

# Valley Theatre Company – Cast/Crew Expectations & Agreement

## 2025 Summer Production of *The Sound of Music*

Please read this information carefully. **The following documents are required to audition:** A completed audition form submitted on-line; an audition time slot, a signed cast/crew/family participation commitment; and a signed cast member agreement, which are the last two pages of this document. (The two signed forms from this document may be scanned and uploaded, or you may bring hard copies to your audition.)

Your signature acknowledges you've read and understand these expectations. (For those under the age of 18, you must discuss these expectations with your parents or guardians prior to your audition, because their signature will be required in addition to yours.)

### Your Valley Theatre Company Contacts for this show are:

Steve Reinke, Producer – [steve@reinke911.com](mailto:steve@reinke911.com) or 509-899-6661

Kristl Densley, Assistant Producer – [kristldensley@gmail.com](mailto:kristldensley@gmail.com) or 808-492-2800

Patrick Nolan, Director – [nolpatrick@gmail.com](mailto:nolpatrick@gmail.com) or 203-823-5833

David Connolly, Assistant Director – [thedavidconnolly@gmail.com](mailto:thedavidconnolly@gmail.com) or 509-859-4708

Elise Rhodes, Music Director – [elisevrhodes@gmail.com](mailto:elisevrhodes@gmail.com) or 425-736-0932

Erin Gray, Stage Manager – [erinslaughter@hotmail.com](mailto:erinslaughter@hotmail.com) or 509-260-0838

Jessica Solberg Black, VTC Executive Director – [info@valleytheatreco.org](mailto:info@valleytheatreco.org) or 509-972-6633

**Primary communication will be via the BAND app for schedule updates, rehearsal changes and general information about the show.** EMAILS and TEXTS may also be used. By participating, you're committing to checking all three of these sources for updates at least once a day (ideally more often).

### Introduction

Valley Theatre Company is a community theatre experience with high expectations. We work together and strive to create a professional production while enjoying the excitement and learning experiences of a community-based, supportive endeavor. We expect this production to be positive and of the highest quality in every way.

### Expected Costs/Fees:

- Makeup kit: A personal makeup kit is required, and the cost is usually about \$30. If you don't already have a kit, the Makeup Designer will work with you to match the right color and assure an order is placed for you. More details are in the makeup section.
- Costume essentials: Costs may include personal items such as Spanx or compression shorts for mic packs, undergarments, tights and appropriate shoes.
- Scripts: Cast members will receive an **acting script** and a **vocal book**. Vocal books are rented and **must be returned**. (You may write in them, but ONLY with a pencil that's easy to erase.)
  - Your acting script may be purchased for \$10 if you'd like to keep yours as a souvenir.
- Please let the Producer know if you have a financial hardship. We often have scholarships available to help support costs and fees.
- For **parents** of youth under the age of 13, rather than charging a participation fee, we'll expect your help supervising young cast members during rehearsals and performances. The Producer and/or Stage Manager will work with you on scheduling.

### Rehearsals and Attendance

**Attendance is critical and required for the success of the show.** Please carefully read and consider the following schedule to verify you can meet the attendance expectations.

**REHEARSAL AND PERFORMANCE SCHEDULE:** (There may be minor adjustments later.)

*Accommodations may be made through May 18 for cast/crew involved with other concurrent productions such as VTC's Frozen Junior or CWU's Once Upon a Mattress. Please remember to include conflicts related to these shows on your audition form.*

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- **Saturday, April 12, 2 PM to 5 PM – ALL CAST 1st MEETING (MANDATORY)**
  - Cast, crew and parents/guardians are required to attend.
  - **LOCATION:** Ellensburg High School (EHS) “Little Theatre” at 1203 E Capitol Avenue.
  - We’ll introduce the production team, review show guidelines and expectations, distribute scripts, answer questions and do an initial script read-through.
  - **MEASUREMENTS: At this meeting you’ll be measured for your costume(s)!** Please be sure to wear appropriate undergarments and **fitted clothing** as your base layer. (We can’t get accurate measurements through bulky layers of clothing.)
- **April 14 through May 2** – Individual music rehearsals with principals/soloists. Times will be arranged with the Music Director. The ensemble will not be needed during this time.
- **May 5, 6 and 7** – Music rehearsals and sections in the Morgan BAND & ORCHESTRA rooms.
- **May 8 and 9** – Rehearsals will be at the EHS Little Theatre. The focus will be on character development, general theatre skills and expectations, etc.
  - In May, cast members will only be called for rehearsals for which they’re required. We’ll do our best to release child actors as soon as their portion of rehearsal is finished.
  - The typical timeframe for rehearsals will be weekdays from **6:00 PM – 9:00 PM.**
- **Makeup Tutorial** – Will be at a rehearsal sometime in May.
- **June 2 through July 5:** In this timeframe when we start running larger portions of the show, the ensemble will be called for every rehearsal, and detailed weekly schedules will be provided.
- **Mid-April through mid-June:** Costume fittings will be at an alternate location Monday through Thursday between 4 and 6 PM. The Costumer will contact you to schedule these fittings.
- ***The Sound of Music* is a fairly long show, running 2 hours 40 minutes including a 15 minute intermission.**

### Special Dates and Events

- **NO REHEARSALS – Memorial Day weekend (Saturday May 24 through Monday May 26).**
  - There *may* be a request for optional set build help depending on the team’s progress.
- **MONDAY, JUNE 9 – CAST MEMBERS MUST HAVE THEIR LINES MEMORIZED AND BE “OFF BOOK”.**
- **SUNDAY JUNE 15 – LOAD IN DATE.** This is the first day we can move in and leave set pieces, costumes and props at the Morgan Performing Arts Center (MPAC). This is an **“all hands on deck!”** event! (The timeframe will likely be all day starting at 9 AM.)
- **JUNE 17 and 18** – Costume parades for Act 1 and Act 2. These will be during normal rehearsal time.
  - You must have obtained appropriate shoes and undergarments before this event.
- **JUNE 16 THROUGH STRIKE INCLUDING WEEKENDS! NO ABSENCES ARE ACCEPTED DURING THESE FINAL WEEKS OF REHEARSALS AND PERFORMANCES.**
  - **We will be running the entire show and rehearsals *may* run later than expected.**
  - **Please assure you’ve cleared all schedule conflicts during those weeks.**

### Set Construction (and/or Other Volunteer Areas)

- **Actors/Crew/Parents are required to volunteer for 20 hours of set building and/or painting and/or other duties.** Our plan (subject to change) is to have shifts on **Saturdays and Sundays.** Shifts for specific skills will be announced. There are two locations for set building, which are:
  - **Through Saturday, June 14** – A 2 car garage at **821 Cowboy Lane** (N off Vantage Hwy).
  - **From Sunday, June 15** (Move In Day) - The MPAC main stage and the Morgan woodshop.
    - **As noted earlier, this will be an “all hands, all day” event!** The hours will likely be **9 AM through 5 PM.** (The start time will likely vary for some participants.)

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- **Specific Days and Times for Set Building are as follows:**

- Saturdays – April 20 and 27 (Tentative) 10:00 AM – 2:00 PM
- Saturdays – May 4, 11, 18 and June 1, 8, 22 8:00 AM – 5:00 PM
- Sundays – May 5, 12, 19 and June 2, 9, 23 11:00 AM – 4:00 PM

**Tech Week/Performances – Tech Rehearsals, Performances and Strike are all MANDATORY**

<u>EVENT</u>	<u>CALL TIME</u>
• Sitz-Probe with Orchestra: <b>June 29</b> (SUNDAY)	<b>2:00</b> – 5:00 PM
• Tech Rehearsal - Cue to Cue: <b>June 30</b> (MONDAY)	<b>5:00</b> – 10:00 PM
• Dress Rehearsals: <b>July 1</b> (TUESDAY) and <b>July 2</b> (WED)	<b>5:00</b> – 10:00 PM
• Performance #1: <b>July 3</b> (THURSDAY at 7pm)	<b>5:00</b> – 10:00 PM
• Performance #2: <b>July 4</b> (FRIDAY at 2 pm)	<b>12:00</b> – 5:00 PM
○ This is a “ <i>pay what you can</i> ” performance. The lowest ticket price will be \$4 and will tie in with other City events centered around the Arts that day. (No evening performance.)	
• Performance #3 & #4: <b>July 5</b> (SATURDAY at 2pm & 7pm)	<b>12:00</b> – 4:30 PM & 5:30 – 10:00 PM
• Pickup Rehearsal: <b>July 9</b> (WEDNESDAY)	<b>5:30</b> – 8:30 PM
• Performance #5: <b>July 10</b> (THURSDAY at 7 PM)	<b>5:00</b> – 9:00 PM
• Performance #6: <b>July 11</b> (FRIDAY at 7 PM)	<b>5:00</b> – 9:00 PM
• Performances #7 & #8: <b>July 12</b> (SATURDAY at 2PM & 7PM)	<b>12:00</b> – 5:00 PM & 5:30 – 10:00 PM
• Strike / Clean-up / Cast party: <b>July 13</b> (SUNDAY)	<b>11:00</b> – 5:00 PM (Start may change)
• Show Debrief: <b>July 15</b> (TUESDAY): Location TBD	5:30 – 8:30 PM

**General Policies:**

- Rehearsals will begin on time. If a rehearsal starts at 6:00 PM, you must be present, prepared and ready to rehearse at 6:00 PM. **Arriving at 6:00 PM is LATE.**
  - **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 at the URL below for return to rehearsal. (<https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html> (Mar/24))
  - **If you will be late or are ill, please TEXT the Stage Manager as soon as you know!**
  - Please make us aware of any challenges, health concerns or other circumstances that could affect your full participation in the show. Such information allows us to support you (or your actor) in the best way possible and will be kept as confidential as possible.
- Please remember rehearsals are time to work! Making friends, socializing and camaraderie are important, but the show *must* come first. The production team and your colleagues will be especially glad you’re part of the show if you’re always positive, coachable and prepared with your script, a pencil, water bottle and appropriate attire and footwear at every rehearsal.
- **Cell phone calls and use is PROHIBITED while on stage or backstage during rehearsals and performances.** Limit your cell phone use to when you’re not needed. (Voice calls aren’t allowed when you’re sitting in the audience.)
- Due to copyright issues, photos and videos, even during rehearsals, are restricted. Any photos or videos taken during rehearsal or a performance may **ONLY** be done by staff and distributed at the staff’s sole discretion.

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### **Behavior and Conduct**

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

- Professional, respectful and safe behavior is required at all times towards other cast members, crew, the production staff and others involved with the production of this show.
- Please address immediate concerns regarding the production with the Producer, Assistant Producer or the Director. However, please be aware members of the VTC Board and its Executive Director are also available to you at any time to share concerns you may have with this production specifically or VTC as an organization in general. We'll review VTC's formal concern resolution procedures at the first cast meeting.
- Do not touch other cast members' props; be coachable for blocking/choreography; and be clear in your communications with Directors, Choreographers, Designers and crew as we all work together to make the magic of this show work.

### **Hair and Makeup**

FIRST AND FOREMOST, DO NOT CUT, COLOR OR CHANGE YOUR HAIR IN ANY WAY AFTER AUDITIONS WITHOUT A CONVERSATION WITH THE HAIR DESIGNER!

- We may ask you to cut your hair in a specified fashion. Men may be asked to cut OR to grow out their hair.
- Each cast member will be required to purchase a professional theater make-up kit costing approximately \$30. (Regular street makeup doesn't work on stage.) If you already own theatre makeup from a previous production, the kit must be inspected by the Makeup Designer. If you don't have a kit, you're responsible for contacting the Makeup Designer to assure the correct kit is ordered for you. Please advise the Makeup Designer, Director or Producer if the cost of the kit is an issue as financial assistance may be available.
- All cast members will be required to provide personal items such as mascara, cold cream, cotton balls, makeup sponges and makeup remover. This list will be distributed at a later date.
- Your acceptance of a role in this production indicates your willingness to abide by these expectations.

### **Costumes**

- Costuming stage productions is completely different than everyday dress and clothing needs. Many factors affect the choices made by the Director and Costumer as they work together to assure you'll look your best on stage for your character.
- You may be required to wear something you don't agree with or personally like. Your acceptance of a role in this production confirms you understand this and you'll accept the Costumer's decisions.
- Your privacy will always be taken into consideration.
- You are responsible for advising a member of the Costume Team if a costume does not fit, is restricting or is in any way painful.
- You are expected to do your best to take proper care of your costumes to protect them from damage. This includes properly hanging up all costume items after each rehearsal and each performance.
- There will be a handout later from the Costume Team with more details regarding personal foundation items and shoes.

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**CAST/CREW/FAMILY PARTICIPATION (RETURN THIS PAGE BEFORE OR AT AUDITION)**

To create a successful production, all participants and families must be willing to volunteer in different areas. All cast and their families are expected to participate in the areas you select on this signature form. A **minimum of 20 hours of volunteer help** from each participant’s family (not including STRIKE) is required.

Please mark with an “X” the areas you are interested in and willing to help with. You may change areas or add areas later. Family/Friends are also welcome to help. Please write their name and a contact number if you are volunteering for them as well!

Cast / Crew Name(s): \_\_\_\_\_

Contact Info (Email or Cell #): \_\_\_\_\_

Additional Family Members or Volunteers: \_\_\_\_\_

Contact Info (Email or Cell #): \_\_\_\_\_

\_\_\_\_\_ SET CONSTRUCTION (Saturdays/Sundays) - Skilled workers requested, but we can train.

\_\_\_\_\_ SET PAINTING (Saturdays/Sundays) – Please indicate your interest in:

\_\_\_\_\_ GENERAL SET PAINTING

\_\_\_\_\_ DETAILED / DECORATIVE SET PAINTING

\_\_\_\_\_ MOVING SETS DURING SHOW (Backstage Crew)

\_\_\_\_\_ PROPS ASSISTANT (Backstage crew)

\_\_\_\_\_ SPOTLIGHT OPERATOR

\_\_\_\_\_ COSTUME SEWING

\_\_\_\_\_ ASSIST WITH COSTUME QUICK CHANGES BACKSTAGE

\_\_\_\_\_ HAIR AND/OR MAKEUP (Tech week and before performances)

\_\_\_\_\_ PROMOTIONAL ACTIVITIES (Poster delivery, etc.)

\_\_\_\_\_ CONCESSIONS / FRONT OF HOUSE DÉCOR

\_\_\_\_\_ TICKET SALES / BOX OFFICE

\_\_\_\_\_ CHILD WRANGLING

\_\_\_\_\_ CAST PARTY

\_\_\_\_\_ OTHER (List your ideas!)

**OPTIONAL** – Donate concessions for sale:

\_\_\_\_\_ Two dozen treats to concessions (individually wrapped) – for Weekend 1 Performances

\_\_\_\_\_ Two dozen treats to concessions (individually wrapped) – for Weekend 2 Performances

\_\_\_\_\_ A case of water for concessions

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**CAST MEMBER AGREEMENT (RETURN THIS PAGE BEFORE OR AT AUDITION)**

**During the months this show is in production, there are *many* events which may create schedule conflicts for you including birthdays, anniversaries, graduations, school events (including post season sporting events), performances, concerts, recitals, etc.**

**PLEASE thoroughly research and list any and all dates which may impact your availability!**

**I have listed ALL of my conflict dates and understand I may not add additional conflict dates later except for emergencies.**

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, my child or ward, taken at Valley Theatre Company rehearsals, performances, or events for parent sharing and/or publication in the media for program publicity.

I have read and understand the expectations for this production and agree to abide by them to the best of my ability. I understand VTC reserves the right to remove anyone from participation at any time for not meeting said expectations.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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***For participants younger than 18, a parent or guardian must agree to the following:***

I have read and understand the expectations for this production and agree to my participation as well as my child's participation.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Parent/Guardian Contact Information:**

Cell or Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ OK to send texts? Yes / No

Email: \_\_\_\_\_ Will you check email daily? Yes / No