

# Cast Participation Contract



**Cast Member Name:** \_\_\_\_\_

**I am accepting the role of:**

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## **Cast Member Agreement:**

**I promise to abide by the listed requirements that are detailed below. I understand that violating the agreements in this contract can result in my termination from the Community Playhouse of Northport production. I have received and read the guidelines and protocols list.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Parent: (Cast/Crew members under 18 years of age)**

**I give my child permission to participate in this production and will support the rehearsal schedule as well as the behavior agreements described below.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ (Initial) **Fees:**

1-All cast members are required to pay a participation fee of **\$40**. Payment due at 1st rehearsal. This fee helps support the operating budget for each show production.

2-A costume fee may be incurred for specific roles should that role require a specific costume that can not be provided by the cast member. Costume fees may range from \$30-\$75. Fees will be discussed in advance.

\_\_\_\_\_ (Initial) **Conflicts:**

All schedule conflicts must be included as a part of your cast commitment form. These include regular conflicts for school activities or work. It is expected that all cast members must attend Tech Week rehearsals in the cast they are assigned. Show performance conflicts must also be presented at time of casting. Subsequent conflicts in show performances can not be accommodated.

It is understood that unforeseen emergencies and illness may result in unplanned absences.

\_\_\_\_\_ (Initial) **Show Dates: Nov 9, 11, 12 | Nov 17, 18, 19**

**Show Date Conflicts:** (Must be stated before accepting role) \_\_\_\_\_

# REHEARSAL AGREEMENT

I understand that being in the cast is a commitment. During this time, I will work to fulfill my responsibilities for this production which are:

## ATTENDING ALL SCHEDULED REHEARSALS

All cast members must sign in and out at every rehearsal they are scheduled to attend.

Initials \_\_\_\_\_

Cast members are expected to attend all their scheduled rehearsals, and conflicts should have already been noted during the audition process. Calendars with rehearsal dates will be distributed and e-mailed. If a cast member is absent, it prevents others from getting the most out of rehearsal time. **Student cast members can miss a rehearsal due to an illness, school activity or emergency only.** Parents are expected to contact the production team when their child is home sick. Excused absences can be made for medical appointments or pre-play planned appointments or other events.

**Adult cast members are asked to be respectful of the rehearsal process and minimize outside conflicts and commitments. Excessive unexcused absences may result in that cast members forfeiting their part in the production.**

**Generally rehearsals are Mon-Thursday from 6:30-8:30 PM for students. Student rehearsal schedules will vary depending on role. Primary and elementary school students can anticipate limited rehearsals in September and October. (1-2 per week).**

**Adult rehearsals will end between 9:00 and 9:30.**

**Adult cast will be notified if they need to arrive later than 6:30.**

**There may be a few Fridays, but we hope to limit the use of Fridays. There will be one Saturday rehearsal. Tentatively mid October from 9am-4pm.**

**Beginning October 9, rehearsals will end at 9 PM for students.**

**Tech week begins October 30. Tech week will extend for all to 9:30**

**Dress rehearsal run throughs begin Nov 6.**

**Dress rehearsals end at 10 PM.**

**Please state all known rehearsal conflicts:**

# PRODUCTION PROTOCOLS & PROCEDURES AGREEMENT

## PRACTICING GOOD BEHAVIOR

\_\_\_\_\_  
Initials

Respecting others in this cast is critical to a great performance. It is very important to create a team environment for a good production. If you are: disrespecting others, defying authority, disruptive during rehearsals or vandalizing the theater or school property, you will be removed from the production. All rehearsal spaces have been generously donated for our use. You are expected to treat these places with respect and keep them clean. To keep busy in the event that you have a bit of free time during rehearsals, please be prepared with some quiet activity that does not disrupt the ongoing rehearsal or your fellow actors. Valuable items should be left at home.

## SAFETY & WELL BEING

\_\_\_\_\_  
Initials

Physical and emotional safety of all involved is paramount to the Community Playhouse of Northport. All cast members are required to remain in their scheduled rehearsal location. Cast members are also not permitted to use the vending machines.

## Cast members under the age of 18:

\_\_\_\_\_  
Initials

Must ask permission before leaving the rehearsal space to use the restrooms or get a drink of water, Two adults must be in the room with minor cast members at ALL times!

**\*\*Children under 16 must be signed in and out by a parent or carpool driver. If the driver is unable to leave their vehicle we ask the driver to use our “departure line,” with the student being escorted by our parking duty volunteer. We cannot permit children to wait outside or walk to the parking lot unattended.**

## VOLUNTEERING

\_\_\_\_\_  
Initials

It is understood that CPN is a community theater that relies on volunteers to run successfully. We ask that all participants aid in the supporting of our theater by volunteering a shift during the rehearsal process/run of the show. This includes set-up, clean up, distribution of flyers, obtaining items for raffle baskets, food concessions and/or assisting with selling of ads for our playbill/journal.

Further for cast members under the age of 18, we require one adult in your household to supervise at least 1 rehearsal and volunteer to assist at 1 show (assignment to be mutually agreed upon.) This will include arriving at the beginning of the rehearsal to help with check in and staying to the end of the rehearsal to escort children to their parents. During the performances you will be assigned to work backstage supervising children, assisting with costumes, working in the gym, or helping with set-up or breakdown.

**Parents who discover a scheduling conflict on a volunteer shift they previously scheduled are responsible for finding a substitute as well as signing up for a different date.**