



LAKE CENTRAL



Theatre Company

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

November, 2016

Dear Parent,

Thank you for allowing your child to be a part of Lake Central Theater Company's upcoming production, The Ash Girl. We are excited to be presenting this show to the community this November.

In order for the production to be successful, it is important for actors, technicians, and parents to understand the commitment involved. Attached is the Lake Central Theatre Company Production Contract, an agreement that states what we expect of students in terms of attendance and behavior as both actors and technicians.

Please review the attached rehearsal schedule to ensure that you are able to attend rehearsals and/or tech sessions. Actors will be expected at every rehearsal in which they are needed. Actors should keep this in mind when auditioning and inform the directors of the type of roles they for which they wish to be considered. Technicians should also keep in mind the rehearsals for the technical cycle to ensure that they can be in attendance on those dates. Run-crew positions will be filled based on attendance at tech sessions, maturity, and dependability. **Actors not able to be in attendance during those days may not be able to be cast in the show. Finally, those wishing to build sets or be on run crew must also fill out a contract.**

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. ***This will be your child's ticket to audition.*** If you have any questions, you may email me at nraber@lcschools.com. **This packet and a copy of your child's current grades are due by Monday, November 28th for actors and technicians.**

Thank you for your cooperation. With the strong theatrical talent here at Lake Central, following these guidelines will continue to provide the most enriching and entertaining experience for the Tri-Town Area.

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. Our rehearsal schedule is set up for 2-3 rehearsals per week until tech week. Therefore, it is *imperative* that actors are in attendance at every rehearsal that they are required to attend **and ready to rehearse**. **Actors are advised to arrive ten or fifteen minutes before the start time** in order to begin focusing in on the work at hand. Actors 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 will need to be in attendance on days in which their scene is rehearsed unless otherwise told. **All actors and technicians** must be in attendance during the final weeks of production. **Absences are not allowed at all during TECH rehearsals or performances and will result in removal from a performance. Please arrange family gatherings, doctor appointments, etc., accordingly.**
3. Lead actors who have 1 absence for reasons other than illness, that actor will lose a performance, and an understudy will be elevated to that role. Understudies or chorus members with two absences for reasons other than illness will lose a performance. Actors who miss 2 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 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.**
5. **Once a student is given a cast or crew part they are expected to fulfill this commitment. Any discussion otherwise MUST be done IN PERSON with the Director.**
6. **If a student is unable to fulfill their commitment there will be NO refunds on ANY fees.**

Academic Progress

7. The directors will be keeping a check on the academic progress and school attendance of both actors and technicians, and they reserve the right to dismiss actors and technicians if their grades or attendance suffer.

Participation

8. 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% to the rehearsal
 - c. listening to the warm-up leaders and participating in warm-ups to the extent that the actor is able
 - d. having lines memorized (being "off book") by the deadline.
 - e. leaving cell phones in purses or book bags and not on the person during rehearsals (*the director reserves the right to confiscate the phone if it becomes a problem*)
 - f. working on lines when not on stage
 - g. writing down all blocking and acting notes being given
9. All company members are to follow all precepts of the Lake Central Behavior Code. We pride ourselves on presenting professional-style productions and providing professional-style experiences for the actors, and we expect actors to conduct themselves accordingly. Those who fail to do so will face punishment in accordance with the Behavior Code.

Miscellaneous

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

Set Construction 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 quick snack to eat before the construction session begins.
2. Set construction workers are not permitted to leave before their designated time.
3. Technicians will cooperate with other technicians and directors of the production
4. Technicians will conduct themselves in a professional, adult-like manner.
5. Technicians will seek out new responsibilities once the assigned job is complete.
6. 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 the Technical Director’s consent.**

Parents: Please note that our expectations for your child’s participation in our show may be more than what you would expect of your own child. However, in order to ensure a high-quality production, it is important for us to set such standards.