

Theatre Arts  
Mr. Henderson



### MAD Drama Production Company Contract

Being in the MAD Drama Production Company requires a commitment on the part of both the student performer and the parent(s) or guardian(s). You and your parent or guardian must agree to abide by the following rules in order for you to be eligible to join and remain a member of the Company. To be in a performance cast for any play at James Madison, you must agree to live by these rules.

Please read carefully:

1. **Conflict Sheet:** Before auditioning, all students involved with the play must fill out a time conflict sheet. LIST ALL CONFLICTS.
2. **Attendance:** Students must be at all scheduled rehearsals that involve her/his character.
3. **Excused Absences:** The only exceptions to this rule are the following:
  - a. An excused absence due to illness, death in the family, or some other reason approved by the Director.
  - b. Conflicts noted on the original conflict sheet and approved by the Director.
  - c. Class conflicts due to field trips or extra help after school. The student must provide a note from the teacher who created the conflict.
  - d. A paid job is not an excused absence unless it was noted and approved on the original conflict sheet.
4. **Dress Rehearsal / Performances:** No one is excused from a final dress rehearsal or live performance for any reason.
5. **Leaving Early:** Students should never plan to leave rehearsals early unless given prior approval by the Director. The reason for leaving must fall under the excused category.
6. **Excessive Absences:**
  - a. Students may not have more than **10 hours of EXCUSED** absences (that were not originally listed as conflicts) from rehearsals or the part may be recast.
  - b. **ANY amount of UNEXCUSED** absences will be seen as grounds for recasting a role. Follow the schedule carefully. "I forgot," or "I didn't know I had rehearsal," are common unexcused absences and may result in the role being recast.
  - c. If you **MUST** miss a rehearsal (other than conflict sheet dates), you **MUST** leave word **BEFORE** the fact, with the Stage Manager or the Director. Do this by phone, or by posting something on the call board outside of the Black Box. Do not send messages with other cast members or friends. We will not presume that absence from class means an absence from rehearsal. **INFORM THE DIRECTOR OR STAGE MANAGER.**
7. **Punctuality:** Students should report to rehearsal on time. Tardiness will be recorded. Anyone who is habitually tardy may be asked to leave the cast. Plan on arriving a few minutes early rather than a few minutes late.
8. **Call Board:** Check the call board area (posted signs, TV display) **DAILY** for last-minute changes in rehearsal content or times or locations. All other important messages will be posted there, too. Stay constantly informed!
9. **Behavior:** Students are to remain in the rehearsal area throughout the rehearsal. Bring homework! There will be a tremendous amount of time when you are required to be on hand but will have little to do. Disruptive behavior or disrespect for the Director, Stage Manager, Assistant Stage Manager, technical heads, adult volunteers, or other peers will not be tolerated and will lead to a very short drama career at Madison High School.

10. **Extracurricular guidelines:** All Extracurricular Participation Policy regulations are in force: expulsion from the show for tobacco, alcohol, or illegal drug use, etc.
11. **Transportation:** Students must arrange for transportation home after rehearsals. They may form carpools or ride with other students as long as arrangements have been made. Set up a ride schedule early. Just because another student drives, doesn't make them your personal taxi.
12. **Advertisements and Production Fee:**
  - a. Each **cast member** and **crew chief** is expected to sell \$50 in ads to local businesses, interested parents and friends. This amounts to at least one \$50 ad (or more) or two \$25 ads. The ad money is used to print posters, flyers and programs. It also helps defray the cost of production.
  - b. Personal ads may also be purchased at the same rate for those individuals who would like to print a message in the program. Personal ads will appear in the program of the production in which the actor is performing.
  - c. A \$50 Production Fee will also be assessed. This fee will cover various expenses such as T-shirts, royalties, program printing etc. but will not necessarily cover all performer expenses such as makeup, incidental costumes or props, etc. This \$50 also includes a show t-shirt. This fee may be waived by speaking to Mr. Henderson.
  - d. Any students who don't sell at least \$50 in ads will forfeit all Thespian Honor points for the production and the production will not count toward Thespian Honor membership.
  - e. Any student not selling the required amount of ads by the stated due date or not submitting the production fee by the stated due date will also not have their biography or photo featured in the program.
13. **Make-up Kit:** If an actor does not own a make-up kit, she/he may be asked to provide one for themselves for the show.
14. **Costumes:** You may be asked to provide all or part of your stage costume depending on MAD Drama resources or lack thereof.
15. **Technical Crews:** Acting cast members are expected to assist with technical work if/when required. If a technical call is scheduled, the acting cast may be expected to attend and contribute if required.
16. **Strike:** **ALL CAST and ALL CREW HEADS** are required to attend strike from the moment it is scheduled to the moment Mr. Henderson does the final inspection indicating we are done. If you fail to attend 100% of a strike, you will not participate in any future MAD Drama production in any way and will forfeit all Thespian Honor points for that production. Set your schedule aside EARLY. Don't have ANYTHING else scheduled to do on or near a strike date. THINK OF STRIKE AS YOU WOULD A SHOW'S PERFORMANCE EVENING - YOU MUST BE THERE AND YOU MUST PERFORM.
17. **Thespian Points:** Thespian points are given on a per role/crew member basis. Students should check in and out with Stage Management at rehearsals and sign in and out on technical calls to ensure that all hours are accurate. It is the student's responsibility to sign in and out.



# MAD DRAMA PRODUCTION COMPANY CONTRACT

I, \_\_\_\_\_, as a member of the MAD Drama Company in the role / capacity of \_\_\_\_\_ understand that there will be many extra-curricular hours of work involved in producing this play. As a member of the cast and/or crew I am aware that rehearsal and work time will involve after-school hours, evening rehearsals, Saturday Tech Days, at least four performances, and a post-production STRIKE --however lengthy -- following the final performance, **all of which I am required to attend.** School night rehearsals and mandatory crew calls previous to production week will be ended no later than 10:00p; calls and rehearsals during production week may extend to 11:00p.

I realize that a severe drop in my grades would make me ineligible to participate in the production in any capacity. Since my conduct also reflects on the Company and on the MAD Drama Department of Madison High School as a whole, I shall at all times exhibit attitudes and behaviors which will not jeopardize the position of either.

Because of the interdependence of cast and crew, I understand that if I miss a rehearsal, an understudy may be assigned to my role; and if I miss excessive rehearsals, I may forfeit the role, at the Director's discretion. Missing a rehearsal without notice or permission is cause for immediate dismissal from the show.

I agree not to take on additional commitments that would conflict with the rehearsal schedule already in place.

As a Technical Head or crew member, I am aware that I must be available for all crew meetings and workshops, as well as production nights if required; and these meetings may be held after school, evenings, or Saturdays.

**I have carefully read and agree to abide by the MAD Drama Production Company Contract Rules.**

Name of Production:

Student Signature:

Date:

I will allow my son/daughter to be a member of the Company and support the rules as stated on the MAD Drama Production Company Contract.

Parent/Guardian Signature:

Date:

## PARENTS/GUARDIANS

### YOUR ROLE

Congratulations! You have been cast in the role of PARENT in a MAD Drama production! If your student is cast as a Performer or selected as a Technical Crew Chief, you are expected to contribute to the production as well. Theatre is a collaborative art and the large productions that MAD Drama mounts are very public events needing large parent and community support. There are a wide variety of contributions you can make, some small, some large, some requiring little time and some where you may feel you have actually joined the cast and crew yourself! We will ask you to sign up for a role after the show's casting. Contribute as much as you wish. Spending time with young performers as they hone their craft is incredibly rewarding.

### CONTRACTS

Being in a production requires a lot of time and focus. Academics always outweigh production requirements. However, understanding the expectations and obligations of being in a production are key to your student's growth and success. Reading, understanding and then signing the Production Contract should be done by both you and your student. Signing the Contract signals to MAD Drama that both you and your student are joining us on a learning journey unlike any other in high school. Signing the contract says that your student is accepting the performance or technical role offered and that you are accepting your role in supporting both your student and MAD Drama as a whole.

### PRODUCTION FEES

Producing quality theatre is expensive. The licensing fees alone for a musical play run into the thousands of dollars. That's not counting lumber, paint, material, lighting, sound equipment, props, programs, T-shirts, ticket stock, power tools, posters, and on and on. Working with all of these resources and materials is a large part of the student learning process. Fairfax County and Madison HS do not directly contribute any money to MAD Drama. In fact, the County invoices us hundreds of dollars to use the auditorium and pay for janitorial services while the show is in production! To counterbalance this, we ask the parents of each performer and Crew Chief to contribute \$50 in production fees and to sell another (minimum) of \$50 in advertisements to appear in the program given to each audience member.

### PARENT MEETING

If your student is cast or chosen to be a Crew Chief, we ask that you come to a meeting near the beginning of the production so that we can coordinate efforts going forward. Please bring a small dish of food and/or a soda or drink and/or paper plates and plasticware.

Thank you and congratulations!

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

EMAIL/PHONE: \_\_\_\_\_