

Maskers Marie Antoinette

## STAFF, PERFORMER AND TECHNICIAN CONTRACT

This agreement is between \_\_\_\_\_ and the Drama Department of the Baldwin School, Upper School Division, to ensure that proper behaviors are observed during rehearsals or meetings.

Rehearsal dates will be on weekdays and some weekends between January 8 and April 14, with tech week falling between April 5 and 14, 2019. Students are required to be available for all tech week rehearsals as well as performances and strike (when the set is ripped down).

Show dates are April 12 to 14, 2018. Performance times will be finalized around cast availability.

NO FEES are assessed for participation in this production, but each member of the production and performance staff is asked to sell at least ONE ADVERTISEMENT for the program and will be asked to purchase their script (or for musicals, provide a deposit check until script is returned). The advertisement basically pays for the printing of the program and allows us to include bios and photographs in the program.

Students have been cast to fit characters, which sometimes include physical characteristics, please check before making any major alterations to hair, piercings or tattoos after casting is done. Please also let us know if you are not willing to cut your hair or change your appearance for the production, as it may impact the casting of some roles.

During Rehearsals:

1. The production staff members understand that in after school hours, it is sometimes important to communicate with parents about rehearsal times. **Cell phones and other electronic devices** are a distraction during rehearsals, though, and **should to be kept off stage and out of the backstage area**. Students need to be focused at all times on the rehearsal process. Students must either leave their phones with their school bags in the lobby or they may leave it with the stage manager. Cell phones should not be left on stage without strict permission from the director and/or stage manager. Penalties may be enforced if students repeatedly break this rule, including the potential of infractions being assigned or, in regards to guests, expulsion from the production.
2. **Actors/Staff/Technicians** will strive to arrive 10 minutes prior to call. Call time means that is when rehearsal starts, not when you are walking in the door and finishing your food.

- 3. If you expect to be late for a call, telephone the stage manager and email the stage manager and the director.** Conflicts should not be added to the calendar after rehearsals have begun, but should be addressed directly with the SM or the Director. Adding a conflict at the last minute heavily impacts what can be worked on during rehearsal and actors may be asked to step down from a role if conflicts are added after the schedule has been completed.
- 4. Attend all rehearsals as listed on rehearsal schedule.** Since casting decisions are based in part on the availability of the actor to attend rehearsal, absences due to sports games, vacations, medical appointments, tutoring, etc. will be considered only if they are listed on the actor's audition form or given in advance. In the event of a legitimate last minute absence (illness or a family emergency), actor will notify and remind the stage manager and director one day in advance and give a marked script (with all blocking) to the stage manager to assure that an understudy can step in.
- 5. If you are sick, please stay home and get better.** We need you healthy and for the rest of the cast to not get sick.
- 6. You must be at school during the full school day to be at rehearsal.** Only students with excused absences are allowed to attend rehearsals and events
- 7. Actors/Staff/Technicians (even those from other schools) must be in good standing with their school with no major discipline problems or academic issues.** Guest actors are asked to supply a reference letter from an academic adviser or principal.
- 8. Any guests from others schools should read the school handbook and comply with the rules of the Baldwin School students in regard to basic behavior.**
- 9. Actors/Staff/Technicians will prepare for rehearsal by learning all lines, stage duties and blocking, by the deadlines noted in the schedule.** This will likely require additional rehearsing on your own time at home.
- 10. During rehearsals, you should be on stage or in the first few rows of the theatre unless you are directed otherwise.** Do not wander into the schoolhouse, dressing rooms, or other areas of the Simpson Center without notifying the stage manager about your specific intended location. When we need you on stage you should be ready. Students are not to hang out in the backstage area. All special guests must be cleared with the stage manager and they are to wait in the house and not be a distraction unless otherwise directed by the teacher/director.
- 11. Actors/Staff/Technicians will not eat or drink anywhere in the theatre** unless permission is given. **GUM CHEWING IS NOT ALLOWED DURING REHEARSALS OR PERFORMANCES.** A special area will be set up for food in the Skye Room. Food should not be brought out of that area. **DO NOT EAT ON SET** unless it is part of the production.

**12. Actors/Techs will help clean the theatre on a regular basis and will not leave the space after rehearsal until the space is cleaned.** Actors/Techs are not excused to leave the theater until all areas are ready for OTHER students, teachers, or guests. We do not have sole access to the theater and it should be maintained as if a guest might enter at any time. The stage manager or assistant stage managers will enforce this rule, and will not release actors until all areas are clean.

**13. Actors/Techs will attend rehearsals fully prepared with materials needed** (scripts, pencils, personal props, character shoes, etc.) and wear non-restricting rehearsal attire. Be prepared to change attire if directed. This means you may need to BRING clothes to change into after school. No crocks, sandals or backless shoes should be worn. There are lockers in the dressing room where clothing may be kept.

**14. Student actors and technicians are Students first and must keep their grades up throughout a show.** If a student is not being directed during a rehearsal they can spend that time on homework. Grade checks will be performed at least once before the performances. Students who are on Academic Probation may NOT participate in a production without the direct approval of the Head of the Upper School. All students are expected to have a 2.5 average at the time of the grade check. If a student is below a 2.5, they cannot attend rehearsal until the grades are above a 2.5. These absences will be considered unexcused. Any student with a D or below will be placed on probation until the D is brought up. If the D is not brought up within a week, the student will be withdrawn from the production.

**15. Actors assume the responsibility for care of all scripts, personal properties, and costumes assigned.** Costumes, once issued to student, must be hung up and properly cared for, or student will receive school obligation form for a \$1.00 fee for not taking care of costumes for each instance. Student agrees to assist with the making or finding of costume pieces when requested, and agrees to purchase undergarments, leotards and/or dance/specialty shoes as required. School obligation forms will be issued for borrowed or rented materials, costumes, etc. damaged or not returned.

**16. A fee for scripts is assessed as follows: FOR MUSICALS:** All students must provide a \$25 check to The Baldwin School in exchange for use of their musical theater script. Upon return of the script, the check will be destroyed. It is recommended that actors keep their script in a gallon plastic baggie to avoid damage when not in use. The deposit check will be returned to students once they return their scripts. Musical librettos MUST be returned by the end of the final performance. Checks will be kept for any script turned in late. We are assessed late fees for late return of scripts, and these deposits will be so applied if necessary. **FOR DRAMAS AND COMEDIES:** Dramatic scripts must be purchased, so a deposit is not required. Cast members will be asked to pay for their script if they wish to keep it after the performance. Scripts usually range from \$10 to \$20 depending on the publishing house.

17. **All actors and technicians are provided a locker in the dressing room**, please keep possessions in the dressing room and do not bring important items to the theater. The theatre program cannot take responsibilities for stolen items.

18. **Actors are not directors. Technicians are not director's.** Any notes or thoughts on acting should be mentioned to the director, the director will then decide if the ideas should be used or not and will share them with the actors. Asst. Directors will be schooled in what the director is looking for and if they are confident that a note is in line with director view may provide a note. Stage managers should only give notes that apply to blocking or directions that have been previously given. Technician notes should only give notes in regards to their area of exploration (mic notes for sound, lighting notes for lighting design, etc.)

19. **Our adult staff depart at the end of the allotted rehearsal time.** Students who remain behind should move to a space in the building that is still populated with an adult as soon as they have collected their personal items so that adults may leave the building.

#### **During Dress Rehearsals and Performances:**

1. **Actors/Techs will arrive on time and sign in at the callboard.** Never sign in for another actor. When arriving, please enter from the outside door that is located at the dock.

2. **Please CALL the stage manager if you expect to be more than 15 minutes late for a show call**, and if you are going to be late at all for a rehearsal.

3. **Please be advised that dress rehearsals will likely go later than regular rehearsals as the full play must be run and notes given.** Evening rehearsals' calls may even be later depending on staffing for the show. A parent should plan to pick up a student on time and be cognizant that during this time though students are released on time, sometimes they then stay to do things they need to do! All participants should plan accordingly by completing homework and eating dinner prior to call on later rehearsal days.

4. **Bring water to drink and STAY HYDRATED.** Note that you should start drinking water two hours before the start of show to assure proper hydration of vocal chords.

5. **Wait in the classroom area after arriving, keeping off the stage unless called for a sound-check or specific scene work.** Once the house opens, the stage manager will begin regular announcements letting you know how much time remains before curtain and giving you general cues. Remain backstage for the duration of the performance, including intermission. Only prior approval will allow students to be in view of the audience before the show begins. This includes keeping out of the light booth, outside, etc. Likewise, guests are not permitted backstage, even family or friends.

6. **Please DO NOT TALK BACKSTAGE WHILE PERFORMANCE IS IN PROGRESS.** If

you must communicate, please whisper.

**7. Once the show begins keep all electronics locked up.** In an emergency, technicians may use cell phones to text messages from backstage to the booth, though using headsets is preferred. Actors should stow phones as they distract from being in character and making it onstage in time.

**8. All cast members must take curtain call in complete costume.** Actors may not leave before curtain call is complete.

**9. On the final night OR the day after the show all cast and crew participate in striking the set. All students are to stay until the end of the strike unless allowed to leave by the director.** Strike can take anywhere from 30 minutes to 3 hours, so please plan ahead. Students who asked to leave strike early without prior permission may not be cast in the next show or, if my be issued an infraction (Baldwin Students).

**10. Designers are required to return ALL items they have borrowed to the original owner and restore equipment to the preshow locations.** Costume designers are required to make sure all costumes are cleaned and either returned to storage or disposed of (preferably through donation to a thrift store). If any storage area (lights, props, costumes) was disturbed during the pre-show activities, the designer and the stage management staff should endeavor to clean and organize the storage areas. Failure to complete this last duty of the staff may result in an infraction.

Questions, comments or concerns? Please contact the director at:  
amcculloch@baldwinschool.org

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### **Marie Antoinette Contract Agreement**

Please detach this portion and return before the 1st rehearsal.

We have considered the rehearsal schedule, and have read, understand, and agree to all items on this Production Contract.

Actor's Name Printed \_\_\_\_\_

Actor's Signature \_\_\_\_\_

Parent/Guardian Name Printed \_\_\_\_\_

Signature \_\_\_\_\_

BEST Phone(s): \_\_\_\_\_

BEST Email addresses \_\_\_\_\_