

SKYHAWK THEATRE CAST/ CREW PRODUCTION CONTRACT

Congratulations on being selected to participate in a Skyhawk Theatre/Performing Arts Department production. Because a unified team effort is necessary and essential to accomplish the goal of providing quality educational theatre experience to participants and patrons, the following general expectations, as well as theatre etiquette, should help you make this possible.

Please read this agreement before signing it. These guidelines will make it possible to make this the best show possible.

- 1) Trust the directors (Artistic, Vocal, Orchestral, Technical, Choreographer) through the audition and casting process. Accept the role given to you, and given to others, understanding that every student establishes the vision and is vital to the success of the show. A tremendous amount of work and time goes into casting, and it is very difficult to redo this process if someone drops because they don't get their top choice, or someone else does not get what you think they should.
- 2) Promote the production – Promote tickets sales, ad sales and attendance at the production. SELL TICKETS.
- 3) Commit to participating in work sessions. Every cast/crew member is required to contribute time, in order to make sure this show is complete.
- 4) Clear your schedule so NO ABSENCES will occur the last month of rehearsals.
- 5) Always attend and be prompt to ALL scheduled rehearsals.
- 6) Cell Phones are silenced and put away with your belongings during rehearsals unless you are using them to record vocal tracks, piano accompaniment or choreography for personal rehearsal use.
- 7) Come to rehearsal prepared to work (i.e. correct clothing, shoes, script in hand, pencils, etc)
- 8) You need to learn your part (vocal solo and ensemble lines, spoken lines and choreography) quickly. You need to study these at home, and while not on stage at the theatre. Meet all "off-book" deadlines.
- 9) When not onstage during a called rehearsal, you should be in the house studying your part; actively watching others on stage (not hanging out in the black box). You will learn from their achievements and learn more about the production.
- 10) Do not leave rehearsals until you are dismissed by the director. Rehearsals will generally run right up to the end of scheduled rehearsal time and possibly slightly beyond. What is on the schedule for that day will be completed the day it is scheduled.
- 11) Cooperate with the entire cast, crew, and production staff. There are no "stars" in the Skyhawk theatre/performing arts department. Each person is needed to create a professional production and you may be asked to help out on stage and backstage by the stage manager or director.
- 12) Accept constructive criticism from Director, Tech Director and Production staff willingly, and apply the criticism.
- 13) Allow the directors (Artistic, Vocal, Orchestra, Technical, Choreographer) to direct. These are the individuals with a team vision and have cast the show with this vision in mind. When given directions, listen to instructions, write them down, and incorporate the changes in the rehearsal and following rehearsals.
- 14) Listen to and work with the Dance Captains and Vocal leads. They are leaders for the cast, and will be able to support you. During sectional rehearsals or captain led rehearsals, work with them and complete the task(s).
- 15) All Cast, and Crew will plan to attend Seminar Rehearsals when scheduled. These are valuable rehearsals for you and cast. See director if IB Seminars conflict.
- 16) While it may be difficult, be patient and pleasant at all times. Avoid CAUSTIC criticism.
- 17) During rehearsals and performances, be respectful and quiet in the wings at all times.
- 18) Remain in character whenever on stage. Never break character. Maintain the illusion that this event happening right now.
- 19) Be ready for entrances without having to be called. NEVER be late for an entrance.
- 20) No video, film or audio recording may be made of this production at any time. Such recording is strictly prohibited by the contract BSD and Skyhawk Theatre has signed (see 6 above).
- 21) When the director(s) stop(s) rehearsal, stand quietly in character, and listen to the instruction, and prepare to start again.
- 22) Never appear in makeup or costume except backstage and onstage.
- 23) Do not touch items such as props that are for another cast member. Do not enter the costume room, tech booth, sound area unless requested to do so.
- 24) When entering the rehearsal/performance/preparation areas, leave your personal problems behind. Use the metaphorical garbage can outside the door.
- 25) Clean up after yourself in every space that you work in (including, but not limited to the stage, black box, choir room, halls, dressing room and shop).
- 26) Check the rehearsal schedule online daily (refresh calendar each time you check it for most recent updates). SIGN UP for Production REMIND.
- 27) Pay participation fee immediately or make arrangements with the Bookkeeper office.
- 28) Attend required measurement and fitting sessions for costumes. Prior arrangement must be made if you cannot attend the scheduled measurement/fitting sessions.
- 29) Respect the costumes- they are rented, borrowed or made specifically for you- cost for replacement due to intentional irreparable damage will be carried by the student responsible for the costume.
- 30) Respect the Libretto, script, binder, score that you have been given. Musical scripts must be returned and in good condition; other scripts are yours to keep, but maintain them and do not lose them.

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RETURN THIS CONTRACT ON THE FIRST READ THROUGH of the current production (this will be completed for each production you audition.)

I understand what is expected of me as a SKYHAWK THEATRE/PERFORMING ARTS participant. I hereby agree to fulfill these expectations and work to make this an excellent production, and an enjoyable experience for all.

_____	_____	
Show title	Role Accepted	
_____	_____	_____
Participant Printed Name	Participant Signature	Date
_____	_____	_____
Parent/Guardian Printed Name	Parent/Guardian Signature	Date