



Carroll Theatre Company

Production Contract



CORE VALUES:

- ★ **Commitment**
- ★ **Cooperation**
- ★ **Production**

Commitment refers to your priorities. You are expected to be at assigned rehearsals and/or tech workshops with all necessary supplies, clothing and equipment. It is your dedication that will make a successful production. The commitment of all parties will ensure success.

Cooperation refers to teamwork. You are expected to follow directions, work well with others and be a positive member of the team. Your comments, gestures and actions have an impact on other members in the production. Throughout our production prep and performances, we will assign students to work as team leaders, assistant directors, and more; we expect your full cooperation with these students in their assigned leadership roles.

Production refers to your responsibilities as a member of the show. You are expected to meet deadlines for completion of designs, sets, costumes, and props; to be ready for rehearsals; and to remember any stage or performance directions which may be given to you from one rehearsal to the next. **Bring a pencil and small notebook to rehearsals to track your notes!**

EXPECTATIONS:

Every member of the cast & tech crew must keep up their homework and maintain passing grades. Teachers will be given a list of members and will let us know if any of you are missing excessive assignments and/or failing their class. If you are failing classes, it is your obligation to meet with your teachers to develop an action plan to get caught up. Participation in the Production is not a reason to miss academic commitments!

Before signing this contract, please carefully review the Production schedule (<http://cmmstheatre.weebly.com/calendar.html>). You need to be sure that you can commit to the rehearsal and/or tech workshop times which are assigned to you. **Please note that, as we get closer to our Production date, some Saturday workshops will be required. If there are any conflicts, you must email Virginia, Robin and Jen immediately.

Each member is encouraged to purchase a performance T-shirt for a nominal fee of \$10. (Price may change based upon the number of orders) The shirts will be worn to school on the day our show opens.

“Three Strikes” Policy:

Should any member of the team not meet the expectations outlined above, he/she will be given a “strike”. Strikes will be assigned by the Leadership Team.

Strikes may be given for the following reasons:

- * not showing up to rehearsal without communicating with the leadership team prior to the absence
- * disrupting a rehearsal
- * failure to make progress with role (line, blocking or notes)
- * disrespect to any staff member or student
- * mistreating fellow team members
- * leaving the rehearsal area without the express permission from the Leadership team
- * destruction of property
- * any inappropriate behavior
- * use of profanity
- * use of unauthorized electronics during rehearsals and shows (phones will be either left in backpacks -OR- turned in at the beginning of rehearsals/workshops, and returned to the students at the end of the session)
- * ISS/OSS (in school suspension / out of school suspension) – {an immediate 2 strikes}

Strikes may also be assigned to cast and/or tech team members that present a negative image of CMMS Theatre. This image can include, but may not be limited to:

- * excess verbal complaints
- * slander
- * deprivation of the club’s image
- * the spreading of rumors or false facts via verbal discourse, or electronic devices such as text messaging, emails, blogs, comment boards and social networks.

There is no debate regarding the assignment of strikes. In the case of a student receiving a third strike, the CMMS Theatre Leadership Team will meet and discuss the assignment of the third strike. Only when the team is in agreement, will a student receive the third strike and dismissal from the Production & Theatre program.

Removal & Expulsion from Carroll Theatre Company

When a member receives three strikes, he/she WILL BE REMOVED FROM THE TEAM, CREW AND PRODUCTION. We do not anticipate this happening; however, this policy will be enforced. Participation with the Carroll Theatre Company is a privilege, not a right.

The student may not return to the Carroll Theatre Company for the remainder of the 2014-15 school year. The student CAN request to be reinstated as an active member of the Carroll Theatre Company the following school year (2015-16). This request must be made in writing to the CMMS Theatre Leadership Team, and must accompany their 2015-16 Theatre Application packet.

We want all who desire to participate, but we will not allow anyone to jeopardize the production and hard work of their peers. The goal of our club is to create professional quality productions, while incorporating all students who wish to be a part of the production, no matter which role (on stage or back stage) they perform.

Transportation

It is important to remember that students need to arrange for their own transportation. Students are to be picked up promptly at the close of rehearsal (4:30pm, unless otherwise posted/notified). Students are to be picked up in the carpool loop of the school. -- Alternate transportation option is the Activity Bus. Please review the drop off location which was previously sent home with your students.

Cast Requirements:

Cast members have enormous responsibility in the development and presentation of our Production. Each cast member must dedicate a lot of time to rehearsals, memorization, and numerous adjustments in order to create a successful Production. **If you are not committed to this level of dedication, please do not accept a role as a cast or crew member!**

Lines

In order to have productive rehearsals, cast members are first required to memorize their lines. It is cast member's responsibility to have their lines and any changes committed to memory by the noted due dates.

Blocking

Cast members are required to learn blocking. Blocking is critical in choreographing the movements on the stage and/or set pieces. Blocking will change as the production develops. It is the cast member's responsibility to note and track changes.

Notes

Notes are critical. Throughout the rehearsal process, critical changes will be discussed. It is the cast member's responsibility to write down notes about their performance, changes in script, blocking and scene or act changes. It is the responsibility of the cast member to commit these written notes to memory.

Cast Tools:

Cast members should put together a small bag of tools and supplies needed for rehearsals. These tools include, but are not limited to:

- Water (water bottle or container, no sugar beverages)
- Kleenex or Tissue paper
- Notebook or Pad & Pen or Pencil (for taking notes on blocking, cues, and performance)
- Script (Your copy of the script, lines or notes)
- Snacks & Meals (Some rehearsals will run late. We do not provide food)
- Bag or Pack (to contain all your things)
- Deodorant (We do not suggest sharing)
- Personal Hygiene Items (Varies. Please bring what you need)

Tech Crew Requirements:

Tech Crew members will be designing and creating the world/environment for our Production. Each crew member must commit to working efficiently during all necessary workshop sessions, as well as understand that some Saturday workshops may be needed as we get closer to our Production date. **If you are not committed to this level of dedication, please do not submit for a role as a technical crew member!**

Tech Crew Member Tools:

It is expected that each Tech Team Member furnish his/her clothing. Power tools and hand tools will be provided. Techies are expected to bring the following to each workshop:

- "Grubby" clothing (that can get dirty, painted on, torn, etc.)
- Water (water bottle or container, no sugar beverages)
- Kleenex or Tissue paper
- Note Pad & Pen or Pencil (for taking notes and/or sketching ideas)
- Script (your copy of the script, to note lighting/sound cues, set changes, etc)
- Snacks & Meals (Some rehearsals will run late. We do not provide food)
- Bag or Pack (to contain all your things)

...and the following to each dress rehearsal & performance:

Clothing:

- Black Pants
- Black Shoes
- Black Socks
- Black Long-sleeved Shirt

***All black clothing will have no labels, insignia or colors. If so, Crew Members are required to attach black stage tape or electrical tape over all exposed colors that are not black. This is a mandate for all those crew members who wish to work back stage during the performance.

Safety:

Please note, although we take many precautions, working with building materials can be dangerous. Splinters, wire, hot glue, chemicals, power tools and hand tools can cause serious injury. It is Carroll Theatre Company's policy that all student wear proper safety gear and use guards, gloves and shields when working with hand and power tools. Due to the complexity of each build, we cannot assure protection. We have access to medical equipment in the unlikely event that a child becomes injured. Your contact information at the bottom of this page will be saved in the event that your child is injured or hurt. We don't anticipate any injuries, but accidents do happen and we want to be able to contact you immediately in that unfortunate event.

PLEASE-- Keep the information portion of this contract for your reference.

Sign the formal contract sheet* and return to the Theatre Leadership Team on the day of your audition.

* Failure to submit a signed contract may lead to termination from the Carroll Theatre Company Production. Failure to submit a signed contract is a refusal to follow the directions of the Leadership team. Failure to follow directions creates an unsafe environment for our cast & crew.

Questions?

Please e-mail: Virginia Smith <vperrysmith@gmail.com>

STUDENT AGREEMENT:

I, _____, have read and understand the Carroll Theatre Company Production contract as stated above. By signing this contract, I confirm that I am committing to the 2015 Carroll Theatre Company Spring Production of "Into the Woods".

I understand that I must notify the CMMS Theatre Leadership team of my current schedule conflicts as they relate to our rehearsal/tech workshop schedule. It has been made clear to me that if I miss more than three rehearsals and/or tech workshops in the early stages of preparation, and if I miss a single rehearsal and/or tech workshop in the final two weeks that lead up to opening night, I may be replaced in the Production/on the Tech Team, and may no longer be a part of the Spring production.

I acknowledge that this may impact my ability to be selected for the Carroll Theatre Company for the following (2015-16) school year.

I understand that there are many club members who are auditioning and that I may not be cast in the specific role that I am interested in. I acknowledge that if I am cast in a role which was not in my 'top three' and, as a result, I choose to quit the Production, I may not be selected for the Carroll Theatre Company for the following (2015-16) school year.

I embrace our club's philosophy about our Production being a group effort, with the ultimate goal to make EVERYONE look amazing! I agree to be a dedicated, positive and proactive member of the team.

Signed _____

Date _____

CONTRACT MUST BE RETURNED

Failure to return this contract will result in loss of participation in the Production!

PARENT AGREEMENT:

I, _____, have read and understand the Carroll Theatre Company Production contract as stated on the previous pages. By signing this contract, I understand that I am giving permission for my child to be a member of the Carroll Theatre Company 2015 Spring Production of "Into the Woods". I understand that my child might operate power tools, hand tools, use paint, chemicals (makeup, fog fluid, etc) and climb on ladders, scaffolding or stage props, and I am aware this can be dangerous. I will not hold Carroll Theatre Company, Carroll Magnet Middle School or Wake County Public Schools liable for injury in the result of an accident or set piece, property or tool malfunction. I do reserve the right to revoke permission and remove my son or daughter at any time. I guarantee that if I should revoke said permission, I will inform the CMMS Theatre Leadership Team: Mrs. Mercado, Ms. Hennessey, Robin Bolash & Virginia Perry Smith, and the Carroll Magnet Middle School Principal in writing (print media, not email or by phone). I understand that my student will need to stay after school or participate on weekends for rehearsals and/or tech workshops, and will need to arrange his/her own transportation. I assure Carroll Theatre Company that I will provide transportation to & from school/rehearsal locations, or my child will ride the activity bus. I will also contact the CMMS Theatre Leadership Team if there are any Health Concerns that may affect my child's safety.

**PLEASE PRINT
NEATLY**

Signed _____
Date _____
Contact Phone _____
E-mail address _____

Parents, please indicate any of the following areas where you would consider assisting:

- | | |
|--|---|
| <input type="checkbox"/> Costumes (sewing, cutting) | <input type="checkbox"/> Photography (at dress rehearsal) |
| <input type="checkbox"/> Fundraising (sales) | <input type="checkbox"/> Cast Celebration (organizing) |
| <input type="checkbox"/> Concessions (operation) | <input type="checkbox"/> Make-up/Hair (backstage) |
| <input type="checkbox"/> Saturday Pre-show Cast Dinner | <input type="checkbox"/> Tech Work (building, painting, lights/sound) |
| <input type="checkbox"/> Backstage (during shows) | |

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