



# LAKE CENTRAL



## Theatre Company

8400 WICKER AVENUE ▲ ST. JOHN, INDIANA 46373  
219-365-8551 EXT. 226 ▲ WWW.LCDRAMA.ORG

November, 2019

Dear Parent,

**Please review the rehearsal schedule on the website to ensure that your student is able to attend rehearsals and/or tech sessions.** Actors and technicians will be expected at **every** rehearsal/work session in which they are needed. Also, please read the contract regarding camp, technical, and brush-up rehearsals. **Actors and technicians not able to be in attendance during those days may not be able to be cast and crew in the show.**

Please review our expectations and sign the bottom of this letter, showing you both understand the time commitment and the student is able to make this commitment. If you have any questions, you may email me at pneth@lscmail.com. **This contract, the callout form, parent volunteer form, parent background check and copy of driver's license, the drug testing consent form, a copy of your child's current grades are due by Monday, November 25th for actors and technicians.**

Sincerely,

Mrs. Pam Neth  
Lake Central High School Theater Director

Ms. Nicole Raber  
Assistant Director

I, \_\_\_\_\_ have read and accepted the Lake Central Production Contract with my child,

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_ have read and accepted the Lake Central Production Contract with my parent.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### PLEASE INITIAL NEXT TO ONE OF THE FOLLOWING STATEMENTS:

\_\_\_\_\_ I **DO** give permission for my child's picture and name to be used in any LCTC publicity.

\_\_\_\_\_ I **DO NOT** give permission for my child's picture and name to be used in any LCTC publicity

# Lake Central Theatre Company

## Production Contract

### Attendance

1. It is *imperative* that actors and technicians are in attendance at every rehearsal that they are required to attend **and ready to work**. Actors, technicians and their parents are expected to schedule doctor appointments, family gatherings, etc. on times when the actor does not need to be in attendance.
2. Review the attached calendar of rehearsals. **All actors and technicians** must be in attendance during the final weeks of production, **February 19<sup>th</sup> & Feb 20<sup>th</sup>, Feb 23<sup>rd</sup>, 25<sup>th</sup> & 26<sup>th</sup>, and March 3<sup>rd</sup>**. **Absences are not allowed at all during these rehearsals or performances and will result in removal from a performance.**
3. Lead actors who have two absences will lose a performance, and an understudy will be elevated to that role. Understudies or chorus members with two absences will lose a performance. Actors who miss three practices due to illness or other emergencies may be removed from the show for the actor's well being as well as for the good of the show. Two tardies equal one unexcused absence, so please be on time to rehearsal.
4. If an actor or technician has an emergency and will be absent from rehearsal, it is the actor's responsibility to contact the directors **in person or by phone** to let them know that he will be absent. **Telling friends or other teachers to tell the directors is not acceptable.**

### Academic Progress

5. The directors may be keeping a check on the academic progress of both actors and technicians, and they reserve the right to dismiss actors and technicians if their grades suffer.

### Participation

6. Respect is necessary at all times and includes the following:
  - a. arriving at least five minutes before the start time so that we can begin work at the scheduled time
  - b. leaving personal issues at the theatre door so we can all give 100%
  - c. listening to leaders
  - d. having work completed by the deadline.
  - e. leaving cell phones in purses or book bags and not on the person during rehearsals working on lines when not on stage
  - f. writing down all notes being given
7. All company members are to follow all precepts of the Lake Central Behavior Code.

### Miscellaneous

8. All actors who do not have a stage makeup kit will be required to purchase one, including guys. The cost is \$15-\$25.
9. If the directors feel a violation of this contract this has occurred they reserve the right to dismiss the student from the production.

## Tech Addendum

1. Technicians must stay for the entire time of the tech work session. Arriving late or leaving early will be considered a "tardy." Two "tardies" will result in not being eligible for run crew. **There will be no leaving school for food breaks.** You are welcome to bring a lunch or snack.
2. Technicians will cooperate and conduct themselves in a professional, adult-like manner.
3. Technicians will seek out new responsibilities once the assigned job is complete.
4. All technicians will clean up their work space before they leave, or at the end of the day, whichever comes first. **No one may leave at the end of their work session without consent.**