

Valley Theatre Company – Cast/Crew Expectations & Agreement

2026 Summer Musical Production of *The Addams Family*

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:

Kelle Vandenberg, Producer – kelledvorak@outlook.com or 425-780-0006

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

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

Elise Rhodes, Music Director – elisevrhodes@gmail.com or 425-736-0932

Erin Gray, Stage Manager – erinslaughter@hotmail.com or 509-260-0838

Jessica Solberg Black, VTC Executive Director – 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 *may* need to be returned. If so, we'll advise at the first cast meeting.
- Please let the Producer know if you have a financial hardship. Scholarships may be available to help support costs and fees.

Measurements for Costumes

- **Thursday, March 19** from 4:30 to 6:30 PM *or*
- **Saturday, March 21** from 12:00 to 2:00 PM.
 - If you're cast, an email following your acceptance will have a link to sign-up.
 - 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.)
 - Measurements will be at **Anneliese's Dance Studio at 210 W. 4th Avenue**, Ellensburg.
 - Directions with a photo of where to go will be sent via email.
- **April through mid-June:** Costume fittings will be scheduled at Anneliese's Dance Studio Monday through Thursday between 4 and 6 PM before rehearsals. The Costumer will contact you to coordinate fittings.

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REHEARSAL AND PERFORMANCE SCHEDULE AND TIMELINE: (There may be minor adjustments later.)
Accommodations may be made through May 21 for cast/crew involved with other concurrent, local productions such as VTC's Tuck Everlasting or CWU's Urinetown. Please remember to include conflicts related to these shows on your audition form.

NOTE: The typical timeframe for rehearsals will be weekdays from **6:00 PM to 9:00 PM** until tech week, when they may run as late as **10 PM**.

- **Sunday, March 29 from 3:00 PM to 5:30 PM – All Cast 1st Meeting (MANDATORY)**
 - **LOCATION: IOOF Lodge, 307 North Pine Street, Ellensburg.**
 - **NOTE: Headshots will be taken at this meeting! Please wear a BLACK top/shirt.**
 - Cast, crew and parents/guardians are required to attend.
 - We'll introduce the production team, review show guidelines and expectations, distribute scripts, answer questions and do a script read-through.
- **Last week of April (Tentative)** – Possible individual music rehearsals with principals/soloists (will not include ancestor ensemble members). Times will be arranged with the Music Director.
- **Monday, May 4** – Evening rehearsals begin at the **IOOF Lodge, 307 North Pine Street, Ellensburg.**
 - In May, cast members will only be called for rehearsals for which they're required.
- **SATURDAY, JUNE 20 AND SUNDAY, JUNE 21 – LOAD IN AND SET BUILDING.** This is the weekend we move in and can leave set pieces, costumes and props at the Morgan Performing Arts Center (MPAC). **This weekend is an “all hands on deck!” event!** (The timeframes for most participants will likely be all day Saturday starting at 9 AM and all afternoon Sunday starting at noon.)
- **Monday, June 22** – Evening rehearsals move to the Morgan Performing Arts Center (MPAC).
- **Sunday, July 5** – Sitzprobe rehearsal with the orchestra! (There'll be no rehearsal on July 3.)

Special Dates and Events

- **MAKEUP TUTORIAL DATE(S)** – Will be announced after casting.
- **NO REHEARSALS Memorial Day weekend (Saturday, May 23 through Monday, May 25).**
 - There *may* be a request for optional set build help depending on the build team's progress.
- **JUNE 29 THROUGH STRIKE INCLUDING WEEKENDS! UNLESS NOTED ON YOUR AUDITION FORM, NO ABSENCES ARE ACCEPTED DURING THE FINAL WEEKS OF REHEARSALS AND PERFORMANCES.**
 - We'll 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.
- **Set builds will take place at:**
 - **Through Sunday, June 13** – One door south of the IOOF Lodge entrance on Pine Street.
 - A large sign in the window says “PermaColor”.
 - **From Saturday, June 20 (Move In Day)** – The MPAC main stage and the Morgan woodshop.
- **Specific days and times for set building will be announced and noted in the Band app.**

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Tech Week/Performances/Rehearsals/Performances and Strike are MANDATORY EVENTS

CALL TIME

- Cue to Cue Rehearsal: **July 2** (THURSDAY) **5:00** – 10:00 PM
- Sitz-Probe with Orchestra: **July 5** (SUNDAY) **3:00** – 5:00 PM
- Tech Rehearsals: **July 6** (MONDAY) and **July 7** (TUESDAY) **5:00** – 10:00 PM
- Dress Rehearsals: **July 8** (WEDNESDAY) and **July 9** (THURSDAY) **5:00** – 10:00 PM
- Performance #1: **July 10** (FRIDAY at 7pm) **5:00** – 10:00 PM
- Performances #2 & #3: **July 11** (SATURDAY at 2pm & 7pm) **12:00** – 4:30 PM & 5:30 – 10:00 PM
- Performance #4: **July 12** (SUNDAY at 2pm) **12:00** – 5:00 PM
- Pickup Rehearsal: **July 15** (WEDNESDAY) **5:30** – 8:30 PM
- Performance #5: **July 16** (THURSDAY at 7 pm) **5:00** – 9:00 PM
- Performance #6: **July 17** (FRIDAY at 7 pm) **5:00** – 9:00 PM
- Performances #7 & #8: **July 18** (SATURDAY at 2pm & 7pm) **12:00** – 4:30 PM & 5:30 – 10:00 PM
- Strike / Clean-up / Cast party: **July 19** (SUNDAY at 11am) **11:00** – 5:00 PM (Start may change)
- Show Debrief: **July 21** (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.

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.

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Hair and Makeup

FIRST AND FOREMOST, DO NOT CUT, COLOR OR CHANGE YOUR HAIR IN ANY WAY AFTER AUDITIONS WITHOUT HAVING 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 and/or beards.
- 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 later.
- 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

_____ COSTUME ROOM HELP FOR PERFORMANCES AND/OR 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

_____ 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: _____

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