

Valley Theatre Company – Cast/Crew Expectations & Agreement

Cabaret Cabernet: Back in Time Songs from the Great American Songbook

Please read this information carefully. For those under the age of 18, please discuss these expectations with your parents or guardians prior to auditions. The Auditioner's signature (and parent/guardian's signature for those under the age of 18) tells us you've both read and understand these expectations.

The Following is Required in Order to Audition: a completed [audition form](#) & a signed cast commitment agreement (last 2 pages of this document).

Your Valley Theatre Company Contacts for this show are:

Patrick Nolan, Producer – nolpatrick@gmail.com or 203-823-5833

Janet Thompson, Director - granny4jlt2952@gmail.com or 206-941-5447

Kirk Eslinger, Production Assistant - krelinger1@gmail.com or 509-929-0059

Communication: Most communication will be distributed via **the Ensemble app** (new app that is like BAND). Schedule updates, rehearsal changes, and general information about the show will be sent out via Ensemble, so please commit to checking daily for updates.

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

Rehearsals and Attendance: Cabaret Cabernet is largely a self-rehearsed production. When we cast you in a song or role, we expect that you will dedicate significant time to learn and rehearse the number(s) at home before your first rehearsal. Waiting to learn the music until the first rehearsal will noticeably delay the production and may lead to a re-casting decision. Rehearsal attendance is critical and required for the success of the show.

Rehearsal Preparation: Rehearsals will begin on time. *For example, if your rehearsal starts at 6:00, you must be present, prepared, warmed-up, and ready to rehearse at 6:00, not merely arrive at 6:00.* We will not have time to do vocal warm-ups during rehearsal time. You must be prepared with your script and music, a pencil, a 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 is important, but the work must come first.

Event	Date	Notes
All Cast Meeting	09/18/26 5:30 – 7:30 PM	Strongly Encouraged. At IOOF Ballroom
Rehearsal 1 (Individual)	09/24/26	Scheduling Flexibility. Location TBA
Rehearsal 2 (Individual)	10/01/26	Scheduling Flexibility. Location TBA
Rehearsal 3 (Group)	10/10/26 1 – 4 PM	Strongly Encouraged. At IOOF Ballroom
Cut Off	10/11/26	Songs Must Be Memorized (Lyrics & Music)

Rehearsal 4 (Group)	10/17/26	W/ Microphones (Must Attend at Least One) Location TBA
Rehearsal 5 (Group)	10/21/26	W/ Microphones (Must Attend at Least One) Location TBA
Move In	10/22/26 1 – 5 PM	Mandatory Attendance. Hotel Windrow
Dress Rehearsal	10/22/26 5PM - Finish	Mandatory Attendance. Hotel Windrow

Performance Information

We structure this production for four performances. Friday night will be a dinner theater performance including a silent auction fundraiser for VTC. Saturday matinee, Saturday evening, and Sunday matinee are performances only.

- Venue: Hotel Windrow, The Elks Ballroom
All cast and crew are required to participate in strike after the show on Sunday October 25th It should be fairly simple and we expect it to take 1 – 1.5 hours after the end of the last show.

Event	Date	Notes
Performance 01	10/23/26 7:30 PM	Mandatory Attendance. Call – call 5:00PM (doors open at 6 pm, dinner at 6:30 - show starts at 7:30 pm)
Performance 02	10/24/26 2:00 PM	Mandatory Attendance (show only)- call 12:00 PM
Performance 03	10/24/26 7:00 PM	Mandatory Attendance (show only) - call 5:30 PM
Performance 04	10/25/26 2:00 PM	Mandatory Attendance (show only)- Call 12:00 PM
Strike	10/25/26 Post show	Mandatory Attendance

Illness Policies: STAY HOME if you feel sick and notify the Producer or Production Assistant 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 return to rehearsal. (<https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html> updated March 2024) If you will be late or ill, please let us know as soon as possible (TEXT **Director & Production Assistant**.) Please be sure we are aware of any challenges, health concerns, or other circumstances that could affect your full participation in 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.

Cell Phone and Recording: Cell phone use is PROHIBITED while on 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, videos (even during rehearsals) are restricted. Any photos or videos taken during rehearsal or the performance will be done ONLY by staff and distributed at the staff's sole discretion.

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 toward 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 Directors 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.

Make-up/Hair & Costumes: FIRST AND FOREMOST, DO NOT CUT, COLOR, OR CHANGE YOUR HAIR IN ANY WAY AFTER AUDITIONS WITHOUT FIRST HAVING A CONVERSATION WITH THE DIRECTOR. Per licensing agreements, this is a cabaret or variety show of songs, and we are limited in the staging and costuming that is allowed. Performers are asked to treat this as a “black-tie” affair and dress formally. Dresses preferred for women. Please discuss your clothing choice with the Director prior to the show.

All cast members will be responsible for all or part of their own costume. This may include a clean, well-fitting, and pressed suit, dress, slacks/dress-shirt or blouse, or other semi-formal outfit. Dresses for women should be to the knee or lower. Use make-up according to your discretion as needs be for the lighting of the space. You will be given complete costuming and makeup instructions after casting. Costume choices require approval from the directors and reserves the right to make dress code/costuming decisions changes at any point.

In general – Black, navy or neutral color clothes are considered formal, and a splash of bright accent color (in a Tie/Scarf/Belt/Jewelry) is encouraged.

CAST AND FAMILY PARTICIPATION (COMPLETE & RETURN THIS PAGE)

PERFORMER NAME: _____

To create a successful production, all participants and families must be willing to volunteer in different areas. ALL cast and their families will be expected to participate in the areas you select on the signature form. We ask for a minimum of 4 hours of volunteer help from each participant's family (not including STRIKE).

Please mark (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 them as well!

Volunteer Name(s): _____

Contact Info (Email or Cell #): _____

_____ LOAD IN DAY (SET-UP) – Thursday, October 22, 1PM – 5PM

_____ MAKE-UP ASSISTANCE (Tech week and before performances)

_____ PROMOTIONAL ACTIVITIES (poster delivery etc.)

_____ SPOTLIGHT OPERATOR

_____ GALA DINNER (HELP WAIT/BUS TABLES)

_____ BOX OFFICE/ AUCTION WRAP-UP

_____ OTHER (List your ideas!)

Cast 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, 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.

Printed Name: _____

Signature: _____

If currently 18 or younger, a parent/guardian must agree to the following:

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

Printed Name: _____

Signature: _____

Parent/Guardian Contact Information:

Home Phone: _____ Cell Phone: _____ Is it OK to send text? Y/N

Email: _____ Do you check email daily? Y/N