

# CVTC Cast Production Agreement

*(Please read and fill out the following production agreement)*

I agree to the following terms in this agreement and promise to abide by the conditions and expectations set forth by my directors, technical director, stage manager, and fellow cast and crew members. I will dedicate myself as a true team member to this production process in order to present a show that we as a cast, crew, and production team will be proud of. Please check the boxes for all items listed below to make sure you know the expectations & responsibilities of being a CVTC cast member.

**1. All actors and onstage leads should have fun working on this production as collaborative artists.** We expect a positive attitude, open communication, and ownership from beginning to end.

**2. All actors and onstage leads must be in good academic standing to participate in and remain in this production.** All actors, technical stage crew members, and leaders are expected to be in school during the day in order to participate in rehearsals and performances after-school. It is also required that if you score an F or multiple D's on any recorded grade update, a progress report must be completely filled out every week and returned to Mr. Scott until that F or Ds are changed. You will not be allowed to attend rehearsal if this is not turned in on time.

**3. All actors and onstage leads must be present at all scheduled rehearsals.** Rehearsals will generally be Monday through Friday from 3 p.m. to 5:45 p.m. These rehearsals will be extended as we get closer to performances, with dress rehearsal lasting as late as 8:00 pm. Some weekend rehearsals may be also requested in advance. *If you have more than one unexcused absence from rehearsal, you may be cut from the production.* Communication is the key to good relationships during this show.

*In order to be excused you must have a legitimate note explaining why you were absent. Valid excuses are an illness, a death in the family, etc. It is also important to turn in all notes to the director and notify them directly in advance if you cannot attend a rehearsal. In case of emergency, you must call 720-281-1964 and leave a message.*

**4. All actors and onstage leads must be on time to all scheduled rehearsals and technical crew duties.** If late for multiple rehearsals, you may be asked to step out of your backstage position or onstage role.

**5. All actors and onstage leads will keep the rehearsal spaces, stage, scene shop, dressing rooms and costume room clean throughout the rehearsal and performance process.** There will be limited food or drink allowed on the stage at anytime. Water is available in the make-up room.

**6. All actors and onstage leads are responsible for their props and costumes.** If props or costumes are damaged or lost while in your possession, you are responsible for the replacement cost. If props or costumes do not belong to you and you are found moving them around, you may be asked to spend extra time repairing or cleaning those areas.

**7. All actors and onstage leads will use the rehearsal process productively.** Actors who are waiting to work on stage should be memorizing lines, reviewing blocking, participating in crew work, or completing school assignments.

*Remember: you are a student first, so you must stay current with your class assignments. We strongly encourage you to do homework at rehearsal if there is time. We will provide a quiet space for your study.*

**8. All actors and onstage leads must stay in the rehearsal area during a rehearsal unless given permission to leave.** Your presence may be called upon at anytime while you are at rehearsal. Missing a cue onstage is a major issue. We count on your presence as an important component of effectively producing the play.

**9. All actors and onstage leads must be supportive of each other's roles in this production.** It is important to communicate with one another in a respectful manner. Whether onstage or offstage, all roles in this production are equally important.

**10. All actors will complete at least 5 technical theatre shop/stage crew hours during the rehearsal process.** This may include painting, set construction, lighting, costumes, props, or other related areas as designated by the technical director or director/advisor.

**11. All actors and onstage leads are required to take part in a full stage strike on the final Saturday after the evening performance.** All cast and crew will remain until the strike is complete and the stage, auditorium lobby, costume room, dressing rooms, choir room and shop are cleared and cleaned.

*Any cast, crew member or musician who misses strike will not be allowed to work on the next show unless they have an emergency and put in the hours they missed with the directors after.*

**12. All actors and onstage leads are expected to adhere to school policies and guidelines of appropriate behavior.** Because you represent our school, as well as our theatre and our group, you are expected to behave in an appropriate manner while in the theatre area. This includes issues of dress, language, treatment of facilities, banned substances, etc. Your behavior should be the best possible reflection of who you are.

The spirit of this agreement is to ensure that all actors, technical stage crew members and leaders are treated fairly as creative, collaborative artists who are working towards the same goal. Your directors will enforce this agreement to the best of their ability in the spirit of a high quality theatrical production process.

**13. All onstage actors will be required to pay a costume/production fee to help support the technical aspects of the show.** As much as possible, we try to keep participation in our theatre program with limited fee, but most times a fee is required to help pay for the costumes, props, & sets required to stage a large show. The amount of the production fee is determined show by show and will be announced at the start of the production when the cast list is finalized. In addition, show members, including crew may be asked to participate in various fundraisers or ticket sales to help support the final production.

The production fee for this show will be \$50 for an onstage actor (includes a costume fee).

We, as an all-inclusive theatre program, believe that every student should have the opportunity to participate in our shows. Therefore, if the production fee requirement is a difficulty for a student to pay, we do not want that to keep them from being a part of the show. Various fund-raising opportunities, as well as limited scholarships, will be made available to help with these fees. Please talk to Mr. Scott if this is a consideration for you.

**14. All technical crew members and leaders may purchase a unique show shirt (\$18) as part of the production team.** If you would like to reserve a shirt, please include your payment for the shirt with your production fee. Fees & shirt money can be paid in cash or check directly to Mr. Scott. Shirts will be worn in the two weeks before the show.

If you are ordering a T-shirt, please include your size:

Men's	XS	S	M	L	XL(+)
Women's	XS	S	M	L	XL

**This production can be an incredible experience if the entire cast, crew, leaders, and production staff work together, create together, and have fun together!**

Actor name \_\_\_\_\_

Actor signature \_\_\_\_\_ Date \_\_\_\_\_

Parent name & signature \_\_\_\_\_ Date \_\_\_\_\_

Parent contact info (email & phone) \_\_\_\_\_