

Valley Theatre Company – Cast/Crew Expectations & Agreement

Amended 4/1/2024

2024 Summer Production

Anastasia the Musical

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 (ONLINE) & a signed cast commitment agreement (last page of this document).

Your Valley Theatre Company Contacts for this show are:

Adrienne Zimny, Producer – adzimny@gmail.com or (509) 929-2057

Easton Edwards-Hoff, Co-Producer - easton.benson19@gmail.com or (509) 994-2127

Jessica Horrocks, Co-Director/Choreographer – jhorrocksteaches@gmail.com

Jim Denison, Co-Director – jim.denison@me.com or (509) 929-4149

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

Sarah Sweet, Stage Manager – sarahsweet279@gmail.com or (253) 279-0599

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

****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)*
Some accommodations can be made through May 20 for those cast/crew involved with other concurrent productions (VTC's Robin Hood or CWU's Footloose). Please remember to note these as conflicts on your audition form.
 - **Sunday, April 14, 2 – 5 PM. ALL CAST 1st MEETING (MANDATORY)** - Cast, crew, and parents/guardians are required to attend the mandatory First Cast Meeting at Morgan Auditorium. We will introduce the production team, review some guidelines and expectations, take costume measurements, distribute scripts, and do an initial read-thru.
 - **April 15 – April 26** – Individual music rehearsals with principals/soloists. Times to be arranged with Music Director. Ensemble is NOT needed during this time.
 - **May:** during May our goal is to call the full ensemble on Mondays, Tuesdays, and Thursdays only. Principals may be called Wednesdays and Fridays as well. Ensemble with smaller scripted roles may have occasional additional rehearsals on Wednesdays/Fridays. Cast members will only be called for those rehearsals they are required to participate in. We will do our best to release

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child actors as soon as their portion of rehearsal is finished. Typical timeframe for rehearsals are weekdays from **6:00 pm – 9:00 pm**. Special dates to note:

- **Week of April 29** – will be a special costuming call for the Romanov ladies
- **Makeup Tutorials** – set in 3rd week of May.
- Starting May 6th, **Mondays there will be All-Cast meetings starting at 6:00 PM**. These may cover announcements relevant to all, reports from designers to the cast/crew, info about the world of the play, and be our regular team touch point for questions. Rehearsal will follow the meeting.
- **June 1 – July 5:** As we move into June, and start running larger chunks of the play we will move to ensemble being called M-F. Again, cast members will only be called for those rehearsals they are required to participate in. Weekly schedules will be provided closer to the time. Special Dates:
 - **Sunday June 16th. SET LOAD IN DATE.** This is the first day that we can bring in and leave set pieces and start putting up the Set, Costume, Props (in the MPAC). We will need all hands on deck. Time frame TBA.
 - **ALL CAST MEMBERS WILL BE EXPECTED TO HAVE THEIR LINES MEMORIZED/BE “OFF BOOK” BY JUNE 7th**
 - **NO ABSENCES ARE ACCEPTED DURING THE FINAL TWO WEEKS OF REHEARSALS – BEGINNING JUNE 22 THROUGH STRIKE. We will be running the entire show. Clear conflicts during those weeks from your schedule ASAP.**
 - **NO REHEARSAL on May 25-27 (Memorial Day weekend), and July 4-5.**
 - **July 1 & 2.** Costume parades for Act 1 & Act 2 – part of normal rehearsal time.

Set Construction

- **Actors/Crew/Parents are required to volunteer for 20 hours of set building and painting duties.** Our plan (subject to change) is to have shifts on Saturdays and Sundays. The shifts for specific skills to be announced. Location in April/June TBD, May set builds will be at the Morgan stage.
- Saturdays, April 20 & 27 (tentative, location TBD) 10:00 AM – 2:00 PM
- Saturdays, May 4, 11, 18, June 1, 8, 22 8:00 AM – 5:00 PM
- Sundays, May 5, 12, 19, June 2, 9, 23 11:00 AM – 4:00 PM
- Sunday June 16th. **SET LOAD IN DATE. ALL HANDS. Time TBD.**

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

- Tech Rehearsal - Cue to Cue: July 8 (MON) 5:00 – 10:00 PM
- Tech with Hair/Makeup only: July 9 (TUE) 5:00 – 9:30 PM
- Dress Rehearsals: July 10, 11 (WED/THUR) 5:00 – 9:30 PM
- Performance 1: July 12 (FRI) (7pm) 5:00 – 9:30 PM
- *Princess Tea Event: July 13 (SAT) 10 AM – 12 PM – for select cast
- Performance 2 & 3: July 13 (SAT) (2pm & 7pm) 12 PM – 4 PM & 5:30 PM – 9:30 PM

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| • Performance 4: July 14 (SUN) | 12 PM – 4 PM |
| • Pickup Rehearsal, July 17 (WED) | 5:30 – 8:30 PM |
| • Performance 5: July 18 (THR) (7 PM) | 5:00 – 9 PM |
| • Performance 6: July 19 (FRI) (7 PM) | 5:00 – 9 PM |
| • *Princess Tea Event: July 20 (SAT) | 10 AM – 12 PM – for select cast |
| • Performance 7 & 8: July 20 (SAT) (2pm & 7pm) | 12PM – 4PM & 5:30 PM – 9PM |
| • Strike the set/Clean-up/Cast party: Sunday, July 21 | 12:00 – 4:00 PM (<i>Tentative</i>) |

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.

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

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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 AND FAMILY PARTICIPATION (RETURN THIS PAGE AT AUDITION)

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 20 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/Sundays)- Skilled Workers requested, but can train.
Saturdays 8 AM – 5 PM, Sundays 11 AM – 4 PM. 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 (Backstage Crew)

_____ COSTUME SEWING

_____ MAKE-UP (Tech week and pre-performances)

_____ PROMOTIONAL ACTIVITIES (poster delivery etc.)

_____ PROPS ASSISTANT (Backstage Crew)

_____ CONCESSIONS / FRONT OF HOUSE DECOR

_____ CAST PARTY

_____ SPOTLIGHT OPERATOR

_____ TICKET SALES / BOX OFFICE

_____ *PRINCESS TEA EVENT (SATURDAY MORNING OF PERFORMANCE WEEKS)

(We will need hosts/hostesses in costumes, help with set-up and décor, help with food/tea/serving, and help with clean-up)

_____ OTHER (List your ideas!)

Other Items

(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

_____ Cupcakes for Princess Tea events

_____ Russian or French themed treats for Princess Tea events

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Cast Member Agreement

(Return this page at audition)

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