

# Theatre Arts Fall Play/Spring Musical Cast & Crew

Director: Mr. Henderson

Contract Due 1st Week Production Fee \$ \_\_\_\_

## MAD Drama Production Company Contract for Cast and Crew

Being in the MAD Drama Production Company requires a commitment on the part of both the **student performer/crew** and the **parent(s) or guardian(s)**. The student and his/her parent or guardian must agree to abide by the following rules in order for the student to be eligible to join and remain a member of the Company. Being cast in a MAD Drama production or holding a crew position is a privilege and can be revoked upon a violation of this contract or at the considered discretion of the MAD Drama Director.

### Students and Parents/Guardians, please read carefully and initial:

1. **Behavior:** Students are to remain in the rehearsal area throughout the rehearsal. Bring homework! There will be a tremendous amount of time when you are required to be on hand but will have little to do. Disruptive behavior or disrespect for the Director, Stage Manager, Assistant Stage Managers, Technical Manager, adult volunteers, or other peers will not be tolerated. ☐ ☐
2. **Academics:** Maintaining a good academic standing is an actor and crew chief's first priority. A severe drop in an actor or crew chief's grade may result in the recasting of an actor's role or a crew chief's position. ☐ ☐
3. **Conflict Sheet:** Before auditioning or taking on crew chief responsibilities, all students involved with the play must fill out a time conflict sheet. LIST ALL CONFLICTS. Conflicts listed on this sheet and approved by the Director are not considered part of the student's allotted 10 hours of excused absences. ☐ ☐
4. **Scheduling:** All rehearsals and meetings are listed on the production calendar. Cast members and crew chiefs must plan other commitments around the MAD Drama production calendar. ☐ ☐
5. **Attendance:** Students must be at all scheduled rehearsals/meetings that involve her/his character/production management role. ☐ ☐
  - 5.1. **Punctuality:** Students should report to rehearsal and meetings on time. Tardiness will be recorded. Anyone who is habitually tardy may be asked to leave the cast/crew. Plan on arriving a few minutes early rather than a few minutes late. ☐ ☐
  - 5.2. **Leaving Early:** Students should never plan to leave rehearsals or meetings early unless given prior approval by the Director. The reason for leaving must fall under the excused category. ☐ ☐
  - 5.3. **Production Meetings:** All crew chiefs are required to attend weekly production meetings. Each crew chief gives a report on the progress of tasks/assignments in their area to the Technical Manager. In the event of an absence, the crew chief must still provide a status report and a representative from his/her crew team must attend the meeting. ☐ ☐
  - 5.4. **(N/A FOR FALL) Dance Rehearsals:** Due to the high amount and the importance of dancing for musical productions, the choreography crew has a "limited-absence policy." Cast members missing excessive dance rehearsals may be removed from the show and his/her role will be recast. Missing more than **3 dance rehearsals** is considered excessive. ☐ ☐
  - 5.5. **Cast Technical Calls:** Cast members are expected to assist with technical work if/when required. If a cast technical call is scheduled, the called cast members are expected to attend and contribute as required. Technical calls may be held on a Saturday. If a cast member has a conflict with a cast technical call, the cast member should report to the Director to get the absence approved. ☐ ☐
  - 5.6. **Dress Rehearsal / Performances (aka Hell Week):** No one is excused from a final dress rehearsal or live performance **for any reason**. ☐ ☐
  - 5.7. **Strike: ALL CAST and ALL CREW CHIEFS** are required to attend strike from the moment it is scheduled to the moment the Director does the final inspection indicating we are done. If you fail to attend 100% of a strike, you will not participate in the next MAD Drama production in any way and will forfeit all Thespian Honor points for that production. Set your schedule aside EARLY. Don't have ANYTHING else scheduled to do on or near a strike date. THINK OF STRIKE AS YOU WOULD A SHOW'S PERFORMANCE EVENING – YOU MUST BE THERE AND YOU MUST PERFORM. ☐ ☐
  - 5.8. **Excused Absences:** Any absence and the **REASON** for the absence must be communicated directly to the Director, Stage Manager or Technical Director. DO NOT send messages through a friend or other cast/crew member. We will not presume that absence from class means an absence from rehearsal. The only exceptions to this rule are the following: ☐ ☐

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- 5.8.1. Family or medical emergency:** An excused absence due to illness, death in the family, or some other reason approved by the Director.
- 5.8.2. Academic Conflict:** Class conflicts due to field trips or extra help after school. The student must provide a note from the teacher who created the conflict.
- 5.8.3. Other Conflicts:** Any special circumstance not mentioned above and approved by the Director. A paid job is **NOT** an excused absence unless it was noted and approved on the original conflict sheet.
- 5.9. Excessive Absences:**
- 5.9.1.** Students may not have more than **10 hours** of EXCUSED absences (that were not originally listed as conflicts) from rehearsals or the part may be recast.
- 5.9.2.** ANY amount of UNEXCUSED absences will be seen as grounds for recasting a role or reassigning a crew chief. Follow the schedule carefully. "I forgot," or "I didn't know I had rehearsal," are common unexcused absences and may result in the role or crew chief position being recast or reassigned.
- 6. Communications:** Students are responsible for staying informed of the schedule and developments relevant to the production. Not knowing about a rehearsal, meeting or deadline is not an excuse for missing one.
- 6.1. Online Group:** All cast and crew chiefs are members of the Production Group for the current MAD Drama production. The online group is a central communication channel for the production. The Director, Stage Manager and Technical Manager update it frequently.
- 6.2. Production Calendar:** The production calendar is a Google calendar. It communicates mandatory dates for rehearsals, meetings, and other important events and deadlines. Students are encouraged to add the calendar to their personal calendars.
- 6.3. Call Board:** The physical Call Board is located outside the Black box. Check the call board area (i.e., posted signs) **DAILY** for last-minute changes in rehearsal content or times or locations. All other important messages will be posted there too. Stay constantly informed!
- 7. Technical Deadlines:** The Technical Manager works with each crew chief to set deadlines for specific goals and tasks related to the production. Each crew chief is expected to meet these deadlines. If a deadline cannot be met, the crew chief must obtain approval from the Director for the missed deadline. A crew chief who chronically misses deadlines may be removed from their position.
- 8. Extracurricular guidelines:** All Extracurricular Participation Policy regulations are in force: expulsion from the show for tobacco, alcohol, or illegal drug use, etc.
- 9. Transportation:** Students must arrange for transportation home after rehearsals. They should be picked up **within 15 minutes** of the rehearsal's end time. They may form carpools or ride with other students as long as arrangements have been made. Set up a ride schedule early. Just because another student drives, doesn't make them your personal taxi.
- 10. Production and Advertisements Fees:**
- 10.1.** A \$  Production Fee will be assessed to cover various expenses such as show t-shirts, meals during show week(s), royalties, program printing etc. but will not necessarily cover all performer expenses such as makeup, incidental costumes or props, etc. **The Production Fee is due with the contract.** This fee may be waived by speaking to Mr. Henderson. Money should never be a reason not to participate.
- 10.2.** Personal ads (i.e., showgrams) may also be purchased at the same rate for those individuals who would like to print a message in the program.
- 11. Make-up Kit:** If an actor does not own a make-up kit, she/he may be asked to provide one for themselves for the show.
- 12. Costumes:** Actors may be asked to provide all or part of your stage costume depending on MAD Drama resources or lack thereof.
- 13. Thespian Points:** Thespian points are given on a per role/crew member basis. Students should check in and out with Stage Management at rehearsals and sign in and out on technical calls to ensure that all hours are accurate. It is the student's responsibility to sign in and out. All crew chiefs are required to track and submit their crew team's Thespian point records to the Thespian Clerk Officer by the Friday after Strike. Any crew chief missing this deadline without approval from the Director will forfeit his/her Thespian Honor Society points earned from the production.

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## **MAD Drama Production Company Contract** **For Cast and Crew**

I, \_\_\_\_\_, as a member of the MAD Drama Company in the role / capacity of \_\_\_\_\_ understand that there will be many extra-curricular hours of work involved in producing this play. As a member of the cast and/or crew I am aware that rehearsal and work time will involve after-school hours, evening rehearsals, Saturday Tech Days, at least four performances, and a post-production STRIKE --however lengthy -- following the final performance, all of which I am required to attend. School night rehearsals and mandatory crew calls previous to production week will end no later than 10:00p; calls and rehearsals during production week may extend to 11:00p.

I realize that a severe drop in my grades would make me ineligible to participate in the production in any capacity. Since my conduct also reflects on the Company and on the MAD Drama Department of Madison High School as a whole, I shall at all times exhibit attitudes and behaviors which will not jeopardize the position of either.

Because of the interdependence of cast and crew, I understand that if I miss a rehearsal, an understudy may be assigned to my role; and if I miss excessive rehearsals, I may forfeit the role, at the Director's discretion. Missing a rehearsal without notice or permission is cause for immediate dismissal from the show.

I agree not to take on additional commitments that would conflict with the rehearsal schedule already in place.

As a Technical Head or crew member, I am aware that I must be available for all crew meetings and workshops, as well as production nights if required; and these meetings may be held after school, evenings, or Saturdays.

I have carefully read and agree to abide by the MAD Drama Production Company Contract Rules.

**Name of Production:**

**Student Signature:**

**Date:**

I will allow my son/daughter to be a member of the Company and support the rules as stated on the MAD Drama Production Company Contract.

**Parent/Guardian Signature:**

**Date:**

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## PARENTS/GUARDIANS

### YOUR ROLE

Congratulations! You have been cast in the role of PARENT in a MAD Drama production! If your student is cast as a Performer, or selected as a Technical Crew Chief, running Crew Member, Assistant Stage Manager, or Stage Manager, **you are expected to contribute to the production as well.** Theatre is a collaborative art and the large productions that MAD Drama mounts are very public events needing large parent and community support. There are a wide variety of contributions you can make, some small, some large, some requiring little time and some where you may feel you have actually joined the cast and crew yourself! We will ask you to sign up for a role after the show's casting. Contribute as much as you wish. Spending time with young performers as they hone their craft is incredibly rewarding.

### CONTRACTS

Being in a production requires a lot of time and focus. Academics always outweigh production requirements. However, understanding the expectations and obligations of being in a production are key to your student's growth and success. Reading, understanding and then signing the Production Contract should be done by both you and your student. Signing the Contract signals to MAD Drama that both you and your student are joining us on a learning journey unlike any other in high school. **Signing the contract says that your student is accepting the performance or technical role offered and that you are accepting your role in supporting both your student and MAD Drama as a whole.**

### PRODUCTION FEES

Producing quality theatre is expensive. The licensing fees alone for a musical play run into the thousands of dollars. That's not counting lumber, paint, set materials, lighting, sound equipment, props, programs, ticket stock, power tools, posters, and on and on. Working with all of these resources and materials is a large part of the student learning process. **Fairfax County and Madison HS do not directly contribute any money to MAD Drama.** In fact, the County invoices us hundreds of dollars to use the auditorium and pay for janitorial services while the show is in production! To counterbalance this, we ask the parents of each performer, Crew Chief, running crew members, Assistant Stage Managers and the Stage Manager contribute money:

- Submit \$\_\_\_\_ in production fees.

### PARENT MEETING

If your student is cast or chosen to be a Crew Chief, Assistant Stage Manager or Stage Manager or designated as running crew, we ask that you come to a meeting near the beginning of the production so that we can coordinate efforts going forward. MAD Drama Parents' Group holds meetings monthly and all parents with a student involved in the productions are encouraged to attend.

Thank you and congratulations!

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

EMAIL/PHONE: \_\_\_\_\_