

Valley Theatre Company
Cast Expectations & Agreement
2025 VTC Winter Play
Peter and the Starcatcher

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:

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

Riley Newman, Director – rileyjnewman@gmail.com or 818-823-5109

Jessica Horrocks, Assistant Director/Choreographer – jhorrocksteaches@gmail.com or 509-899-2444

Hildi Youngblood, Music Director - hildi.youngblood@gmail.com or (509) 312-9242

Sue Connolly, Stage Manager - sue.connolly6@gmail.com or (509) 899-5310

****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.**

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

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

- REHEARSAL AND PERFORMANCE SCHEDULE (there may be slight adjustments to this later)
 - Tuesd. November 19th 5:30 – 9:00 PM - All Cast & Crew – 1st Meeting (Mandatory) – Introduce production team, review guidelines and expectations, take costume measurements and initial group acting exercises – we might not have scripts in hand at this rehearsal (depends on MTI).
 - November: Frid. 11/22, Mon. 11/25, Tues. 11/26
 - December: Between 2nd – 20th - Monday – Friday with a couple of days off. 6 – 9 PM.
 - Holiday break: Dec. 21 – Jan 1. We might schedule one informal rehearsal during the break – cast schedule dependent.
 - January: Jan 2 tentative. Jan 3- 31 – Monday – Friday
 - Cast members will generally be called for rehearsals weekdays from **6:00 – 9:00 p.m.** (The final week of rehearsals may extend to **10:00 PM**).
 - Scripts will be distributed either 22nd or 25th of November, depending on when they arrive. Actors should begin making notes in their scripts (**PENCIL ONLY– we have to return scripts at the end of the run**) and work on their line/cue memorization immediately.
 - **ALL CAST MEMBERS WILL BE EXPECTED TO HAVE THEIR LINES MEMORIZED/BE “OFF BOOK” BY JANUARY 10.**
 - **NO ABSENCES ARE ACCEPTED DURING THE FINAL TWO WEEKS OF REHEARSALS – BEGINNING Jan 25th THROUGH STRIKE.** We will be running the entire show. Clear conflicts during those weeks from your schedule ASAP.

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Set Construction

- **Actors/Crew/Parents are required to volunteer for 15 hours of set building and painting duties.** We will have set building days – a couple Saturdays in December and then again in January. Staging/set will be loaded in January 18th. Location TBD

Tech Week/Performances – Tech rehearsals, Performances and Strike are MANDATORY

- Tech Rehearsal - Cue to Cue: February 3 (MON) 5:00 – 10:00 PM
- Tech/Dress: Feb 4 (TUE) 5:00 – 9:30 PM
- Dress Rehearsals: Feb 5, 6 (WED/THUR) 5:00 – 9:30 PM
- Performance 1: Feb 7 (FRI) (7pm) 5:00 – 9:30 PM
- Performance 2 & 3: Feb 8 (SAT) (2pm & 7pm) 12 PM – 4 PM & 5:30 PM – 9:30 PM
- Performance 4: Feb 9 (SUN) 12 PM – 4 PM
- Pickup Rehearsal, Feb 12 (WED) 5:30 – 8:30 PM
- Performance 5: Feb 13 (THR) (7 PM) 5:00 – 9 PM
- Performance 6: Feb 14 (FRI) (7 PM) 5:00 – 9 PM
- Performance 7 & 8: Feb 15 (SAT) (2pm & 7pm) 12PM – 4PM & 5:30 PM – 9PM
- **Strike the set/Clean-up/Cast party:** Sunday, Feb 16 12:00 – 4:00 PM (*Tentative*)

General Policies:

- **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 return to rehearsal. (<https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html> updated March 2024)
 - **If you will be late or are ill, please let us know as soon as possible (TEXT 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.
- **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, photos & 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.

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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 may be highly physical, and while we take safety measures, there are still risks for injury.

Make-up/Hair & Costumes

- 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 \$25-\$30. 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 or Producer 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 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. 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. Together we will make sure you look your best on stage. Also, please respect that we will require that we always costume you with at least one other person in the room. This is to prevent any uncomfortable situations. Your privacy will be taken into consideration at all times.
- 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 Costume Team (CT) for 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 sharing among cast, and/or publication in media (website, social media, newspapers, etc.) for program publicity.

Printed Name: _____

Signature: _____

CAST AND FAMILY PARTICIPATION

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 15 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 #): _____

____ SET CONSTRUCTION (Saturdays)- Skilled Workers requested, but can train.
Shifts for specific skills (i.e. building, painting, etc.) will be announced.

____ SET PAINTING – General painting or Detailed painting work. Indicate if you have experience in either:
____ General painting _____ Detailed decorative painting

- ____ MOVING SETS DURING SHOW (Crew)
- ____ COSTUME SEWING
- ____ MAKE-UP (Tech week and pre-performances)
- ____ PROMOTIONAL ACTIVITIES (poster delivery)
- ____ PROPS ASSISTANT (Backstage Crew)
- ____ CONCESSIONS / FRONT OF HOUSE DECOR
- ____ CAST PARTY
- ____ SPOTLIGHT OPERATOR
- ____ TICKET SALES / BOX OFFICE
- ____ OTHER (List your ideas!)

Other Items

- Donate concessions for sale (OPTIONAL):
- ____ 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