**Production Contract**

***PLEASE TURN IN A SIGNED COPY OF THIS CONTRACT AT YOUR AUDITION***

*I understand that it is an honor to be a part of this production. That it is a privilege, not a right to be cast. I will use the experience of being a part of this ensemble as a learning experience. This contract is what my directors expect and demand from all the actors and crew involved in the show in order for this to be a successful learning experience.*

**Please read the following carefully and sign at the bottom.**

1. I will attend ALL rehearsals. If I miss final dress rehearsals, teasers, or a performance, I will be replaced from the production. I will accept consequences for my actions that the Directors feel are necessary. I understand that there is an entire ensemble of people depending on me and I will make smart choices during the production process.

2. I will bring my script, score, notebook/journal, and a pencil to EVERY rehearsal (even final dress). I will take notes in my rehearsal notebook about my blocking and will write down the comments the director gives me "to improve" during notes time, review those notes before the next rehearsal and make the changes.

3. I will bring a check written to *DSA for $50* for my script/score. (If a musical, **at final dress,** I will return my script/score to Ms. Hann and receive my check back. I will erase all markings in it. If I have lost/damaged the script/score I will not receive my deposit back.)

4. I will look over my script before each rehearsal, even when I am memorized.

5. I will make this show and its deadlines a priority. I will know my lines by the due dates**. OFF BOOK deadline for lines/lyrics is Aug. 5. I will not hold up the success of the show just because I didn't make it a priority**. I understand that we are all involved and all have other things to do as well. Also I have a responsibility tothe playwright. I will speak the words of the playwright as they were written. First rehearsal will be an off book run though and there will be accuracy tests. I understand that failure to memorize lines/blocking by stated deadlines is possibly grounds for dismissal/replacement.

6. I will RESPECT ALL involved in this process. I understand we are a team and must work together. I will listen to my stage manager, dramaturgs, assistant director and all tech designers ; they are crucial to making this show a success. I will listen to all of the directors as well. If I have a problem, I will talk to my assistant director or the person in which I am having a problem. I will maintain a professional attitude at all times with my director, fellow actors, ensemble, and tech team. Disruptive, hostile, or undependable behavior may result in dismissal from the show.

7. I am prepared to analyze my character in depth and portray a complete character onstage. A character bio—format my choice—will be due Aug 5. I will make an appointment with my director or assistant director to discuss my characterization choices ASAP.

8. I will be in character at all times in rehearsal. I will NOT goof off onstage or offstage. In other words, I will use rehearsal time FOR REHEARSAL. I will be quiet backstage. I will leave personal problems outside rehearsals so my problems do not distract from the creative work being done onstage. I will not handle any props or costumes that are not directly related to my work. If I break a prop, costume, set piece out of carelessness I will be responsible for paying for its replacement.

9. I will show my characterization in rehearsals. I will not save it for the performances. The sooner the directing team sees who I will be with the audience, the sooner my director can fine tune my interpretation and the other actors can react and change the delivery of their lines to me. I will show who I am and work to develop it together.

10. I will be mentally and physically prepared before the call time, so you are ON TIME to all rehearsals and show calls. If the director is not present, then I will start my warm ups on time, look over my notes, cue lines… I will be productive. I understand that I must be on time to all rehearsals, no excuses accepted.

**11.** I cannot miss a rehearsal unless it was listed on my conflict sheet prior to auditions and is deemed an approved excuse. If I miss THREE unexcused rehearsals, I will be replaced. This has been done before and we will act on it. Also, **three tardies equal an unexcused absence**. The stage manager will be taking this seriously as instructed by your directors. We will have doubles in the cast for this purpose.

12. I will **maintain a 2.3 GPA in your classes to be eligible to perform. I will bring Ms. Hann my report card showing my GPA and current grades to auditions. If I am suspended from school, I will NOT be allowed to rehearse or perform; suspensions will be treated as unexcused absences. If a suspension lands in the last two weeks of a rehearsal, I may be replaced. I MUST attend school on the day of a performance (two classes) in order to perform. I will make smart choices during the run of this production.**

13. I will pay attention to the rehearsal schedule and when things are due. I AM RESPONSIBLE for myself…not my cast members, not my directors, not my crew. If something is DUE—I will check it MYSELF.

14. I will bring in a rehearsal costume and rehearsal by June 17. I will change into this “uniform” before rehearsal begins and will not be asked to do it. I am expected to take my job as actor in this production seriously and will learn to understand how my rehearsal costume impacts my performance.

15. I will never use alcohol or drugs before a rehearsal or performance. I will keep my mind and body at peak performance. A clear brain is essential for the creative process. If my SM/AD or Director even suspects drug/alcohol use at rehearsals they have an obligation to ME, the cast, and to the school to report it—even if it is opening night and I am a lead. I WILL MAKE WISE CHOICES.

16. I will not eat or drink (other than water) in costume. If I eat in costume I will be assigned a fine between $1 and $5 each time I am caught breaking this rule. If things are consumed at rehearsal, I am responsible for trash. At dress rehearsal dinners I will clean up after myself and the table I eat at. If the directors have to clean up after me once-- there will be nothing allowed at rehearsal. I will care for the costumes and props I use in the production. Costumes found disregarded and disrespected (ie. on the floor) will cost me $1 per item found to reclaim it.

17. My BIO for the program will be emailed to my AD no later than June 17. Bios will be professional and not silly; they will be written in 3rd person, all titles of shows will be written in italics, and the format will be my name with my character’s names in parenthesis including my major and year in school in the first sentence.

Example: Shawn Hann (Director) This is Ms. Hann’s 13th year as the Director of Theatre at DSA.

18. I understand that all cast and crew are part of the publicity crew—I am required to spread the word about the show. I will hang TWO posters in local areas/businesses.

19. I understand that I am cast for the look I present at auditions. I WILL NOT alter my appearance after I audition and/or have fittings without the approval of your director/costume designer (haircut/color, facial hair, piercings, braces…). Designs will be based on HOW I LOOK at auditions and changing things like hair length impacts what the designers and directors are creating on stage. Over summer I will pay attention to the changes- if I plan to get braces or cut my hair by several inches I will tell the directors at auditions.

20. I understand how difficult it is to cast a show for the directors who take in all sorts of factors when piecing a cast together. If I accept my part and drop this show *for any reason*, I will not be eligible to audition for future productions at DSA. I understand that it is extremely unprofessional to drop a role because of its size. And it is extremely bad form to complain about who received roles I wanted. I am building bridges with the professionals in this building and understand work ethic and what it means to be a part of a whole. There are no small parts, only small actors and I realize how fortunate I am to have been cast at all in this production. I will do my best to make this show a successful process from day one.

21. I understand that keeping with professional etiquette, rehearsals are closed to everyone except cast and crew. I will make sure my parents and friends know it is NOT OK to sit in and watch rehearsals. I understand that cell phones and all electronic devices must be turned OFF for rehearsal. I promise to respect this rule throughout the process. I also promise to clean up after myself and respect others property.

**22.** It is my responsibility to make it to ALL costume fittings. If I miss a costume fitting, it will count as an UNEXCUSED absence. In addition, I will owe the costume shop 30 minutes of my time in order to make up the time they waited for me.

**23.** I will use this process to learn to accept criticism with grace and gratitude. Learn to be my own best critic. I will write down the comments of the directing team during notes and if I have a question, I will wait to speak with the director after rehearsal. I understand that defending my choices during notes is bad form; it takes up everyone’s time.

24. I understand my parent MUST volunteer to run either Concessions, Box Office, or Tech Week Meals at least one day during the week before the show and the week of the show (more information will be forthcoming)

**25. I WILL KEEP THIS CONTRACT FOR MY OWN USE. I WILL PUT IT IN MY REHEARSAL NOTEBOOK AS PAGE ONE.**

**Deadline reminders:**

**1. $50 script CHECK due at first rehearsal – given back at Final Dress if Script is returned unmarked/undamaged**

**2. $20 costume cleaning fee at first rehearsal – checks will be deposited that week.**

**3. Character Bio/Rehearsal costume due June 17**

**4. Off book Aug. 5**

**Due at auditions: conflict calendar, this contract, report card of current grades, photo, and application.**

**Upon being cast, students would pay $20 costume cleaning fee. Also character shoes will be the actor’s responsibility to provide.**

*I WILL RETURN THE FOLLOWING PAGE TO THE DIRECTING TEAM AT AUDITIONS.*

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_

**Actor**

I have read the contract for this production. I understand each of the 25 points on the contract and I will discipline myself to follow this contract to the letter. I understand if all actors cast in the show follow these rules, then our production will be run professionally. I also understand if I do not follow these rules I can and will be replaced. I understand that if actors do not abide by these “rules”, deadlines will not be met, people’s feelings could be hurt if everyone is not treated with respect, and we will not grow as performers unless we follow these simple guidelines. I accept the judgment of my directing team and know if I am not living up to my part of this process I can and will be replaced. I know that being a part of this show is a privilege, not a right. I am here to learn to be a part of a team and grow as much as possible as an actor.

I hereby agree to the terms of this contract.

Please print name here: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign here: X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parents/Guardians**

I understand that all school musicals are DSA community events. I have read this contract and will help support my child’s involvement in the production. I understand that rehearsals will be after school, possibly some early evenings, and possibly a few Saturdays. Students are responsible for their own transportation home. I have also looked over my student’s conflicts on the schedule and agree that there are no existing conflicts that have not been listed. I understand that mounting a production takes a tremendous amount of time on all parties and will do my best to encourage my son/daughter to manage their time will outside of rehearsals and stay on top of their course studies.

I understand that this production is a learning experience for all involved and the cast will explore all sorts of issues about our past and our present day society. I understand that the directors of this production are professionals with over 60 years of experience between them. I know that sometimes they need to make decisions that are best for the team and will support them in upholding this contract. I know that being a part of this show is a privilege, not a right.

I hereby give my permission for my son/daughter to audition for this production and I agree to the terms of this contract.

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that if my student is a part of this production, I must volunteer to run either Concessions, Box Office, or Tech Week Meals at least one day during the week before the show and the week of the show (more information will be forthcoming).

I prefer to work: On these specific dates:

\_\_\_\_\_ Concessions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Box Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Tech Week Meals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email/Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_