

# LAKELAND HIGH SCHOOL THEATRE COMPANY PRODUCTION CONTRACT

The following lists LHS Theatre Company expectations for all cast and crew members of all our shows.

1. Respectful speech and behavior is expected of everyone at all times.
2. There is no smoking, alcohol or drug use permitted on premises. Students must abide by all LHS and HVS rules and guidelines.
3. All production staff, personnel, volunteers, and 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 theater space unless special permission has been received. All theater 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 or production team member.
7. Running and/or horseplay of any kind will not be permitted. When not being utilized, cast and crew members should be working on lines, character work, and/or homework.
8. Report all accidents to the directors immediately.
9. Appropriate apparel and shoes must be worn at all times. Stomachs should be covered (no bare midriffs or halter tops) and no undergarments should be visible at any time. During a dance rehearsal legs must be covered as well (no shorts or jeans). Modest clothing that will allow for mobility of movement are preferred. A student's first offense will result in a warning and the director will issue an approved clothing option from our costume stash. Repeat offenders will be asked to leave rehearsal until the problem has been addressed and will receive an unexcused absence or tardy that will count towards removal from the show.
10. Once accepting a role, cast members agree not to cut, color, or change their hair; get their nails professionally done (that can not be undone); or get their ears newly pierced so studs can not be removed; without consulting with the production team first. There will be no nail polish for show week unless the color and style are preapproved.
11. NO CELL PHONES DURING REHEARSAL. **All cell phones MUST be turned in at the beginning of every dress rehearsal.**
12. Once acceptance of your role is made, all fees and payments to LTC 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. Play scripts belong to the participant. Musical scripts belong to the licensing company. Students issued a script will be required to submit a \$40 script deposit check made out to LHS Theatre or cash. When the script is returned on time & undamaged, the deposit will be returned in full. All scripts MUST be returned.
16. It is understood that all cast/crew members will help with the building of the set, costumes, etc. They will also all participate in the set strike. They will not play with or touch any props, costumes or set pieces that have not been specifically assigned to them.
17. Cast members/family will be liable for any damage caused by cast members to any LTC materials. This includes but is not limited to: costumes, props, 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 will 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 production team member responsible for the rehearsal 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. If you have 3 or more unexcused absences you may be removed from the show at the director's discretion. However, even 1 unexcused absence may result in removal from a scene or dance.
20. If a student is suspended by LHS or IA 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 with administration.

In the event that a company member's behavior 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 LTC staff.
3. A meeting with parents, LTC staff and LHS administration.
4. Release from the production &/or company.

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

CAST PRODUCTION FEE: \$115 for the musical (covers costuming, full photo access, a show shirt, printed materials, lunch Fri, & dinner Sat)  
CREW PRODUCTION FEE: \$45 for the musical (covers full photo access, a show shirt, lunch Fri, & dinner Sat)

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: \_\_\_\_\_