

Back to the 80s
Productions Policies and Company Contract

November 16, 2009

Dear *Back to the 80s* Cast Member,

We are delighted you will be a member of the company for this production of *Back to the 80s, Back to the 80s* is a high energy tribute to the pop music and culture of an incredible decade. In order to make this production a reality, we need your dedication and preparation.

We expect you to be available for every rehearsal, beginning Friday, November 20 unless specified clearly on the **Conflict Sheet** possessed by the Stage Manager and Director. Please double check that all conflicts are reflected on the Conflict Sheet by the end of this week Friday, November 20 with Ms. Palmer at rehearsal or in room 400.

Schedule Highlights: Each company member will receive a complete schedule by Friday November 20. There are rehearsals happening during some weeks Monday thru Friday so it is **YOUR** responsibility to check the **Drama Post, your email, or the Drama Website (dexterdrama.org)** for which rehearsals you must attend. **When in doubt, show up!** Weekly schedules will be distributed on the previous Friday.

Punctuality: Please be **10 minutes early** to all rehearsal and call times. The scheduled time are when rehearsals start not when people should be arriving. You must be dressed to move and correct shoes ready to work before the scheduled start of rehearsal. Principles should have scripts and pencils ready to record any notes or blocking.

Academic Expectations: Although the Drama Club does expect to be a priority, your first priority is as a student to your **schoolwork**. Drama Club or the production should not be used as an excuse to not complete your work. If it is, there will be consequences for you in this program. Please use wise choices and good time management to make sure your work gets done. There is no official GPA requirement, except that at no time during the rehearsal or production process should your grade in any class be failing. A prolonged failing grade will lead to dismissal from the production.

Attendance: As stated in the school handbook you must be in school the entire day to attend rehearsals or performances. Only a parent can call in a pre-arranged appointment or family emergency for an excused absence.

Conflicts: You have already listed your conflicts on your audition form. Please double check those conflicts, list them on Conflict Sheet, and discuss them with the Director and Stage Manager who must approve them. NO conflicts may be added after this! **Two unexcused absences will result in dismissal from the production.**

Costume Fittings: You are responsible for making sure both you sizes and accurate measurements are recorded on the Costume Sheet possessed by the Stage Manager, Costume Designer, and Director. Your measurements will be taken within the first week upon return from winter break.

Costume: As an actor your physical appearance will not be your "own." The physical appearance of characters in the play is at the discretion of the Costume Designer and Director. This includes hair, make-up, and all aspects of the costume. While in many cases, we will seek the actors' input, the final decision will always be made by the Director. The Drama Club will cover the cost of any alteration to your hair. If you have already told us you are not willing to change your hair, other options will be explored. **Please do not alter your physical appearance in any way without clearing it with the Director for the duration of the rehearsal or production process. In addition, after each performance, audience members are NOT to be greeted in costume!**

Costumes: *Back to the 80s* provides the unique opportunity for you to have a lot of input on your costume design. For many cast members, you will be provided with an image or series of images and be asked to seek out those pieces either in the costume room, your closets, or thrift stores!

Allergies: All actors must report all allergies to the Stage Manager and Director, especially if they include any allergy to make-up, liquid latex, hair-styling products, or fabric. As for the actors and technicians working on set please list any allergies to any chemicals, or construction materials. All allergies should be listed on the Allergy Sheet possessed by the Director and Stage Manager.

Set Construction Participation: All actors are required to log 6 hours or attend two build days at Dexter High School either helping to construct the set or hang or focus lights. Construction includes painting, organizing props, costumes, cleaning, etc., and is fun! Get your parents involved as much as possible! Dates for these Build Days will be reflected on the general schedule and are usually on Saturdays. Some Sunday opportunities may be added or after-school dates if needed. Light focus dates will be posted closer to the performance dates.

Safety: The physical safety of each company member is our number one priority. For actors, this may mean scheduling "stage time" to rehearse physical movements that have been properly choreographed, or warm-up techniques so as not to damage the voice or body. For crew members, it means proper instruction and precaution in using tools and equipment. During tech rehearsals, the Director and Stage Manager will make sure that all scene shifts, exits and entrances, handling of properties (props), and the use of technical effects is accomplished in an organized and safe fashion. For all, this means listening and following directions at all times...Do not talk when asked to stay quiet.

Behavior and Conduct: All school policies will be adhered to throughout this production process. No inappropriate language or behavior will be tolerated during any rehearsal. Negative comments or overt threatening or sexual comments will be dealt with in accordance to school policy in addition to removal from the production. The participation in any drug or alcohol use will also result in administrative and legal disciplinary action as well as removal from the production. This also applies to any outside Cast Party venue and rumors of use will be taken very seriously. Even being at a party in which any violation occurs will have the same mentioned consequences.

Cell Phones should not be brought to rehearsal. If they needed for ride purposes, they must remain in backpacks unseen and silenced. There are no cell phones to be out at all during performances in dressing rooms.

Rehearsal Spaces – We take care of our rehearsal spaces. No food in the CPA at any time, take it to the cafeteria. Clean up the cafeteria when done...this is common courtesy and also your behavior in all school areas reflect on all of Drama Club.

Tech week (Week of January 31) and Tech weekend (Saturday Jan. 30 & Sunday, Jan. 31): Rehearsals are as scheduled on the general calendar. Tech. Saturday & Sunday will start at NOON thru 8:00pm with a break for dinner. Monday, Tuesday and Wednesday all have 4pm calls with 9 pm end times. Wednesday the "Go" time is 6:30 for Parent preview night. Parents are encouraged to come on Wednesday as a means to help the students get more accustomed to show conditions (audience laughs, etc.). This is not a night for extended family or small children. Thursday, Friday, and Saturday nights are performances in which the call is 5pm with a 7:30 "Go". Sunday call is NOON with a 2:00pm "Go" time.

Photo Call: Photo Call will occur during or directly after the last dress rehearsal of *Back to the 80s*, which will be Wednesday February 3. Parents are welcome to stay to take pictures, as they will not be permitted to take pictures during any of the performances. This is the night we will take Company and Cast group photos.

Preview Performance: Preview night for *Back to the 80s* is as stated: Wednesday February 3. The "Go" time is 6:30pm for Parent preview night. Parents are encouraged to come on Wednesday as a means to help the students get accustomed to show conditions (audience laughs, etc.). This is not a night for extended family or small children. There may be a short Photo Call after this performance.

Back to the 80s Performances: Thursday, Friday, and Saturday, February 4, 5,6, at 7:30pm and Sunday, February 7 at 2:00pm.

Strike: Sunday, February 7 strike is going to begin promptly after the show is complete and audience members have gotten a chance to congratulate performers. Every member of the company is expected to attend strike until it is complete. No one will be excused from strike. Make sure all the proper arrangements are made with family members to celebrate at dinnertime rather than after the show and that all homework is complete so that this day can be as stress-free as possible. Thank you for your cooperation and understanding in this matter.

NOTE: Tech and Performance week can be very stressful, so students should notify teachers as soon as possible to get work early so as not to get overwhelmed.

Company Members Promise to:

- Be punctual, responsible, and prepared.
- Take pride in our work as a company and as students by doing our best in our classes, discussing any emergency conflicts with Directors as soon as possible, and managing our time as well as humanly possible.
- Never use production commitments for excuses for incomplete academic work or missing periods during the school day * In fact, missing any portion of the school day as an unexcused absence makes members ineligible to participate in extracurricular events, including drama events, after school.
- Treat all members of the company with respect and professional courtesy.
- Respect the theatre spaces and keep them clean. Please do not eat, drink, smoke, etc. in rehearsal costume or in final costume.
- Be responsible and respectful to one's self as well as to the company by maintaining as much as humanly possible good physical, mental, and emotional health throughout rehearsal. Communicate immediately with the Director or Stage Manager if experiencing any problems in rehearsal or work crew.
- Check email and/or messages daily.

In addition to the above, the Director, Stage Manager and all Production Staff promise to:

- Keep the educational goals of our production and artistic development of our students foremost in the production process. We are here to learn!
- As much as is humanly possible, we will not keep company members waiting needlessly. Post rehearsal changes on the call board or via email at least 12 hours in advance. (Emergencies may be the exception here.)
- Address all issues and concerns brought to our attention.

At times during these rehearsals, it will be necessary for the Director and/or choreographer to touch you for the purpose of movement exercises, physical adjustments in stretching and creative work, and for your safety. You will also be working in close proximity and with physical contact with other cast members. If at any time you feel uncomfortable with this, please feel free to address the subject immediately, either in rehearsal or privately.

Sincerely,

Ms. Erin Palmer
Director

Mr. Matt Martello
Advisor of Drama Club

Mrs. Julie Bassett
Vocal Director

Mr. Kyle Koehs
Pit Orchestra Director

Contact information for any of the above supervisors can be gotten from the Dexter High School website under faculty contacts or from www.dexterdrama.com.

Back to the 80s Terms of Agreement

I, _____, agree to commit to the terms and conditions of the production process for *Back to the 80s* as stated above, except for the conflicts I have already indicated on my audition form. In addition, I have read and thus am aware of the consequences of any violation of the contract.

Signature

Date

I, _____, as a parent or guardian of the student, _____, I understand the commitment my student is accepting by becoming a company member of *Back to the 80s*. I also have read the terms and conditions of this contract and will help my student adhere to its expectations.

Signature

Date