

Theatre Production Contract

Firestone Theatre

Firestone High School

(11.17.10)

Director Responsibilities

1. The director will provide a tentative rehearsal schedule at the time of audition.
2. The director will provide a reasonable, final rehearsal schedule in a timely fashion.
4. The director will announce changes to the rehearsal schedule in a timely fashion.
5. The director will consult and consider all Conflict Schedules when creating the final rehearsal schedule.
6. The director will provide the student with the appropriate tools for rehearsal and performance.
7. The director will provide a safe working environment for all students.
8. The director will report any student injury to the parent at the earliest possible moment.
9. The director will strive to dismiss rehearsals no later than the announced time.
10. The director will wait with students in the event that rehearsal is dismissed early with no advance notice.
11. The director will provide clear and concise direction and guidance to the student.
12. The director will communicate with the parent as appropriate.

Paperwork

1. The student and the parent must complete and sign a Co-Curricular and Extracurricular Code of Conduct contract
2. The parent must complete and sign a Media Release Form.
3. The student and parent must complete and sign a Conflict Schedule.
4. The student and parent must complete and sign a Book Assignment Contract (as appropriate).
5. The student must complete their own Bio Sheet according to the deadline. Failure to do so may result in exclusion from the program.
6. The student and parent must sign a Theatre Production Contract.

Eligibility and Attendance

6. All students must be academically eligible for participation in extra-curricular activities at the time of their audition. All members of the cast must further remain eligible throughout the rehearsal and/or performance schedule.
7. All members of the cast are expected to attend rehearsal as called. Emergencies are difficult to predict and are understood. However, all cast members are expected to arrange their personal schedule and other appointments around the rehearsal schedule to the greatest extent possible. It must be understood that excessive absences –excused or unexcused— may lead to the students' dismissal from the production.
8. All members of the cast and crew are *required* to attend all dress rehearsals and technical rehearsals.

9. According to district rules, a student must be present for at least (4) four full class periods during the school day to attend a rehearsal or performance after school. Post-Secondary Option classes count toward the four periods. Students on school-sanctioned field trips for (4) four or more periods are exempt from this rule.

10. Any additions to your Conflict Schedule must be presented to the director in writing. If approved, this conflict will be signed by the director and returned to you so that you may then give it to the Stage Manager. Any absence that has not been announced in this manner will be considered an unexcused absence.

11. The student must understand that excessive absences from or tardiness to rehearsal may result in removal from the production. Removal is at the discretion of the faculty and/or guest directors.

Operational Procedures

12. Cast members are responsible for purchasing their own “personal” items for the show. This includes, but is not limited to, shoes, socks, tights, leotards, and make-up. Make-up kits can be purchased at a reduced rate through Firestone Theatre.

13. The student is advised to be on time for all calls. The student should consult their schedule often so that its content is understood.

14. The student should leave rehearsal only when dismissed by a director or stage manager.

15. The student must disable all cell phones during dress rehearsals and performances. Students who are texting or chatting on a cell phone during rehearsal or performances may have them confiscated by an adult.

16. The student is expected to show respect for Crew Heads (stage managers, props designers, etc) and Artistic Directors (choreographers, dance captains, etc) who may be responsible for giving him or her direction.

17. The student must not under any circumstances provide direction, notes, or “helpful suggestions” to another actor or crew member. Any ideas that might help make the show better should be shared only with the director.

18. The student should not under any circumstances invite friends, neighbors, cousins, etc, to rehearsal.

19. The student is expected to understand that warm-ups are conducted for the benefit of his or her performance and must be respected and completed by all performers.

20. The student must understand that most props, scenery pieces, and costumes are borrowed or rented. They must be treated with the utmost respect.

21. The student must understand that absolutely no food or beverages are permitted in the house/auditorium. Likewise, no food or beverage is permitted in the pit or backstage during rehearsal and performances. Do not leave pop bottles, water bottles, or other containers sitting on scenery or in the wings before, during, or after rehearsals and/or performances.

22. The student must understand that all food related trash must be discarded in a receptacle lined with a plastic bag. This is typically located in the back hallway.

23. The student must understand that cell phone use and text messaging is not appropriate during rehearsals or performances. All devices are to be shut down and stored in a safe place. A cell phone may be confiscated and handled appropriately by a teacher or other adult if used during rehearsal or performances.

24. The student must understand that the Commons are unavailable for our use after the 3:35 p.m. bell rings. This part of the building is closed to us and no students should exit into the Commons for any reason -- such as access to lockers or vending machines.

Operational Procedures for Rehearsal

25. The student must always bring a pencil to rehearsal to take notes and make changes to your script or blocking. A small notepad is helpful in jotting down notes given at the end of rehearsal.

26. The student should drink mostly water before and during rehearsals – absolutely no dairy products or carbonated beverages.

27. The student must exit the building through the “band doors” only.

28. The student must respect all aspects of the stage house and auditorium. It is the only space we have. Report any new damage to the Theatre Director or Stage Manager at the earliest convenience. Students who intentionally damage physical property or theatre property will be referred for discipline.

29. The student must keep coats, book bags, and valuables, etc, in the house during rehearsals. They clutter up the backstage and are easily available to vandals and thieves in other locations.

30. The student must not miss school unnecessarily or fall behind in their work because of theatre. This is especially important during dress rehearsals and performances. The student must not use participation in the play as an excuse to not complete their work.

Communication

31. The student must provide a current cell phone number as well as a mailing address and home number, as available.

32. The student must join an appropriate Facebook group created specifically for the production. This site will be used to distribute rehearsal notes and announcements as well as schedule changes and other important notes.

33. The parent is invited to join the Facebook group called “STAGE PARENTS – FIRESTONE THEATRE” to keep on production-related information.

34. A rehearsal schedule will be posted as a Google Calendar allowing students and parents free and easy access to it at all time. Changes in the schedule will be noted on this platform.

Parent Support

35. The parent will plan to pick up the student at the announced rehearsal dismissal time.

36. The family of each student is expected to place one or more provided yard signs in their yard to help promote the show.

37. The family of each student in the musical is expected to purchase or secure the purchase of three patronages or program advertisements. The minimum cost of is \$60.00.

38. The parent is required to assist in a support capacity of the show. These capacities include but are not limited to ticket sellers, backstage security, costumes support, set construction support, patron campaign support, promotion, concessions, star grams, and concessions.

I have read and understand all the rules provided in this contract. I understand that my failure to adhere to these rules may lead to my removal from the production.

(student signature and date)

(parent signature and date)

(director signature and date)