

Valley Theatre Company - Cast/Crew Expectations & Agreement

2025 VTC Rising Stars Production

Frozen Jr.

Please read this information carefully. For all students, please discuss these expectations with your parents or guardians prior to auditions. **The student's signature and parent/guardian's signature tell us you've both read and understood these expectations.**

The Following is Required in Order to Participate: a completed participant form (ONLINE), a filled out & signed cast/crew commitment agreement (last 2 pages of this document) and payment of the participation fee.

**Payment can be made by cash or check to Valley Theatre Company. Card payments accepted here: <https://www.zeffy.com/ticketing/rising-stars-production-participation-fee> or scan the QR Code below.*

Your Valley Theatre Company Contacts for this show are:

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

Easton Edwards-Hoff, Co-Producer – easton.eh@bhhsbmre.com or (509) 929-2057

CharRe Burnum, Director – charreburnum@gmail.com or (509) 607-3556

Megan Bilyeu, Stage Manager – meganbilyeu9@gmail.com or (360) 831-7770

Eponine Romo, Assistant Stage Manager/Director – eponine.romo@gmail.com or (509) 306-1958

Grace Englehart, Choreographer- bastagrace1998@gmail.com or (509) 714-0396

****Most communication will be distributed via the Band app! Schedule updates, rehearsal changes, and general information about the show will be sent out by Band, so please commit to checking this app daily. Information on this app will be provided at the first rehearsal.****

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.

Cost of Participation

The fee is \$75 for all participants. This cost will cover a t-shirt and script. There may be additional costs for personal costume items and make-up kits. As always, if finances are a concern for your family, please reach out to the Producer or Director to inquire about tuition assistance and scholarships.



Auditions

- Auditions will be held on **Monday February 10th 5:00 - 8:30 pm**. Though we expect students to be accompanied by parent/guardian during our initial introductions, we do ask that the parent/guardian not be in the audition space during the auditions themselves.
- There are possible call-backs scheduled for **Tuesday, February 11th at 5:00 pm**, but whether or not those are necessary should be determined already on Monday.
- Casting should be announced by **Thursday, February 13th**.

Rehearsals and Attendance

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

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- The first rehearsal will be held on **Monday, February 17, 5:30 pm – 8:30 pm**. This should also be attended by the parent/guardian (at least at the beginning) as we will introduce the production team and review some guidelines and expectations. Following that meeting will be a full read-through of the script. **Cast members will receive their own scripts at that time!**
- Participants will generally be called for rehearsals on weekdays Mon to Fri from **5:30 pm – 8:30 pm**. (Once we get into tech rehearsals, rehearsals may extend to **9:00 PM or later**.)
- **ATTENDANCE WILL BE TAKEN AT THE BEGINNING OF EVERY REHEARSAL!** Rehearsals will begin on time. *For example, if your rehearsal starts at 5:30, you must be present, prepared, and ready to rehearse at 5:30, not merely arrive at 5:30.*
 - **STAY HOME if you feel sick** and notify the Producer or Stage Manager as soon as possible of your absence.
 - If you will be late or are ill, please let us know as soon as possible (**text Megan**)
- 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 during rehearsals and while on or backstage.** We will have a place for students to store their personal items during rehearsals and that is where cell phones should be kept.
- Due to copyright issues, photos & videos (even during rehearsals) are restricted. Any photos or videos taken during rehearsal or the performance will be done so **ONLY** by staff and distributed at the staff's sole discretion.
- **NO ABSENCES ARE ACCEPTED DURING THE FINAL TWO WEEKS OF REHEARSALS – Beginning April 7 through STRIKE on May 4, we will be running the entire show.** PLEASE clear conflicts during those weeks from your schedule ASAP.
- ***5th graders** - We cannot accommodate absences for 5th grade camp. If you accept a role in the show it is with the understanding that the show takes priority over camp.

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.

Costumes

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- Costuming decisions will be made by our costume designer with respect to each student and the needs of the production. Complaining about one's costume (it's look, style, color, etc) is strongly **discouraged**.
- Everyone will be 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 & performance and avoiding eating or drinking certain things while in costume.
- There will be a handout with more details distributed at the time of our first rehearsal.

Make-up/Hair

- You will receive information later about the requirements for your hair and make-up if you are cast.
- PLEASE NOTE: YOU **MAY** BE ASKED TO CUT OR STYLE YOUR HAIR IN A PARTICULAR FASHION. Also, IF YOU ARE CAST, DO NOT MAKE ANY EXTREME CHANGES TO YOUR HAIR (cutting, trimming, coloring) WITHOUT CHECKING FIRST WITH THE DIRECTOR OR HAIR AND MAKEUP DESIGNER.
- Each cast member will be required to purchase a professional theater make-up kit costing approximately \$30. If you already own theater make-up from previous productions, the kit must be inspected by the hair and makeup designer BEFORE the kits are ordered. Regular street makeup does not work on stage. Please see the Producer if the cost of the kit is an issue, there is assistance available if money is a concern. Additionally, all cast members may be asked to provide personal items such as mascara, cold cream, etc. This list will be distributed at a later date.
- Let us know if you have any known makeup allergies (including an allergy to medical tape.)

● REHEARSAL AND PERFORMANCE SCHEDULE:

- Rehearsals will be **Feb 17 - Apr 11** (Mon - Fri, 5:30 - 8:30)
- Tech/Dress Rehearsals: **April 14 - 23** (Mon - Fri, 5:30 – 9:00 or later)
- Performance 1: **April 25** (Fri, 4:30 – 9:00)
- *Performance 2 & 3: **April 26** (Sat, 12PM – 4:00 & 5:00 – 9:00)
- Potential Pickup Rehearsal, **April 30** (Wed, 5:30 – 8:30)
- Performance 4: **May 1** (Thur, 4:30 – 9:00)
- Performance 5: **May 2** (Fri, 4:30 – 9:00)
- *Performance 6 & 7: **May 3** (Sat, 12PM - 4:00 & 5:00 - 9:00)
- Strike & Cast Party: **May 4** (Sun, 12PM - 6:00 - *Tentative*)

****Students may be able to leave and get lunch during the break between Saturday shows.***

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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 12 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!
- SET CONSTRUCTION- Skilled Workers
- SET PAINTING
- MOVING SETS DURING SHOW
- COSTUME SEWING
- MAKE-UP
- PROMOTIONAL ACTIVITIES (poster delivery etc.)
- PROPS ASSISTANT
- USHERS/TICKET TAKERS/ SECURITY
- CAST PARTY
- SPOTLIGHT OPERATOR
- TICKET SALES
- OTHER (List your ideas!)

Volunteer Name (if NOT student or their parent/guardian):

Contact Info (Email or Cell #):

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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, 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 (Participant):

Signature (Parent/Guardian):

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