

PRODUCTION CONTRACT

As a participant in this production, you are required to meet certain expectations. If you cannot sign this contract for any one of the following below, please see the Stage Manager and you will be removed from your position.

General Expectations:

1. Absolutely NO GUM anywhere in the theater space, front of house, dressing rooms, etc.
2. No food or drink other than water behind the proscenium line. Some drinks with lids and approved foods may be eaten quietly in the theater. All food and beverages other than water must be cleared with the stage management team.
3. Once you arrive to the theatre for call, you are not to leave the space until you are released by the stage management team.
4. Please smoke on your own time, not on the production's (i.e. never in costume or outside of break periods).
5. All electronics will be turned off and put away before rehearsal. You may work on homework, BUT it is not an excuse for missing a cue or entrance.
6. Be respectful of the Director's authority and do not give other actors notes.
7. Do not change your appearance in any way unless given previous and explicit permission by the Costume Designer.

Attendance Policy:

1. To be early is to be on time, to be on time is to be late, and to be LATE is unacceptable.
2. Please be ready to begin rehearsal on time. Allow time for warm-ups, getting water, etc.
3. Sign-in immediately upon arrival, prior to the beginning of rehearsal.
4. If you are going to be late for any reason, please CALL the stage management team to notify them of the circumstances.
5. If sick and running a fever please stay home and notify the stage management team ASAP.
6. Unless previously noted to the Stage Manager, absences are NOT tolerated. Missing technical rehearsals or performances in unacceptable, and the stage manager and/or director hold the right to excuse you from your position.

Behavior:

1. Please come to call prepared to work; i.e. leave your problems at the door, do your work so that others can do theirs.
2. Do NOT show up to call under the influence of any substance. You will be asked to leave and the Stage Manager and Director hold the right to excuse you from the show entirely.
3. Treat ALL others with respect, including crew and designers. They are working to make you look good, so treat them with the respect they deserve.
4. COMMUNICATE. If you have problems with a cast member, director, or outside need, please talk to your stage management team first for help and support.

Stage Management Expectations:

1. We will be on time, organized, and ready to face any rehearsal or production challenges.
2. We will not waste your time.
3. We will treat each person with the respect they deserve.
4. We will listen to any questions or concerns and act in your favor as necessary.
5. We will act as your liaison to the director and designers when needed.

Please sign and date the bottom section of this contract and return to your stage management team if you agree to the above expectations. Also, please keep the top section as reminder of how you should behave and let us know if your needs are not being met.

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I agree to the expectations, including behavioral and attendance policies, laid out by the Production Contract. My signature states that I have read through the expectations and will follow policy accordingly. I understand that if any of these expectations are violated, I am subject to disciplinary action at the discretion of the Stage Manager or Director.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dir. Mac Groves

*Romeo & Juliet*

Cast Contract

SM: Lucy Schuh

Print Name: \_\_\_\_\_