

Valley Theatre Company
Cast Expectations & Agreement
2024 VTC Winter Play
The Odd Couple

The Following is Required in Order to Audition: a completed audition form (ONLINE) & a signed cast commitment agreement (last page of this document).

Your Valley Theatre Company Contacts for this show are:

Steve Reinke, Producer – steve@reinke911.com or 509-899-6661

Jessica Solberg Black, Co-Director/VTC Executive Director – info@valleytheatreco.org or (509) 972-6633

Jessica Horrocks, Co-Director – jhorrocksteaches@gmail.com or 509-899-2444

Francesca (Frankie) Corso, Stage Manager - frankie_corso@msn.com or (310) 743-6684

****Most communication will be distributed via EMAIL or the BAND app. Schedule updates, rehearsal changes, and general information about the show will be sent out BY EMAIL or app notification, so please commit to checking daily for updates.****

Rehearsals and Attendance

Attendance is critical and required for the success of the show. The following attendance expectations must be followed:

- Cast members will generally be called for rehearsals weekdays from **5:30 pm – 8:30 pm**. (The final week of rehearsals may extend to **10:00 PM**). We will hold rehearsals Monday – Thursday between Dec. 11 – 21, and January 2 – 11. We will go to Monday – Friday starting January 15th. There may be one informal pick-up rehearsal scheduled for between Dec. 26-30, cast schedule dependent.
- Actors playing Oscar & Felix can expect to be called for most or all rehearsals. Poker player men and the Pigeon Sisters will typically only be called 2 days per week until we start run-throughs of the full show.
- Scripts will be distributed at the first read through on December 11. Actors should begin making notes in their scripts (**we will NOT need to return these scripts, so highlighting or marking up the script is acceptable**) and work on their line/cue memorization immediately.
- **ALL CAST MEMBERS WILL BE EXPECTED TO HAVE THEIR LINES MEMORIZED/BE “OFF BOOK” BY JANUARY 8.**
- **ATTENDANCE WILL BE TAKEN AT THE BEGINNING OF EVERY REHEARSAL!** Rehearsals will begin on time. *For example, if your rehearsal starts at 6:00, you must be present, prepared, and ready to rehearse at 6:00, not merely arrive at 6:00.*
 - **STAY HOME if you feel sick** and notify the Producer or Stage Manager as soon as possible of your absence, and of any positive COVID tests so we can mitigate exposure to other participants. We will follow CDC guidelines for isolation and return to rehearsal. (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>)
 - If you will be late or are ill, please let us know as soon as possible (text to Steve or Jessica or the Stage Manager)
- Please be sure we are aware of any challenges, health concerns or other circumstances that could affect your full participation with the show. Such information is kept confidential, on a need-to-know basis, and allows us to support you/your actor in the best way we can.
- You must be prepared with your script, a pencil, water bottle, and appropriate attire and footwear at each rehearsal.
- Everyone should come to rehearsal understanding that it is time to work; socializing and making friends are important, but the work must come first.

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- **Cell phone use is PROHIBITED while on stage or backstage.** Cell phone use should be limited to when the actor/crew member is not needed and/or is sitting in the audience. Should this become a distraction, cell phone use will no longer be permitted.
- Due to copyright issues, photos & videos (even during rehearsals) are restricted. Any photos or videos taken during rehearsal or the performance will be done so ONLY by staff and distributed at the staff's sole discretion.
- **NO ABSENCES ARE ACCEPTED DURING THE FINAL TWO WEEKS OF REHEARSALS – BEGINNING Jan 22nd THROUGH STRIKE.** We will be running the entire show. Clear conflicts during those weeks from your schedule ASAP.
- **Mandatory Rehearsal and Performance Schedule:**
Tech rehearsals, Performances and Strike are MANDATORY
Tech week (with lights/sound) – **January 29th to February 1st** (*though with this show, a LOT of tech stuff should be run the prior week*)
8 Performances – **February 2, 3 (2 shows), 4, 8, 9, 10 (2 shows)**
Pick-Up Rehearsal – **February 7** (TBD)
Strike – **Sunday February 11**
- **All cast and crew are required to participate in strike on Sunday, Feb 11.** Strike will begin promptly at 1 p.m. and generally takes about 3 to 4 hours.

Behavior

For this to be the best experience possible for all involved we have several behavior expectations.

- Valley Theatre Company is a non-profit theater open to theatre lovers of all backgrounds. All are welcome and all are encouraged to participate.
- Professional, respectful, and safe behavior is required at all times towards other cast members, production staff, and anyone involved with the production of this show is an expectation and requirement.
- Please address all immediate concerns regarding this production to the Director or Producer. However, also please be aware that all members of the VTC Board and its Executive Director are available to you at any time to share concerns you may have with any aspect of this production specifically or VTC as an organization in general. We will review additional concern resolution procedures at the first cast meeting.
- Do not touch other cast member props, be teachable with blocking/choreography, and be clear in communication with directors, choreographers and crew as we make the magic of this show work. Some of the action will be highly physical, and while we take safety measures, there are still risks for injury.

Make-up/Hair

- **FIRST AND FOREMOST, DO NOT CUT, COLOR, OR CHANGE YOUR HAIR IN ANY WAY AFTER AUDITIONS WITHOUT A CONVERSATION WITH THE DIRECTOR!!!!**
- Each cast member will be required to purchase a professional theater make-up kit costing approximately \$20-\$25. If you already own theater make-up from previous productions, the kit must be inspected by the director BEFORE the kits are ordered. If you haven't spoken to the Director, then a kit WILL be ordered for you. Please see the Director if the cost of the kit is an issue. Regular street makeup does not work on stage. There is assistance available if money is a

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concern. Additionally, all cast members will be asked to provide personal items such as mascara, cold cream, cotton balls, and make-up sponges. This list will be distributed at a later date.

- We reserve the right to ask you to style/cut your hair in a specified fashion. Men may be asked to cut OR to grow out their hair. Your acceptance of a role in this production indicates your willingness to abide by this expectation.

Costumes

- Please be aware that dressing and costume needs for a stage production are completely different than dressing and clothing needs for every day. YOU ARE PORTRAYING SOMEONE ELSE! Many factors affect costuming choices. The Director and Costumer work together to make sure you will look your best on stage as your character dictates. You may be asked to wear something that you do not agree with or personally like. An actor's responsibility is to communicate if a costume does not fit or is restricting or painful in any way.
- Your acceptance of a role in this production indicates that you understand this and are willing to accept the Costumer's decisions. The Director and Costumer work together to assure you look your best on stage in your role.
- Everyone is expected to take proper care of the costumes assigned to them to protect the items from being damaged. This includes properly hanging up all items after each rehearsal and performance.
- There will be a handout later from the Costumer with more details.

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Cast/Crew Member Agreement

I have read the expectations for this production (attached) and agree to the best of my ability to abide by them. I understand that VTC reserves the right to remove anyone from participation at any time for not meeting said expectations. I have listed my conflict dates. This information is as complete and accurate as I can make it. I understand that this contract includes attendance and participation in ALL aspects of this production: set-up, promotion, etc.

I grant Valley Theatre Company permission to use images or video of myself taken at Valley Theatre Company rehearsals, performances, or events for parent sharing and/or publication in the media for program publicity.

Printed Name: _____

Signature: _____
