

MILFORD HIGH SCHOOL THEATRE COMPANY

Production Contract

MHS Theatre Company Expectations/Guidelines

1. Respectful speech and behavior is expected of everyone at all times.
2. There is no smoking, alcohol or drug use permitted on premises.
3. All production staff, personnel, volunteers, fellow students will be treated respectfully at all times.
4. Rehearsal/class space will be left clean at all times. NO FOOD ALLOWED in any theatre space unless special permission has been received. All theatre spaces will be cleaned before cast/crew members are allowed to leave rehearsals or performances.
5. Every company member will gather as a group with the directors to be dismissed from every rehearsal and performance. No company member is allowed to leave prior to this meeting. Students and parents will respect the schedule and times distributed for the production.
6. Cast is expected to remain in the rehearsal room at all times, unless being utilized by another teacher.
7. Running and/or horseplay of any kind will not be permitted. When not being utilized, cast should be working on lines and/or character work and/or homework.
8. The Costume Manager may need you to adjust the color or length of your hair due to the requirements of a role. If you are not willing to do that, it is agreed upon that you will wear a wig. This is not negotiable. No student may cut or color his/her hair during the production process without permission from the Costume Manager and/or Director.
9. Report all accidents to the directors immediately.
10. Appropriate apparel must be worn at all times. Hair back, dance/tennis shoes, movement clothes (appropriate coverage).
11. NO CELL PHONES DURING REHEARSAL. All cell phones MUST be turned in to the stage manager at the beginning of every dress rehearsal.
12. Once acceptance of your role is made, all fees and payments to MTC are non-refundable.
13. All of your production fees must be paid by the deadline. If a production fee is not paid, actors will be ineligible to audition for the following production. If payment arrangements need to be made, the student must speak to a director and something can be worked out.
14. No friends or relatives are allowed in rehearsals without special permission. Every rehearsal is a CLOSED rehearsal.
15. All scripts will be returned to MTC erased and clean with no visible damage. In order to receive an individual script, a script deposit of \$50 will be collected (cash or check). This will not be cashed or deposited unless the script goes missing or is significantly damaged. The directors will notify parents before deposit is done.
16. It is understood that all cast/crew members will help with the building of the set, costumes, etc. They must also participate in strike after the show. Do not play with any props, costumes or set pieces.
17. Cast members/family will be liable for any damage caused by cast members to any MTC materials. This includes but is not limited to: costumes, props, scenery, microphones, etc. Any lost items will be the responsibility of the company member that was assigned to the item.
18. Cast/crew understands that by signing this document he/she is committing to the production until staff releases him/her. If the company member terminates the relationship prior to being released by the staff, he/she may not be cast in future shows. If enrolled in theatre, he/she will be dropped from the course or assigned independent study.
19. If an EMERGENCY arises and the student cannot attend rehearsals, the student must contact the stage manager by 10:00 am the day the rehearsal is to be missed, or 24 hours prior, depending on the emergency. Agents may not speak for the student. Please accept the responsibility of your commitment. Minor ailments do not constitute an emergency.
20. Students must abide by all MHS and HVS rules and guidelines.
21. If a student is suspended by MHS administration, participation in the production will be assessed. Drug or violence offenses will result in immediate removal from the production. Other offenses will be considered on a case-by-case basis.
22. Directors reserve the discretion to cast according to the needs of the script and overall company. It is to their discretion to adjust casting/roles as needed. Questions about casting decisions and individual actor growth may only be brought to the directors by the cast member (not parents) and will not result in a change in casting (used for growth and learning purposes only).
23. Student Crew Members must be an HVS student (MHS, LHS or IA) and submit a crew application by the designated deadline.
24. Adult volunteers must be 21 years old (unless approved by the director), related to a cast/crew member, and have passed the district background check (annually).
25. Parents/Guardians are not allowed to do the hair or makeup of their own child.
26. All parents/guardians are required to donate at least 2 hours of volunteer time.
27. All Costuming decisions are made by the Director and Costume Manager and are not up for discussion/debate. Every element will be worked to ensure proper fit and comfort for the actor but an actor and/or their parent/guardian may not alter or change a costume in any way.
28. Performance notes/directions may only be given by a member of the directing staff. Students will be instructed to only take notes/changes from the directing staff.
29. Unless fully trained by the Director/Technical Director, no student or volunteer may touch, handle or adjust a body mic. See a member of the directing staff for assistance. Replacements costs will be charged to the student if damage is incurred due to improper handling.
30. Excessive absences (excused or unexcused) and/or failing grades will result in the removal from some scenes/musical numbers or the entire production (depending on severity).

In the event that a company member's behavior/attendance/grades warrants disciplinary action, the following provides the steps to be taken to ensure fairness and understanding.

1. A verbal warning.
2. A meeting with parents and MTC staff.
3. A meeting with parents, MTC staff and MHS administration.
4. Release from the production &/or company.

The production Staff reserves the right to automatically release the cast/crew member at any time for behavior deemed inappropriate, harmful, and/or dangerous to themselves or other cast/crew.

PRODUCTION FEE: \$130 for a musical (covers Costuming, full Photo access, a show shirt, script/music fee & the cast party)
Unpaid production fees will be added to your next production (or to district fines/fees if a senior)

We agree to the above items:

Student: _____ Parent: _____

Student (Printed): _____ Parent (Printed): _____

Date: _____ Date: _____