

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** Excused Absences will, at the discretion of the Production Team, be **REMOVED** from **SCENES, NUMBERS, AND/OR THE PRODUCTION**.
- **TWO ABSENCES** – Any Actor who exceeds **TWO** Excused Absences from a rehearsal for a **SPECIFIC MUSICAL NUMBER** will be **REMOVED** from that number.
- **ZERO ABSENCES** – ALL Actors are required at **ALL Scheduled Rehearsals** the last **TWO WEEKS** of production (11/8 – 11/21) **NO QUESTIONS ASKED**. (If there are no rehearsals scheduled - obviously you do not need to be there. We will discuss specific issues, such as the “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 “x” rehearsal. You will **NOT** be excused.

IF YOU FIND THAT YOU MUST MISS A PARTICULAR REHEARSAL, YOU MUST CONTACT MR. DEVLIN OR DEVYN TIBBALS (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 *THE CHERRY ORCHARD* begins Monday, September 28, 2015, and ends with the completion of the striking of the set on Thursday, November 26, 2015. (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.
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 do view ourselves as a family. Any acts of disrespect towards others 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).

Please complete the following sections of this form and return them to the Stage Manager when you arrive to the Audition on **Thursday, September 17, 2015.**

THE CHERRY ORCHARD

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 Participation Opportunities

Check all boxes indicating areas in which you are interested.

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> Lead Acting Role | <input type="checkbox"/> Tech Crew | <input type="checkbox"/> Front of House Mgr. |
| <input type="checkbox"/> Supporting Acting Role | <input type="checkbox"/> Make-up Crew | <input type="checkbox"/> Box Office Mgr. |
| <input type="checkbox"/> Ensemble Acting Role | <input type="checkbox"/> Costume Crew | <input type="checkbox"/> Run Crew |
| <input type="checkbox"/> Understudy | <input type="checkbox"/> Props Crew | <input type="checkbox"/> Usher |

Please indicate any specific role(s) in THE CHERRY ORCHARD in which you are particularly interested. (Obviously, that does not mean that you will be cast in the role, but sometimes it does help to know. I have and will continue to try to make people happy whenever possible.)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

IF you are **NOT** cast in an Acting role, please identify any specific Technical Role(s) that you would be interested in performing.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Submit **TWO COPIES** of this page of this page and return them to the Stage Manager when you arrive to the Audition on **Thursday, September 17, 2015.**

Gold Form

Also, please read and take special note of the following:

CASTING POLICY

All actors must understand that they are auditioning for the **COMPANY** of THE CHERRY ORCHARD, not a particular role in the production. Casting will be based upon your overall audition, not your singular audition for a specific role. Actors will be cast where they fit best in the overall scheme of the production. Additionally, actors must recognize that they will be evaluated as actors, singers AND dancers (if called for) and cast accordingly. The actor who, in the opinion of the director, is most "right" for each role is cast. We follow no seniority policy; principle roles are not reserved for juniors and seniors. A freshman may be cast in a principle role. Furthermore, ALL actors must understand that **TAL-ENT ALONE** is NOT the only factor taken into consideration when casting. While individual talent is a major determining factor in earning a role, we will also consider prior attitude, work ethic and behavior in casting each role. We understand that in an educational setting it is our responsibility as educators to make it possible for students to have a variety of production experiences and for everyone to learn appropriate individual and group responsibility. We cannot base casting on which students worked the hardest to prepare for the audition; we expect **ALL** actors who audition to be fully prepared.

Furthermore, just because an actor is called back for one particular role **DOES NOT MEAN** that they will **NOT** be considered for other **LEADING, SUPPORTING or ENSEMBLE ROLES**. We will cast the **STRONGEST** performers at the audition, regardless of age/class. We will do everything in our power to ensure that we have the best possible **COMPANY** of actors for the production.

By auditioning for this production, you are indicating your desire to participate in the fall production of THE CHERRY ORCHARD. Please check the box below and sign in the space provided to verify that you are willing to accept **ANY** role in which you may be cast in this production or that you will only accept specific role(s) in the show.

- ☐ I will accept **ANY** role in which I am cast
- ☐ If I am **NOT** being considered for a **Leading or Featured Role**, I **DO NOT** wish to be cast
- ☐ I will accept **ONLY** the role(s) indicated above
- ☐ I **AM** willing to **Understudy** a **Leading or Featured Role** in the production

(Student Signature)

Submit **TWO COPIES** of this page of this page and return them to the Stage Manager when you arrive to the Audition on **Thursday, September 17, 2015**.

STUDENT RESUME

ALL actors **MUST** submit **TWO** copies of a resume. There are several examples of this document on my website which can be downloaded and easily completed. Please bring these copies with you **to the Audition on Thursday, September 17, 2015.**

STUDENT CONTACT INFORMATION

ALL actors **MUST** visit the following link and complete the **Online Student Contact Information Form PRI-OR to Saturday, September 12, 2015.** 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.

GOOGLE DOCS PAGE - USE THE FOLLOWING URL TO ACCESS THE GOOGLE DOCS FORM

<http://tinyurl.com/WHSEOrchard>

THE CHERRY ORCHARD

Production Contract

STUDENT COMMITMENT

I have read, understand, and agree to abide by the expectations set forth in the Production Contract for THE CHERRY ORCHARD.

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 THE CHERRY ORCHARD 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.

☐ Costumes

☐ Playbill

☐ Ticket Sales & Reservations

☐ Publicity

☐ Concessions

☐ Tech Rehearsal Lunch/Dinner

☐ Lobby Decoration

☐ Photo Fund Raiser

Complete TWO COPIES of this page of this page and return them to the Stage Manager when you arrive to the Audition on Thursday, September 17, 2015.