



ACTOR AGREEMENT

This form serves as an agreement between you (actor or parent/guardian) and Stage 284.

ATTENDANCE AND REHEARSALS:

- Actors are required to attend rehearsals to which they have been called. No exceptions.
- All schedule conflicts must be documented on your audition forms. If you find that you have more conflicts than originally stated on your audition form, please provide the conflicts to the Stage Manager prior to the first day of rehearsal. After the first rehearsal, conflicts will be considered "late." Late conflicts are only acceptable in the event of illness or family emergencies and must be approved by the director.
- The Stage Manager must be notified by phone or email of illness or family emergencies which would prevent you from attending a required rehearsal.
- Recasting and assigning performances is at the sole discretion of the Director.
- Weekly and daily calls will be sent by the Stage Manager via email. It is your responsibility to read the calls thoroughly so that you know when you are needed at rehearsal. Please do not hesitate to reach out to the Stage Manager if you have any questions about the calls. (Please also add his/her email address to your contacts to avoid important emails being sent to your spam folder).

CONDUCT AND PARTICIPATION REQUIREMENTS

- Cell phones and other electronic items are not permitted during the rehearsal process. Actors are permitted to use their electronic devices before and after rehearsal and during breaks. When rehearsal resumes, electronic devices must be put away and silenced immediately. Failure to observe these rules will result in the phone being taken by the Stage Manager and given back at the end of rehearsal.
- Leave your ego at the door – Stage 284 strives to provide a respectful environment where actors of varying levels of experience are able to perform together and help one another grow and improve their skills. Any kind of bullying or disrespectful behavior towards peers or staff will not be tolerated and will result in termination from the production.
- Cast members must arrive on time and come prepared for every rehearsal with a binder for your materials, a pencil, water, snack, and shoes to dance in.
- Most costumes will be provided. You are responsible for taking proper care and respect of the costumes and props you use. Actors will be asked to provide their own undergarments and dance shoes. Specific information regarding these items will be provided to you partway through the rehearsal process.
- Cast members must adhere to all blocking, choreography and other directives provided by the Production Team.
- Parking during rehearsals will be permitted in the Patton Park parking lot, directly across the street adjacent to the tennis courts, and across the street at the fire and police station. Parking is not permitted in the lot immediately adjacent to The CH on weekdays prior to 5pm. During performances we ask that cast members please park at Patton Park or at the fire station.
- Participants entering and exiting nightly rehearsals must do so quietly and exhibit courtesy to others using The Community House for other purposes. There are often times when more than one rehearsal or event is happening simultaneously: please check signage and/or your daily call for which room your rehearsal is taking place in.
- Rehearsals will begin and end promptly. Please plan rides accordingly. For safety reasons, cast members under the age of 18 are not allowed to stand outside unaccompanied while waiting for rides.

- Great care will be given to restore the rehearsal space to the condition it was found in at the beginning of rehearsal. We are sharing space with other programs; therefore, we cannot leave anything out that will interfere with other daily activities within the building.
- All trash and recycling is to be placed in the proper receptacles throughout the evening. There should be no trash or food items left behind after rehearsal. We take pride in our lovely, historic building and must treat it with respect.

HOW YOU CAN SUPPORT THE PRODUCTION

- All cast members are asked to sell 10 tickets to our shows. This is not something we keep track of! We just ask you to help us spread the word by inviting family/friends to the show!
- All cast members are asked to help sell program ads. If you or someone you know is interested in advertising for their business or service, please help us out by having them contact the Stage Manager for more specific information regarding purchasing a program ad.
- Our standard show fee is \$375 for children (under 18 years of age). Financial assistance is available. Please do not hesitate to reach out to the Stage Manager if you wish to fill out an application.
- We rely heavily on parent volunteers to help backstage during productions, and to also assist with ushering and selling concessions. Volunteer opportunities vary depending on the show: you will be sent a sign up link with volunteer opportunities at the beginning of the rehearsal process. Please ask the Stage Manager if you have any questions about volunteering.

By signing below, I acknowledge that I have read the above information and agree to all terms listed, including:

- I am aware that I am expected to support the production by promoting the show, selling tickets/advertisements, and/or volunteering.
- I will respect casting decisions as the best choices for the show as a whole.
- I will not publicly announce my casting until given the all clear from the Stage Manager.
- I am aware that I am financially responsible for any damages to property/equipment caused by my misuse or neglect.
- I give Stage 284 permission to use my photograph in any and all communications to promote the production, Stage 284 and The Community House.
- I understand that breaking this letter of agreement may result in my being removed from the production with no refund of my cast fee.
- I will use my best rehearsal etiquette and remember a positive experience starts with me. I'll always give my best and respect myself and others.
- I will use the resources given to me by the Production Team (which may include choreography videos, music recordings, and blocking notes) to help me practice and remember my material. I understand that it is my responsibility to remember my own material once it is given to me by a Production Team member.

I have read and accept the requirements/fees as outlined above.

Actor Signature

Date

Parent/ Guardian Signature (if actor is under 18 years of age)

Date

Please call 978-468-4818 x10 to make credit card payments via phone. The Community House accepts VISA, Mastercard, Discover, and American Express.

Checks should be made payable to "The Community House" and the description should note the name of the production. Checks can be handed to the Stage Manager at rehearsals, or mailed directly to The Community House.



AUDITION INFORMATION FORM

Audition Date: _____ Production: _____

ACTOR INFORMATION: please attach headshot/resume if you have one.

Actors Last Name:	Actors First Name:
Date of Birth:	Preferred Pronoun:
Street Address:	Town:
Zip Code:	State:
Phone (preferred):	Phone (secondary):
Email:	Are you on Facebook?: Y N

EMERGENCY CONTACT INFORMATION

Last Name:	First Name:
Relationship to Actor:	Phone:

PARENT/GUARDIAN INFORMATION (please fill out if actor is under the age of 18)

Parent/Guardian 1 Last Name:	Parent/Guardian 1 First Name:
Parent/Guardian 1 Email:	Parent/Guardian 1 Phone:
Parent/Guardian 2 Last Name:	Parent/Guardian 2 First Name:
Parent/Guardian 2 Email:	Parent/Guardian 2 Phone:
Would parent like to volunteer occasionally? Y N	Volunteer Interests:

What role(s) are you interested in?:

Will you accept any role? Yes No

CONFLICTS

Please list ALL conflicts you have between now and the performance dates and whether they are flexible or not.
Please use the calendar provided

If not cast, would you be interested in being involved with the production in any of the following areas? (If yes, please circle all that apply):

Rehearsal Assistance	Lighting	Set Construction	Costumes
Advertising / Publicity	Stage Crew	Sound	Make-up
Set Dressing/Properties	Ushering	Tickets / Concessions	

EXPERIENCE

Training - *Please specify below if not on resume: type, years, instructor, and school.*

Theater Experience - *Please list below if not on resume: Year/Show Name/Role/Organization/Director*

Dance Experience - *Please list below if not on resume: Styles/Years Studies/Instructor.*

Special Talents - *Please list below if not on resume: (e.g. gymnastics, instruments).*

COSTUME INFORMATION

Height: _____ Shoe Size: _____
Shirt Size: _____ Pant Size: _____

RELEASE FROM LIABILITY/ PHOTOGRAPHY RELEASE

In consideration of the availability of the program and for other mutual benefits, I accept any and all responsibility for and assume the risk of any and all injury or damage which might arise either directly or indirectly as a result of my/my child's participation in this program, and I hereby release, discharge, and hold harmless from any liability whatsoever, The Community House, Inc., volunteers, staff or instructors, in their private and individual capacities as well as their capacities as representatives of The Community House, whether paid or voluntary. I certify that I am familiar with the contents of this release and that I have read and understand the same and that it is my intention, by signing this release, that the same be binding not only upon me, but upon my heirs, administrators, executors, successors, and assigns.

I give permission to The Community House to use photographs and videos of me or my children for publicity in order to increase community awareness of CH programs and in all publication and other media without limitation.

Actor Signature

Date

Parent/ Guardian Signature (if actor is under 18 years of age)

Date