

# The Glyndon Area Players

## Cast, Crew, Orchestra, Production Staff Contract - 2017



Welcome to the **Glyndon Area Players'** 2017 production of Disney's "**Beauty And The Beast**". Please read this contract carefully, initial each requirement, and sign on the last page. This contract applies to **ALL** cast, crew, orchestra and production staff members; if you are under 18 years old, a parent or guardian must also sign.

I, \_\_\_\_\_, hereby accept the role(s) of \_\_\_\_\_  
in the Glyndon Area Players' 2017 production of Disney's "**Beauty And The Beast**".

### \_\_\_\_\_ I understand that I am expected to:

- Be prepared for all rehearsals and show performances.
- Wear appropriate, modest attire and shoes for rehearsals.
- Be attentive and focused during rehearsals and show performances.
- Maintain a positive attitude throughout the rehearsal schedule and during all show performances
- Respect the rights and well-being of all other cast and production members.
- Treat Sacred Heart School property and production property with respect (i.e., costumes, make-up, set, props, scripts).

**Additionally, I understand that, if I engage in any behavior deemed as inappropriate by the Director or Production Staff, my role in the show may be reassigned and/or I may be dismissed from the show.**

\_\_\_\_\_ I understand and commit to rehearsals on **Tuesdays and Thursdays from 6:30 – 10:00 pm**, and on **Sundays from 2:00 – 6:00 pm**. Any prior commitments, such as family vacations, must be submitted in writing prior to the conflict, and approved by the Director. Unexplained absence from a rehearsal could result in the performer putting his/her role in jeopardy. Illness on a rehearsal day **must be communicated PRIOR to rehearsal time** to the production staff.

\_\_\_\_\_ I understand that in accepting any role with Glyndon Area Players, the performer agrees that Disney's "**Beauty And The Beast**". is his/her top priority; therefore, **will not accept a role in another production with any other production company encompassing the period from May 16, 2017 through our final performance, August 13, 2017**. In addition, the performer must not miss excessive rehearsals due to other commitments. This policy applies to everyone in the production cast. It is important to remember that other cast members have to work with your role, and your absence impacts the rehearsal.

\_\_\_\_\_ I understand that **Attendance during each rehearsal of Tech Week is mandatory for everyone!.\***

\_\_\_\_\_ I understand that alcohol is **not permitted** on Sacred Heart property **at any time** during this production.

\_\_\_\_\_ I understand that certain castmembers are required to entertain and take part in the Character Luncheon to be held on **Saturday, August 12<sup>th</sup>**, made up and in costume by noon on that day.

\_\_\_\_\_ I understand that all families are expected to contribute in some way to this production!

- Each family is expected to sell *Ads* for the *Program*.
- Each cast member should expect to provide a portion of his/her costume, and contribute a Production Fee toward the cost of other show related items. **This fee is \$\_\_\_\_, and must be paid at the Kick-Off Meeting in May.**
- Once cast in the show, **a \$10 membership fee must be paid at the Kick-Off Meeting in May**. The membership fee keeps the castmember in good standing within GAP for one year.
- There are many committees on which parents and cast members are expected to participate. Information

will be distributed detailing what this help entails at the Kick Off Meeting. Additional information will also be provided via email or rehearsal announcements.

- Help with **Set Construction** is **MANDATORY** for all cast members and/or their families. It is not mandatory to be present on all set construction days, but you must participate for **at least 10 hours on or before July 17<sup>th</sup>** in this arena as a cast member or family of a cast member. Parents are expected to fulfill this obligation if their child is too young (under 8) to help out themselves !
- **SET CONSTRUCTION FOR ALL CAST MEMBERS IS ALSO MANDATORY ON SATURDAY, JULY 23<sup>rd</sup> – ALL CAST MEMBERS AND THEIR FAMILIES ARE EXPECTED TO PARTICIPATE FOR A MINIMUM OF 4 HOURS ON THIS DAY.**
- All parents of cast members aged 18 and younger are expected to assist with child/teen supervision during **at least 2 rehearsals** and during **at least 1 show**. (Please note that when you are the parent supervisor during a performance, you will not be able to watch that performance, except on the video feed in the dressing rooms). Sign-up sheets will be provided at the Kick-Off Meeting and before the first rehearsal.
- **Set Strike** – is **MANDATORY** and **NON-NEGOTIABLE** for **ALL** performers and their family members immediately following the final performance on **Sunday, August 13<sup>th</sup>**. We must break down the set, pack up costumes and props, and clear all of GAP's possessions out of the school. Dinner will be provided – each family will be asked to provide something toward this meal. Before we leave that evening, Sacred Heart must be a school again (i.e., the theatre must be a gymnasium and the dressing rooms must be the Library and Media Center).
- Think of this as a summer **family** project! Get involved! It's fun!!

**For all performers under the age of 18** – If a parent drives you to rehearsal, he/she **may not just drop you off** outside the building to come in on your own. **Your parent or guardian must accompany you into the building and stay until after roll-call and announcements are made.** If one parent drives several cast members, that parent is responsible for listening to announcements and conveying the information to the parents of the people she/he drove. Important information is communicated before each rehearsal that both the performers and parents must hear! For **pick-up**, all performers under the age of 18, who did not drive themselves to rehearsal, **must have a parent come inside the building to sign her/his child out – no exceptions.** (The same policy applies when multiple kids are picked-up.) This policy on drop-off and pick-up applies to any members of the **orchestra** who are under 18, as well. *We hope you understand, as we are concerned for everyone's well-being. There are many activities at Sacred Heart that occur simultaneously with our rehearsals and we want to make sure everyone associated with our production is safe and accounted for at all times.*

**Performers under the age of 18 who are driving** – If you will be driving yourself to rehearsals, your parents must complete the driving permission below.

**\*\*\* Tech Week** – Tech Week is the week immediately prior to the first show. This year Tech Week will be **Saturday, July 29<sup>th</sup> through Thursday, August 3<sup>rd</sup>.**

First show is **Friday, August 4<sup>th</sup> at 8:00 pm**. All castmembers must be present by **6:00 p.m.**

During Tech Week, our schedule is as follows;

**Saturday, July 29<sup>th</sup>** – minimum of 4 hours commitment at set build

**Sunday, July 30<sup>th</sup> – 2:00–11:00 pm (possibly later)** - we will take a dinner break, usually from 6:00 – 7:00; parents will be asked to contribute a food/drink item and/or assist with the dinner.

**Monday, July 31<sup>st</sup> through Thursday, August 3<sup>rd</sup> – 6:30–11:30 pm** - We may finish slightly earlier or later, and will attempt to let parents know if that is likely.

**Everyone is required to stay for the duration of all rehearsals, unless otherwise directed by production Director.**

There will be an additional rehearsal between show weeks, day/date determined by the Director.

**Show Schedule** – all cast members are required to arrive **2 hours** prior to show time for **all** performances for makeup, costuming, vocal warm-up and pre-show cast meeting.

## **CAST, CREW, ORCHESTRA, PRODUCTION STAFF CONTRACT**

**Performer's Contract:** *All cast members must sign, regardless of age:*

I, \_\_\_\_\_, understand what is expected of me as a cast, crew or orchestra member of Disney's "*Beauty and The Beast*". and agree to support The Glyndon Area Players in all areas listed above.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Parent's signature:** *For all cast members under the age of 18:*

I understand what is expected of my child, and agree to support The Glyndon Area Players in all areas listed above. I also understand that a parent or responsible adult must come into the school for announcements at the start of each rehearsal and sign in their child(ren). Parent or responsible adult must also come in at the end of the rehearsal to sign their child(ren) out.

Parent's signature \_\_\_\_\_ Date: \_\_\_\_\_

**Parent's Permission for Driving:**

My child, \_\_\_\_\_, is 16 years or older and is a licensed driver whom will be driving to rehearsals.

They will be driving to all rehearsals

They will only be driving to some rehearsals, and I understand when they are driven, a parent must come in for announcements and to sign them in and pick them up the same way.

**Parents Permission for Driving with another Cast Member:**

My child, \_\_\_\_\_, will be driven to and from rehearsal by \_\_\_\_\_ . I understand announcements will be made before and after each rehearsal and I am obligated to find out about this information from whoever drove my child.