

Valley Theatre Company
Cast Expectations & Agreement
2026 VTC Winter Play
Murder on the Orient Express

The Following is Required in Order to Audition: a completed audition form (ONLINE) & a signed cast commitment agreement (last page of this document). Your signed form may be scanned and uploaded, or you may bring a hard copy to your audition. Your signature acknowledges you've read and understand these expectations.

Your Valley Theatre Company Contacts for this show are:

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

Sue Connolly, Assistant Producer and Stage Manager sue.connolly6@gmail.com or 509-899-5310

David Connolly, Director – thedavidconnolly@gmail.com or 509-859-4708

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 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.

Rehearsal and Performances

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

Schedule (detailed schedules will be provided beginning December 1)

- **October:** Tuesday October 21 and Wednesday October 22. 6:00 pm, IOOF
October 21:
 - Introductions and expectations
 - Measurements for costumes will be taken. Please wear or be able to change into fitted clothing.
 - Headshots will be taken. Please wear/change into a black shirt/top.October 22
 - Read through, table work, etc
- **November: OPTIONAL** workshops with David on line memorization and/or character development. Dates TBD based upon participants - likely 2 or 3 evenings between Nov. 12 - 21.
- **December:** December 1 - 19, M - F, 6:00 - 9:00, IOOF
- **January:**
 - January 5 - 23, M- F, 6:00 - 9:00 IOOF.
 - Hair & make-up clinic (mandatory) Date TBD
- **Tech Week:** January 26 - 29, Times TBD.
- Given the use of 6 weeks for rehearsals, 1 week tech, actors should commit to all rehearsals. **CLEAR SCHEDULES NOW FOR THESE WEEKS.**
- **Actors will arrive for the first rehearsal December 1 with lines memorized.**
- Actors may purchase the script if they wish; specific info will be provided later.
- **Performances:** January 30, 31, February 1, February 6, 7, 8, February 12, 13, 14. (Note: there are 12 performances).

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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.
 - Sets/Props/Main Load in is January 10-11. ALL CALL
 - Tech load in and seating set up Jan. 24-25. Needs TBD.

Tech Week/Performances – Tech rehearsals, Performances and Strike are MANDATORY. Specific call times will be communicated later

- Paper Tech: (Sound, Lights, Director, Stage Manager). Saturday January 24 (Time TBD). **Note: Cue sheets for sound and lights are due to the Stage Manager by Friday January 23.**
- Tech Rehearsal (Cue to cue) : January 26 (MON) Approximately 5:30– 9:30 PM
- Tech/Dress: January 27 (TUE) Approximately 5:30– 9:30 PM
- Dress Rehearsals: January 28 & 29(WED/THUR) Approximately 5:30– 9:30 PM
- Performance 1: January 30 (FRI) 7pm 5:30– 9:30 PM
- Performance 2 & 3: January 31 (SAT) 2pm & 7pm 12 PM – 4 PM & 5:30 PM – 9:30 PM
- Performance 4: Feb 1 (SUN) 2 pm 12 PM – 4 PM
- Performance 5: Feb 6 (FRI) 7 pm 5:30 - 9:30 PM
- Performance 6 & 7: Feb 7 (SAT) 2pm & 7pm 12 PM – 4 PM & 5:30 PM – 9:30 PM
- Performance 8: Feb 8 (SUN) 2 pm 12 PM – 4 PM
- Performance 9: Feb 12 (THURS) 7pm 5:30 - 9:30 PM
- Performance 10: Feb 13 (FRI) 7pm 5:30 - 9:30 PM
- Performance 11 & 12 Feb 14 (SAT) 2pm & 7pm 12 PM – 4 PM & 5:30 PM – 9:30 PM
- Cast Party post closing performance 9:00 - midnight
- **Strike the set/Clean-up:** Sunday, Feb 15 12:00 – 4:00 PM (*Tentative*)

General Policies:

- 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 **Sue 509.899.5310** as soon as possible of your absence, and of any positive COVID tests so we can mitigate exposure to other participants.
 - **If you will be late Text Sue 509.899.5310 ASAP**
 - **Please use wise preventative practices to avoid illnesses to the fullest extent possible.**
 - 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.
- Due to copyright issues, photos & videos (even during rehearsals) are restricted. Any photos or videos taken during rehearsal or the performance **CANNOT be posted to social media.**

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Behavior

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, production staff, and anyone involved with the production of this show.
- Please address all immediate concerns regarding this production to the Producer, Assistant Producer, or Director. 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 open to direction and coaching from the Director. **Do not give other actors notes.** If you have an idea, David is always open to hearing those ideas at the appropriate moment (not necessarily during rehearsal).

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 AGREEMENT (RETURN THIS PAGE BEFORE OR AT AUDITION)

I have read the expectations for this production and agree to the best of my ability to abide by them. I understand 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 CREW PARTICIPATION

To create a successful production, all participants and families must be willing to volunteer in different areas. ALL cast 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 (excluding 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 _____ and/or _____ 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

____ Two dozen treats to concessions (individually wrapped) – for Weekend 3 Performances

____ a Case of Water for concessions