

WESTFIELD HIGH SCHOOL THEATRE DEPARTMENT

Production Contract

Hello!

Thank you for your interest in auditioning for the WHS Theatre Department. As we prepare for our upcoming season, we must address several important issues. One of these is **ATTENDANCE** at rehearsals and your **COMMITMENT** to the overall production.

ATTENDANCE – Attendance at rehearsals is essential in order for us to function effectively as an ensemble and produce the highest quality performance possible. You must recognize, before you audition, that the after school rehearsal commitment is **SUBSTANTIAL** and is a serious commitment and responsibility and, therefore, cannot be taken lightly. If you have a heavy after school commitment already, then you **MUST SERIOUSLY CONSIDER** how **YOU** will accommodate your schedule. The **GROUP SCHEDULE** will not change to suit you, the individual.

ATTENDANCE POLICY

- **FIVE ABSENCES** – Any Actor who exceeds **FIVE** or more absences will, at the discretion of the Production Team, be **REMOVED** from **SCENES, NUMBERS, AND/OR THE PRODUCTION**.
- **ZERO ABSENCES** – ALL Actors are required at **ALL Scheduled Rehearsals** the last **TWO WEEKS** of production (11/3 – 11/17) **NO QUESTIONS ASKED**. (If there are no rehearsals scheduled - obviously, you do not need to be there. We will discuss specific issues, such as “Teacher’s Convention”, as a cast, and then go from there).

If you foresee a problem with this policy, you **MUST** discuss your conflict(s) with Mr. Devlin **PRIOR** to the Audition. Seriously, **DO NOT** come to us after a cast list has been posted and tell us that you cannot attend “**TECH**” rehearsal. You will **NOT** be excused.

IF YOU FIND THAT YOU MUST MISS A PARTICULAR REHEARSAL, YOU MUST CONTACT MR. DEVLIN OR MARK JOHNSON (OUR STAGE MANAGER) PRIOR TO OR DURING THE ABSENCE (PHONE/TEXT/MESSAGE). Obviously, we, as a group, cannot rehearse effectively if the members called to the rehearsal do not attend. If you fail to inform us of your absence (i.e. Cut Rehearsal), **YOU WILL BE REMOVED FROM THE PRODUCTION**. Behavior such as this is unprofessional, rude and will not be tolerated. **We will provide contact numbers during the first week of rehearsals. However, IF** you are **ABSENT** from **SCHOOL** on a particular day, due to illness, you **CANNOT** attend **ANY** after school extracurricular activities. These policies are all discussed in further detail in the WHS Student Handbook.

In addition to the obvious rehearsal commitment that all actors share for making the production a success, we also must ensure that our technical elements are also handled in an effective and cooperative manner. Therefore, **ALL Actors** who are cast in the production **MUST** assist with **A MINIMUM OF 4 HOURS OF TECH WORK**. There will be numerous opportunities for fulfillment of this requirement. As you complete tech hours with your assigned crew, you will log them online on the **Tech Hours Google Docs form**. This link and more information regarding tech hours will be given out at the first rehearsal.

The complete detailed rehearsal schedule for the production will be distributed to all members of the cast and crew following the casting of the production. However, for the time being, please complete the following form that covers the basic time frame of our rehearsal period. We will rehearse Monday through Friday from 3:00 – 6:00 and possibly some Saturdays from 9:00 – 3:00, if necessary. Obviously, you will not be scheduled to attend every one of these rehearsals – but if you are scheduled, your attendance is **REQUIRED**.

The rehearsal period for **Rosencrantz & Guildenstern Are Dead** begins Monday, September 24, 2018, and ends with the completion of the striking of the set on Tuesday, November 20, 2018. (Yes, **ACTORS MUST** help with the strike.)

REHEARSAL ATTENDANCE / ATTITUDE

Your participation in this group is commensurate on your attendance and attitude. In order for us to succeed this year, it is important that everyone understands that you are each part of a team, and we rely on every person in the cast to give 100%, no matter the size of your role.

1. By being in this cast, it means that you honor this commitment above all other after school clubs, jobs, sports and other rehearsals or productions. And NO, you cannot leave early because you have something else to do or somewhere else to go. You are expected to schedule appointments (we understand that there are certain circumstances where this cannot be done), school work/group projects, and clubs around your rehearsals.
2. It is **your** responsibility to keep us informed of **any** absences or tardiness that might occur for the duration of the rehearsal process. Punctuality is taken very seriously and all rehearsal and call times should be adhered to.
3. Unexcused absences will, at the discretion of the directors, result in **dismissal from the show**.
4. **ALL** members of the WHS Theatre Department Fall Play and/or Spring Musical must conduct themselves in accordance with the policies of student behavior as outlined in the **WHS Student Handbook**. This includes behavior both during school hours in rehearsals and performances as well as any outside activities deemed “theatre related”, such as “Guys Night/Girls Night”. Any actions that would reflect poorly on individuals or the department as a whole will be handled swiftly and in the best interest of the department. **NOTE: ALL DETENTION HOURS MUST BE SERVED BEFORE SEPTEMBER 30, 2017 IF YOU PLAN ON PARTICIPATING IN THE FALL PRODUCTION.**
5. **NOTE** - Any actions or behaviors that occur during a WHSTD production, be it a rehearsal, performance or “sanctioned event”, reflect on us all, as a department. Unprofessional attitudes, disrespect of production staff or peers and/or individual actions that are inconsistent with the policies outlined in the WHS Student Handbook or the philosophy of this department will NOT be tolerated. Period. Your participation with this group is completely dependent on your ability to adhere to these expectations. If you cannot do so, you will be replaced.
6. Although it sounds corny, we in the WHS Theatre Department view ourselves as a family. Any acts of disrespect or intimidation towards anyone in the group will not be tolerated. Additionally, any acts of vandalism towards individual’s personal property, including one’s home, will not be tolerated. If any actions do occur and are brought to the attention of the theatre department and/or the school district, we will enforce all rules and regulations as stated in the WHS handbook.
7. Please know that an incredibly experienced staff is in place. Any production decisions that they have made are justified with years of educational and professional experience. There will be a zero tolerance policy with regard to negative attitudes or behavior towards fellow cast members or staff members.
8. All Actors and Technicians must complete and submit the **WESTFIELD STUDENT ACTIVITY FORM**. This is a Westfield Public School District requirement for all students participating in any extra-curricular activity. Forms are available online at my website and the district homepage.
9. All Cast members are expected to adhere to all deadlines in regards to Student Contact Information, Bios, Ad Sales and other important forms, and to keep the size of their Bios to 90 words or less (Seniors 150 words or less).

Rosencrantz & Guildenstern Are Dead

TECH Production Contract

Name (please PRINT): _____

e-mail address: _____

Student Conflicts

I understand this time requirement as described above and I know of the following conflicts during this time period:

(Please be **specific** when listing your conflicts. Include a description of the conflict, the date you will be missing rehearsal, and the time you will have to leave if you must leave early.)

1. _____
2. _____
3. _____
4. _____
5. _____

(Please note - if you find that you need more room for the listing of your Conflicts, you should seriously consider your ability to commit to this production.)

Student TECH Participation Opportunities

Check all boxes indicating areas in which you are interested.

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> ASM | <input type="checkbox"/> Tech Crew | <input type="checkbox"/> Front of House Mgr. |
| <input type="checkbox"/> ATD / ACH | <input type="checkbox"/> Run Crew | <input type="checkbox"/> Front of House Crew |
| <input type="checkbox"/> Make-up Crew | <input type="checkbox"/> Props Crew | <input type="checkbox"/> Box Office Mgr. |
| <input type="checkbox"/> Costume Crew | <input type="checkbox"/> Publicity Crew | <input type="checkbox"/> Usher |

ALL Technicians **MUST** visit the following link and complete the **Online Student Contact Information Form BEFORE FRIDAY, SEPTEMBER 14, 2018**. This information will be invaluable to all of us as the rehearsal process develops and we need to contact you regarding various issues involving the production.

We will be determining the various Tech Crews based upon the information supplied from this site. Yes, I understand that the TECH Crews are their “own animal”, which is great. However, they are also a part of this “zoo” and therefore are accountable to both student and adult Production Team heads/directors, so we absolutely **MUST** know now who’s doing what and how you (and your parents) can be contacted. So, once again, thanks for your talent and diligence and go register your information.

GOOGLE DOCS PAGE - [**tinyurl.com/RGcrew**](https://tinyurl.com/RGcrew)

Please complete **TWO COPIES** of this page and return them to the Stage Manager by **MONDAY, SEPTEMBER 17, 2018**.

Rosencrantz & Guildenstern Are Dead

TECH Production Contract

STUDENT COMMITMENT

I have read, understand, and agree to abide by, the expectations set forth in the Production Contract for **ROSENCRANTZ & GUILDENSTERN ARE DEAD**.

Student Name _____ Signature _____

E-mail _____ Cell Phone # _____

T-Shirt Size (Circle One): **Sm** **Med** **LG** **XL** **2X**

Production T-Shirts will be ordered in October – You are not REQUIRED to purchase one. However, to ensure that no one misses the deadline, please indicate here if you want to be included in the order. T-Shirts are generally around \$15.00.

☐ **Yes!**

☐ **No!**

PARENT GUARDIAN COMMITMENT

I have read and understand the expectations for my child outlined in this Production Contract for **ROSENCRANTZ & GUILDENSTERN ARE DEAD** regarding attendance at rehearsals, the audition / casting process, appropriate behavior, and personal responsibility, and agree to adhere to the policies as stated.

Parent Name _____ Signature _____

Home Phone _____ Parent Email _____

PARENT VOLUNTEER OPPORTUNITIES

If you would like to assist in any of the Parent Volunteer Committees, please indicate your interest below. We will contact all parents at a TBD date to discuss the various needs of the production.

- | | | |
|---|--|--|
| <input type="checkbox"/> Costumes | <input type="checkbox"/> Playbill | <input type="checkbox"/> Ticket Sales & Reservations |
| <input type="checkbox"/> Publicity | <input type="checkbox"/> Concessions | <input type="checkbox"/> Tech Rehearsal Lunch/Dinner |
| <input type="checkbox"/> Lobby Decoration | <input type="checkbox"/> Photo Fund Raiser | |

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