrees to assist with making costumes when requested, and agrees to purchase undergarments, leotards and/or dance shoes as required. School obligation forms will be issued for borrowed or rented materials, costumes, etc. damaged or not returned.
15. All actors and technicians are provided a locker in the dressing room, please keep possessions locked up, the theatre program cannot take responsibilities for stolen items. Locks will not be provided at this time.
16. Actors are not directors. Any notes/thoughts should me mentioned to the director, the director will then decide if the ideas should be used or not.

During Dress Rehearsals and Performances:

1. Actors/Techs will arrive on time and sign in at the callboard. Never sign in for another actor. When arriving, please enter from the outside door that is located at the dock.
2. Please call the theatre (799-5790 x 4097) if you expect to be more than 15 minutes late for a call.
3. Please be advised that dress rehearsals are run like actual performances. Evening rehearsals' call is 4:30 for tech and 5:00 for cast. Evening rehearsals will end by 9:00. Your parent/guardian (or an approved way home) must be available to pick you up from rehearsals at that TIME. Actors/Techs should plan accordingly by completing homework and eating dinner prior to call on these days.
4. Bring water to drink and STAY HYDRATED.
5. Wait in the classroom area after arriving, keeping off the stage unless called for a sound-check or specific scene work. Once the house opens, the stage manager will begin regular announcements letting you know how much time remains before curtain and giving you general cues. Remain backstage for the duration of the performance, including intermission. Only prior approval will allow students to be in view of the audience before the show begins. This includes keeping out of the catwalks, light booth, outside, etc. Likewise, guests are not permitted backstage, even family or friends.
6. Please DO NOT TALK BACKSTAGE WHILE PERFORMANCE IS IN PROGRESS. If you must communicate, please whisper.
7. Once the show begins keep all electronics locked up.
8. All cast members must take curtain call in complete costume.
9. On the final night all cast and crew participate in striking the set. All students are to stay until the end of the strike unless allowed to leave by the director. Strike can take anywhere from 30 minutes to 3 hours, plan ahead. Students who asked to leave strike early without prior permission may not be casted in the next show.

Questions, comments or concerns?

Please contact me at amstrait@interact.ccsd.net or silveradostagehawks@gmail.com.

Alan Strait

Please detach this portion and return before the 1st rehearsal.

We have considered the rehearsal schedule, and have read, understand, and agree to all items on this Production Contract.

Actor's Name Printed_____ Actor's Signature_____

Parent/Guardian Name Printed_____ Signature_____

Phone(s):_____

Email addresses_____