

Laurel Highlands High School

Student and Parent Performing Arts Agreement

To the Cast and Crew: Congratulations! You have been selected to participate in the cast and/or crew of Laurel Highlands High School spring musical production of NEWSIES. As a member of the cast or crew, you are expected to behave in a professional manner and are required to adhere to the following professional standards, procedures and rules of the theater. The last 2 pages of this contract need to be signed and returned within one week of distribution.

1) STUDENT RESPONSIBILITIES

a) Physical Health

i) Theater is a physically exhausting art form, and it requires complete concentration and great stamina. Try to eat three balanced meals a day, and get as much sleep as possible. Good health is essential to good performance.

ii) Take care of your voice. Pay attention to how you are using your voice outside of rehearsals as well as during rehearsals. If you feel vocal strain during a rehearsal, tell the director immediately.

b) Attendance

i) Rehearsals, crew calls, and tech rehearsals are NEVER to be missed without prior permission. You may only miss 2 rehearsals. Failing to comply with this procedure will result in disciplinary action and probable dismissal from the production.

ii) If an emergency arises, email Mr. Santore or Miss Groves as soon as possible. Do not ask another student to tell us, and do not tell us after rehearsal is over.

iii) The following people are the ONLY people that may excuse you from a call: the directors and the choreographer.

iv) Personal appointments should be scheduled after rehearsal. Work is not an excuse for missing a rehearsal without prior permission.

v) If you are excused from a call for any reason, go directly to the director. Do not leave the premises without contacting the director directly.

c) Punctuality

i) All rehearsals and crew calls begin exactly on the time indicated on the rehearsal schedule.

ii) A call of "places" means that all performers and crew involved in a particular scene must be ready to perform. They should be "in their places."

iii) It is best to arrive at the rehearsal hall AT LEAST ten minutes prior to a call. You will need the time to get ready physically, vocally, and psychologically to rehearse. It is mandatory that you are ready to work on time.

d) On Call For Performances

i) Be at the theater promptly at the designated time or you will be considered "absent" from the call.

ii) There will be a sign-in sheet on the callboard. You must sign yourself in. No one should sign in for you and you should not sign in for someone else.

e) The Script

i) Keep your script with you all day and night during the rehearsal period.

ii) Put your name in your script in pencil. Unless told otherwise, this script does not belong to you. Do not use ink to mark it. Write in pencil and erase all markings when you turn it in at the end of the production period.

iii) All blocking and stage business should be marked in your script as it is given to you. Remember, write down all blocking and business in pencil. You will have to return this script at the end of the production as clean as you got it at the beginning of the production.

iv) Always rehearse with a pencil.

v) Take thorough notes on anything told to you by the director, assistant director, or stage manager concerning your performance. If you have questions about your character and his/her motivations, consult your notes BEFORE you approach the director.

f) Learning Lines

i) Lines and blocking should be memorized by the date specified on the rehearsal schedule.

ii) When you drop a line on stage, simply hold your character position and characterization and say, "Line!" in character. The stage manager should not feed you your line until you indicate that you need help remembering the line.

iii) Being "off book" means that you have memorized your lines and can proceed through a scene without the help of the script. After you are off book, be sure you have read through your part and have someone cue you through your role at least once a day.

iv) ALWAYS bring your script to rehearsal...even after you have learned your lines.

2) REHEARSALS AND PERFORMANCES: Required Behavior of Cast and Crew

a) Respect for Authority

i) Relationship to the Director

(1) Unless you are in a scene being worked on and have a pertinent question, never approach or speak to the director while he is working with, listening to, or watching a scene in progress.

(2) Never walk between the director and the playing area. NEVER.

(3) Do not offer directorial suggestions during the rehearsal time. If you have an idea and would like to share that idea with the director, write it down and approach the director with your idea AFTER the rehearsal.

ii) Relationship to Other Company Members

(1) Do not offer a suggestion, chastise, argue with, or prompt another actor under any circumstance.

(2) Never speak to or approach another actor who is waiting for an entrance.

(3) Do not talk backstage during rehearsal and/or performance unless it is mandatory and concerns the integrity of the production.

(4) Be ready for your entrance. This is your responsibility during rehearsals and performances.

(5) Anyone suspected of smoking, drinking of alcoholic beverages or using of illegal substances of any kind on or off campus before a rehearsal or a performance will result in disciplinary action. The company member will be dismissed from the production and the school will take disciplinary action.

(6) After rehearsal, clean up everything on the stage and in the rehearsal hall...even if it is not your mess.

iii) Relationship to the Crew and with Equipment

(1) During a scene shift, an actor should completely clear off the stage space unless he is involved in the change or about to make an immediate entrance.

(2) At the same time, the crew must not distract the actors.

(3) Never touch a piece of lighting, sound, or stage equipment unless assigned to do so.

(4) Restricted areas include: the light and sound booth, the director's office, costume and prop closets, and the stage manager's area. At no time are you allowed to enter these areas without permission.

iv) Guests during Rehearsals

(1) Only people called on the callboard or invited by the director will be allowed to attend rehearsals.

(2) No unauthorized people are permitted backstage.

(3) No company member is allowed to receive guests at the theater except after the rehearsal has ended.

(4) Performers must be out of costume before they receive guests.

v) Rehearsal Notes: For Performance situations only. (Director's Option)

(1) A student assistant may sit with the director and take notes concerning your performance.

(2) You will receive these notes either in person or as a posting on the callboard after each rehearsal.

(3) When you get the notes, go over them carefully. WRITE THEM DOWN and apply to your performance in the future.

(4) Keep all your notes together and go over them each day just prior to your rehearsal to be sure you incorporate the suggestions in your performance.

(5) If you do not understand a note fully, be sure and check it with the director before your next rehearsal.

3) COSTUMES

a) Rehearsal Costumes

i) If a rehearsal costume is issued to you or you are asked to provide it, you will be expected to wear it every time you are called for rehearsal until it is replaced by your performance costume. No exceptions. You may be able to leave your rehearsal costume at the theater. Rehearsal costume can be hung up on the costume rack.

ii) Wear appropriate clothing and shoes to rehearsal. Your clothing should not restrict your movement. Dancers **MUST** wear shoes at all times. Socks will not be permitted.

b) Costume Calls

i) A call for a costume fitting is as important and urgent as a rehearsal call. **DO NOT MISS COSTUME FITTINGS.**

ii) Unless your measurements are taken and fittings are held on schedule, your costume cannot be made and/or ordered.

c) Handling a Costume

i) These rules exist because we care about how you look on stage and because we care about what happens to the costumes.

ii) Costumes have no life except the life the actor gives them. Find out how your costume relates to your performance.

iii) Costumes are not the actor's play things. Onstage, they are only to be used as your **CHARACTER** would use them. Off-stage, however, they are to be handled with extreme care.

iv) Skirts and capes are to be held so that they do not touch the floor and are hoisted in the rear so that they are not sat upon. Trains are carried until the very moment before an entrance.

d) General Costume Reminders

i) Your "look" is an important part of your costume and is not to be altered with prior permission. Performers may not alter their personal, everyday "look" without the prior permission from the director or costume designer.

ii) Please take a shower before getting into costume, and please use soap, deodorant or antiperspirant.

iii) Do not wear perfume or scented hairspray while in your costume. (Some people are allergic to these substances!)

- iv) Do not leave valuables in the dressing areas.
- v) Have make-up on before putting your costume on. If your costume goes on over your head, ask someone on the costume crew to help you by putting a cloth over your head to protect your make-up and costume.
- vi) Men, be sure you shave before reporting for your make-up call.
- vii) NEVER restyle wigs and/or hair pieces. This should be done by the costume crew.
- viii) When you are wearing your costume, do not eat or drink anything.
- ix) Be careful where you sit; and be careful what you lean on.
- x) Before entering the acting area, check yourself for any item that your character would not be wearing (i.e. watches, jewelry, wallets, etc.).
- xi) Please do not touch anyone's costume. This will assist in preventing confusion and loss.
- xii) Obtain your costume only from the crew member in charge of checking out costumes.
- xiii) Remove your make-up AFTER you have removed your costume.
- xiv) You must check your costume in EVERY NIGHT. You will not be dismissed until you have checked out with the crew member in charge of checking out costumes.
- xv) You may only receive guests once you have removed your costume.
- xvi) Please return costumes neatly hung on hangers by your name tag. Be sure to include all items that may be in use as part of your costume. Costumes left on the floor will result in fines for the person who left the costume.
- xvii) Please wait while items are checked in by the costume crew.
- xviii) If your costume needs repair or adjustment, tell the stage manager and costume master AND write your needs on the costume repair sheet.
- xix) There will be a \$50.00 costume fee assessed, if the aforementioned musical requires costume rental.

4) PROPS

a) Rehearsal Props

- i) The actor should be aware, at all times, when her/his hand is occupied with props.
- ii) Add your own rehearsal props as soon as you are off book and your hands are free to use the props. Use these props every rehearsal until performance props are provided.
- iii) If you cannot find a rehearsal prop, substitute one of your own devising rather than going onstage during rehearsal without one.
- iv) Treat rehearsal props with as much care as you would performance props.
- v) Always keep rehearsal props on the prop table or in the prop closet when not in use.
- vi) NEVER TOUCH A WEAPON unless assigned to do so.

b) Performance Props

- i) Never touch a prop unless you are the character assigned to use that prop.
- ii) Always return your props to their assigned spot in the on-stage prop closet as soon as you leave the acting area.
- iii) Never sit on stage furniture back stage. NEVER!
- iv) Report broken props to the assistant stage manager and/or prop master immediately. If you don't tell someone, it won't get fixed.
- v) NEVER TOUCH A WEAPON unless assigned to do so.

5) TECHNICAL REHEARSAL, DRESS REHEARSAL AND PERFORMANCE PROCEDURES

- a) During the technical/dress rehearsal period, it will be necessary to have the complete cooperation of the entire production company.
- b) The director and stage manager will conduct the progression of these rehearsals/performances.
- c) She/he may cut from scene to scene (cue to cue), depending upon the needs of the designers, directors, and staff.
- d) Anyone may stop a rehearsal if she/he feels that she/he is being put into an unsafe position.
- e) Remain attentive and do not engage in unnecessary conversation.

f) At no time should you question the authority of the stage manager and crew hands. Even if you disagree with a procedure, comply with the directions given to you. The only exception to this is if you feel a situation is unsafe or if you feel your life is in danger.

g) Actors must help the technicians by remaining in character and following the prescribed "timing" during these rehearsals.

h) During the technical rehearsal, wear clothing that is close to the color of your performance costume. Do not wear WHITE or BLACK unless your character will be wearing white or black.

6) SET BUILDING AND WORK CALLS

a) For set building and work days, attendance is mandatory. It is important that you attend the work call and set building days as assigned.

i) General Safety Rules:

(1) Ask the supervisor to approve all your work.

(2) Report all injuries, no matter how slight, to the supervisor, immediately.

(3) Wear closed-toed shoes. (No sandals or flip flops!)

(4) Be sure clothes are safe and suitable for scene construction.

(5) Remove or tuck in any loose clothing. Roll loose sleeves above the elbow.

(6) Keep long and/or loose hair pulled back and away from the face and equipment.

(7) Report to the supervisor any equipment that may not be working properly.

(8) Keep the floor clear of scraps and litter.

(9) Exercise care in handling large, heavy, and/or long pieces of material or equipment (i.e. flats, wagons, set pieces, furniture, etc.).

ii) Work Clothing and Shoes:

(1) Wear or bring clothes and shoes that are suitable for painting and construction. You will need them while working on the set.

iii) Clean Up:

(1) Each tech crew meeting will end with a 15 minute clean up period. Each student is expected to pick up after himself and must help in general clean-up. All paint cans and brushes must be cleaned. The stage area should be cleaned and swept. If working in the light/sound booth, all equipment must be put away properly and covered. The booth should be free of papers, wrappers, and personal items.

iv) Strike Procedure:

(1) Striking the set is the process of taking the set down. At the end of each performance, the cast and crew will change the set for the next evening's production. No one will leave without permission of the technical director and stage manager.

1. Never change the production of the show once it has been set in final dress rehearsal. It is the duty of every company member to maintain the directed concept throughout each and every performance. Nothing is to be changed or modified without prior approval of the director.

2. Respect the authority of the stage manager and/or assistant director.

3 Never leave the rehearsal space or the theatre until you have released by the director, assistant director, or stage manager. Only these people have the authority to release you.

4. During the run of a show, you are to never be seen by a member of the audience beyond the execution of the show outside of the theatre.

5. Never peer at the audience while on or off stage. If you can see the audience, they can see you.

6. Never speak or approach an actor waiting for an entrance.

7. Never touch a piece of lighting, sound, or stage equipment except in the performance of your duty.

8. Do not enter the stage from the house or the house from the stage before, during, or after a performance while the audience members are in the theatre, unless directed or for part of a performance.

9. Be ready for your entrances.

10. Do not loiter in the wings.

11. Never leave the theater in any part of your costume.

12. Eating, and/or drinking in the theater, backstage, or in the dressing rooms is not permitted.
13. Never play tricks or jokes backstage or onstage.
14. Never enter the technical areas unless you are assigned to do so.
15. Overt physical affection to another cast or crew member backstage is inappropriate.
16. Absolute silence must prevail backstage during rehearsals and throughout the performance, except where communication is necessary to properly expedite work delegated to the cast.
17. Always remember you are a part of the team. The crew and the performers are working towards the same result. Respect the part that each of us plays in the production.
18. Be on time and ready to do your best.
19. Complete and utilize your character preparation.
20. If you cannot adhere to the demands of the production schedule, it will be necessary to replace you with someone who can. No one is above adhering to the rehearsal and production schedules set.
21. Check your attitudes and egos at the door.

7.) SOCIAL MEDIA

a) Social media is not to be used for any reason that would involve negative commentary, advertisement, or bullying of the cast, crew, directing staff, or show in general. Any reported social media misuse will result in the immediate removal from the production. This includes, but it not limited to: Facebook, Myspace, Instagram, Twitter, Snapchat, and any other social media application.

Contact Information:

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Lauren Stewart, director
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Kaela Myers, choreographer

Or email us at: LHmusical@gmail.com

****Please check email EVERY DAY, in case we have announcements pertaining to** **the musical, weather, or rehearsals.****