

CAST AND CREW CONTRACT

This contract is made between the directors of Richard Montgomery High School's fall production of "Blithe Spirit" and the student participants and their parents or guardians. Please read the following contract carefully, and sign on the last page if you agree to the stipulations. In addition, your parent/guardian will also need to sign the contract. **YOU WILL NOT BE ABLE TO PARTICIPATE WITHOUT A SIGNED CONTRACT!** Please return only the signature page(s). Keep the contract for future reference.

As part of the cast/crew of "Blithe Spirit", I agree to:

1. General

- a. All casting and crew decisions will be/ have been based by the directors on the needs of the production, the talent demonstrated and available, and the evidence of commitment presented by the student.
- b. Students must arrange for transportation to and from all rehearsals.
- c. All students participating in set construction or lighting crews will be properly trained and must attend the required training sessions with a signed permission form.
- d. Students should be aware that non-drama members are not permitted in the auditorium, backstage, or booth.
- e. Actors will consult with the director before altering personal appearance, including, but not limited to, haircuts or styles, coloring of hair, body piercing, and tattoos.

2. Conduct him/herself/themself with good behavior and integrity.

- a. The student understands that behavior during all rehearsals and work sessions affects the possibility of involvement in future productions.
- b. The student understands that the directors reserve the right to restrict privileges, take away a part or position, or, in extreme cases, expel the student from the production based on behavior.
- c. Any student found to be in the possession of or under the influence of alcohol and/or other controlled substances will be immediately removed from the club.
- d. Any student who believes someone is not conducting him/herself with integrity must contact the drama director.

3. Demonstrate a professional attitude.

- a. Students must arrive in the auditorium and be ready to work promptly at 2:50pm on days they are called for rehearsal.
- b. Actors should wear sneakers, dance/character shoes, or flats (NO sandals or flip-flops) and clothing that you can move in comfortably. The earlier you have your performance footwear, the better.
- c. Crew members need to wear closed-toes shoes.
- d. Actors and crew members are expected to treat the directors, tech crew, volunteers, and fellow actors with courtesy and respect. This includes respect for personal space, time and efforts, property, and feelings. Any violations of this expectation may result in your removal from the production.

- e. **Cell phones may not be used onstage**, and should remain off, on silent, or vibrate while in rehearsal. At certain times, cell phones may be necessary for stage managers and crew members during the performance. Cast members are not permitted to have cell phones on stage or in the wings during performances.
 - f. Insubordination to a director may be cause for dismissal.
 - g. A counter-productive attitude and/or an inability to be part of the “team” may be cause for dismissal.
 - h. The student will behave attentively and responsibly at rehearsal and technical sessions, taking direction cooperatively, being on hand at required times for entrances, notes, re-runs, etc.
 - i. Cast members will prepare for rehearsal by learning all lines and blocking by **Monday, October 25**.
 - j. Quitting the show except for seriously extenuating circumstances will be considered a breach of contract. Students should be aware that quitting will affect future cast/crew decisions.
 - k. Leave any and all personal problems at the door.
4. Maintain appropriate grades.
 - a. Montgomery County school policy requires that students maintain a 2.0 GPA to participate in extracurricular activities and this will be strictly enforced by the Drama Department.
 - b. Time during rehearsal when the student is not directly involved may be used for completing homework and for study.
5. Attend rehearsal.
 - a. All rehearsals on the rehearsal schedule are mandatory. Participants may not leave early from a rehearsal without the director’s knowledge and approval, except in case of emergency. **Missing more than four rehearsals will likely result in your part being re-cast, or loss of your crew position.** Different crews have different attendance requirements, and these will be outlined at the beginning of the rehearsal process. Students must meet the expectations outlined by the crew chief and director.
 - b. Cast members who miss rehearsals may be taken out of scenes or numbers or may be replaced.
 - c. Any student who is absent from school is prohibited from attending drama rehearsal that day. Students must attend all classes in order to be able to participate in drama rehearsal. This includes dress rehearsals and performances. We adhere to the RM school policy regarding attendance for extracurricular activities.
 - d. If absent, it is the student’s responsibility to learn dances, blocking, songs, etc. on his/her/their own time and not detract from the scheduled rehearsal.
6. Adhere to the rehearsal schedule.
 - a. A rehearsal schedule is attached to this contract. Directors will adhere to this schedule. If unexpected cancellations occur due to weather-related closings, the directors will announce extra rehearsals as soon as possible. If extra rehearsals are needed, the directors will consider extending Friday rehearsals. Rehearsals generally last longer as the show approaches. Some important dates to notice:
 - i. Tech rehearsal: Friday, November 5, 2:30-10:00pm (**Students are not permitted to leave the building without explicit permission from the directors.**)
 - ii. Dress rehearsals: November 8, 9, 10, 11 2:30-10:00pm (**Students are not permitted to leave the building without explicit permission from the directors.**)

- iii. Performances: November 12, 13, 19, 20 4:00-10pm (**Students are not permitted to leave the building without explicit permission from the directors.**)
7. Respect the theatre space.
 - a. Only water is permitted backstage and in the dressing room area. Students need to do their part to keep the backstage area clean.
 - b. The lighting closet is for authorized tech students only.
 8. Fulfill the requirements for participation.
 - a. Footwear must be handed in to be approved by the directors by Monday, November 1.
 - b. Actors will need to purchase a makeup kit if they don't already have one. You will purchase one yourself, and it generally costs about \$20.
 - c. Parents/Guardians who have questions or financial concerns should contact the director, Ms. Andruski. ***No student will be denied participation because of financial difficulty.***
 - d. Performers are responsible for the care of all costumes and hand props. Loss and/or damage to any costume/prop may result in an obligation.
 - e. Actors and crew members who wish to submit a bio must do so via the google form (email TBA).
 - i. No more than 25 words
 - ii. Use 3rd person
 - iii. Things to include: name, position, theatre experience, hobbies/clubs, "shoutouts"
 - iv. DUE DATE: Bios must be submitted via email by **Monday, October 4,**
 - v. Directors reserve the right to exclude a bio based on inappropriate content.
 9. Adhere to rules related to COVID-19 .
 - a. The student understands that masks must be worn at all times by both cast and crew members, both on stage and backstage unless otherwise stated by the board or director. If a student fails to abide by masking requirements, the club has the authority to remove said student from both the premises and the club.

Due Dates to remember:

Monday, October 4 – Bios submitted

Monday, October 25 - Line memorization

***All students auditioning to be part of the cast must return this form by **Friday, September 10** (at the callback audition).

***All crew members must return this form by **Friday, September 17.**

Participant Permission "Blithe Spirit"

By signing this form, the student and parent/guardian signify that they have read the contract and that they agree to abide by all expressed requirements and guidelines. Any student who violates this contract may be dismissed from the production. Signing this contract also signifies that they allow their photograph on the publicity board, photo montage, and website.

Student: _____
Signature Printed Name

Student email: _____

Student phone #: _____

Parent/ Guardian: _____
Signature Printed Name

Parent/ Guardian email: _____

Parent/ Guardian phone #: _____