

# Jenison High School Theatre Acting and/or Crew Contract

The following actor/crew person has been cast in the role/position indicated in the Jenison High School Theatre production of **THE SOUND OF MUSIC**.

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**actor/crew member**

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**role/crew position**

*By signing below, the above stated actor/crew member agrees to the terms of this contract and agrees to abide by any disciplinary action that the breaking of the contract warrants.*

**The actor/crew member will:**

1. be punctual to all rehearsals/work sessions and call times with the proper materials (script, pencil, notes, etc.) and ready to work.
2. notify the director, CREW LEADER or stage manager of any UNplanned absences or tardies, and of all emergencies AT LEAST 24 HOURS before the beginning of rehearsal OR WORK SESSION. **REPEATED TARDINESS OR UNEXCUSED ABSENCES WILL RESULT IN REMOVAL FROM THE PRODUCTION.**
3. leave all personal problems outside of rehearsal/work space and **respect** fellow cast and crew members.
4. be concerned only with his/her responsibilities, and not direct others (unless indicated in your job responsibility).
5. be off script or have projects completed by the designated date in the rehearsal calendar.
6. not be a distraction to other performers or technicians at rehearsals or performances.
7. courteously write down all notes given by the CREW LEADER, director and/or stage manager.
8. not prompt another actor.
9. respect the director, stage managers, technical director, and technical crew leaders, and abide by all stage manager or technical director decisions.
10. assume complete financial responsibility for all props, costumes, set pieces, tools, brushes, etc., damaged due to careless use during the course of the production.
11. **refrain from all use and/or affiliation with drugs, alcohol, and tobacco. Anyone violating this rule will be dealt with as outlined in the school code of conduct and may be expelled from the show or suspended from performances.**
12. give a total effort at all rehearsals, work sessions, and performances.
13. remain academically eligible throughout the run of the play. If the actor or crew member becomes academically ineligible (**D+ average or below in three or more classes**), that student will have two weeks to improve the grade or he/she will be expelled from the show OR not allowed to participate in the next production. An eligibility check will be made twice during the rehearsal process. **SCHOOL IS A PRIORITY!!!**
14. **If the individual is an actor, contribute a minimum of 5 hours of technical work towards the show as well as assist with strike (NOT APPLICABLE TO JR. HIGH OR ELEMENTARY students).**

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JHS Theatre Contract - 2

15. If the individual is an actor or a crew member, agree to pay a “participation fee” of \$40 for the construction or rental of any or all costumes, set materials, special effects make up, lighting equipment, sound equipment, royalties and/or props. Participation fees will not exceed \$40. However, actors may also be required to buy dance shoes and/or a student make up kit (\$18.00).
16. maintain a good attendance record during the course of the production. Our policy will follow the Athletic Policy (this policy is also followed by the marching band) regarding absences and attendance at practices or “games” (shows). If a student misses an entire school day, they will NOT be allowed to participate in rehearsal or show. In order to participate in a rehearsal or a show, the student must attend at least three hours of the school day. *A written doctor’s excuse will allow the student to participate.*
17. **BE MINDFUL OF APPROPRIATE BEHAVIOR** As a part of this program, you are expected to be an example for others to follow. Any problems following the school code of conduct or other laws either at rehearsals and work sessions, during school, or after school will be dealt with strongly and appropriately. Detentions and suspensions keep you out of rehearsal and, therefore, a liability to the production. You also run the risk of tarnishing the reputation of JHS Theatre with your behavior. **This can not be tolerated and may result in expulsion from the current show as well as future shows.**

*It is expected that you will ALWAYS treat your directors as well as your fellow cast and crew members with absolute respect. While being involved in a show is stressful, that is NEVER an excuse to be verbally or physically abusive to others face to face, behind their back, or through the use of social media. Any “personal” issues with others are to be kept OUTSIDE of rehearsal. If your behavior disrupts rehearsal or a show, you WILL be asked to leave immediately. Anything less than your best behavior WILL NOT be tolerated and may result in expulsion from the show.*

I, \_\_\_\_\_, have read and understand the conditions stated in this contract, and I intend to abide by them for the duration of this program. Violation of the terms of this contract WILL result in removal from the show.

\_\_\_\_\_  
actor/crew member signature

\_\_\_\_\_  
parent/guardian signature

\_\_\_\_\_  
Date

**THIS CONTRACT IS DUE FRIDAY, DECEMBER 13, 2019.**  
**YOU WILL NOT WORK CREW OR REHEARSE WITHOUT A CONTRACT!!!**



JENISON  
THESPIANS<sup>SM</sup>

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

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