

# CVTC CHICAGO Crew 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 director(s), technical director(s), stage manager(s), 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 on a CVTC crew.

**1. All technical stage crew members and leaders 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 technical stage crew members and leaders 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 (see attached) 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 crew days if this is not turned in on time.

**3. All technical stage crew members and leaders must be present at all scheduled rehearsals.** Crew workdays will generally be Monday through Friday from 3:10 p.m. to 5:45/6 p.m. Crews will meet on specific days of the week and once crew assignments have been made, attendance at these work days will be very important. If you have two unexcused absences from your crew, you may be cut from that crew and assigned to General Crew. If you are absent for excused reasons beyond a reasonable amount (as determined by the Technical Leadership – usually more than 10% of work days), you may be asked to leave the crew. Some weekend workdays may be also requested in advance – see production calendar.

Rehearsals and work will be extended as we get closer to performances (tech rehearsals), with dress rehearsal lasting as late as 9:00 pm. If you are part of a running crew for scene changes, light crew, sound crew, makeup crew or costume change crew – you are required to be in attendance at all tech and dress rehearsal and on time for all performances.

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 technical 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 technical stage crew members and leaders 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.

**5. All technical stage crew members and leaders will keep the work spaces, stage, scene shop, dressing rooms and loft clean throughout the rehearsal and performance process.** There will be limited food or drink allowed on the stage at any time. Water is available in PA hallway.

**6. All technical stage crew members and leaders will use the building process productively.** Crew members who are in attendance at crew days should be working in their assigned areas on crew tasks 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 crew work days if there is spare time. We will provide a quiet space for your study.*

**7. All technical stage crew members and leaders must stay in the crew work areas during a work day unless given permission to leave.** Your presence may be called upon at any time while you are at crew days. We count on your presence as an important component of effectively producing the play.

**8. All technical stage crew and leaders 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. We want to be positive in our interactions (and language) while in production.

**9. All technical stage crew members and leaders are required to take part in a full stage strike on the Saturday after the final performance, right after the production.** 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 put in the hours they missed with the directors.*

**10. All technical stage crew members and leaders 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.*

**11. All technical crew members and leaders will be required to pay a production fee (\$50 for backstage) to help support the technical aspects of the show.** As much as possible, we try to keep participation in our theatre program as low as possible. The required fee is used to help pay for the costumes, props, & sets required to stage a large show. In addition, show members, including crew may be asked to participate in various fund raisers or ticket sales to help support the final production.

*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.*

**12. All technical crew members and leaders must help contribute to our production through publicity, program ads, concessions, and tech meals.** In order to get word out about our show we need everyone's help hanging posters (2 per person), bringing concessions for our performances, selling ads in our program, and helping to provide meals for our production team during tech week.

**13. All technical crew members and leaders may purchase a unique show shirt (\$20) 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 via 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/women's): XS S M L XL XXL XXXL

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

Crew member name \_\_\_\_\_

Crew member signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Contact Info: Phone \_\_\_\_\_ (cell/home) Email \_\_\_\_\_