

STAGE CREW CONTRACT & PROCEDURES



Name:
Phone number:
Assignment:
Schedule Conflicts:

Email:
Age (if under 18):

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

ATTENDANCE

_____ Initials

Stage crew must attend their scheduled work sessions. You will receive a calendar of rehearsals/work sessions that will be distributed and e-mailed. If a crew member is absent, it prevents others from getting the most out of the work session. Stage crew **can miss a rehearsal/work session if it is excused by a parent due to an illness or if approved in advance by the Stage Manager.** Excused absences can be made for medical appointments or pre-play planned appointments or other events.

Stage crew must sign in AND sign out when they are in the theater.

****Anyone under the age of 14 must be signed out by an adult.**

Stage crew must attend all scheduled rehearsals during the two weeks leading up to the show, unless there is a specific pre-approved absence, in order to work backstage on the nights of the performances. Please note that specific work assignments and responsibilities during the performances will be assigned during these crucial two weeks.

_____ Initials

Pre-Tech Week/Tech Week (10/30-11/8) I acknowledge these are mandatory

_____ Initials

Show dates (Nov 9, 11, 12 | Nov 17, 18, 19). I acknowledge show dates.

PARTICIPATING IN WORK NIGHTS

_____ Initials

Work nights must be attended by Stage Crew as indicated by the Stage Manager. Work clothes, socks, work shoes or sneakers must be worn at all times. Stage crew members under the age of 12 are required to have a parent in attendance working beside them at all times.

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. **Stage Crew are not permitted to use the vending machines.**

SAFETY & WELL-BEING

Initials _____

Physical and emotional safety of all involved is paramount to the Community Playhouse of Northport. All crew members under the age of 18, must comply with the following or risk jeopardizing involvement in CPN productions:

- Remain in their scheduled rehearsal location.
- Alert the Stage Manager when arriving and leaving the theater.
- Inform the Stage Manager before leaving the rehearsal space to use the restrooms, get a drink of water, etc.
- Have 2 adults in the room/work space with them at ALL times!

****ALL CREW MEMBERS AGES 18 & OVER:**

In order to participate in a Community Playhouse of Northport production, you must complete the BSA Youth Protection Certificate Course within the first two weeks of rehearsals, or provide proof of a current certification. A link to this free online program will be provided when you turn in your Crew Contract.

Crew 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: (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 _____

Parent Name _____

Cell Phone _____

Email _____