

# Mary of Nazareth School Theatre

## Student Cast Contract

By signing the Contract, we understand and agree to the following:

1. All casting and crew assignments are made on the basis of production needs as determined by the production staff and the demonstrated ability and the evidence of commitment shown by the student and parent/guardian. Casting assignments may be reassigned at the discretion of the Director and are final.

2. The student will follow all school rules, guidelines, and policies while at rehearsals and performances. Students who are disruptive, disrespectful, uncooperative, or otherwise create an unpleasant rehearsal and learning environment will be subject to the following disciplinary procedure:

a) First behavioral instance, Director, Assistant Director (AD), Producer, or Stage Manager will give the student a verbal warning.

b) If the behavior is repeated, the student will be taken out of the rehearsal for “time out” for a length of time to be determined by the Director, AD, Producer, or Stage Manager.

c) If the student continues the disruptive behavior, the parent/guardian will be called and the student will be sent home.

d) Upon return to rehearsal, if the same pattern of disruption continues, the student will be referred to Principal Friel. Students whose behavior is repeatedly corrected may be removed from the production at the discretion of the Principal and production staff.

3. Absence from school for a legitimate reason, such as illness, is an excused absence from theatre commitments. Parents should send a REMIND text and/or email the theatre production team immediately at [monmusicaltheatre@gmail.com](mailto:monmusicaltheatre@gmail.com). Students who have missed the school day due to an illness must remain at home on that day. Students who show up for rehearsal or performances visibly ill will be sent home.

5. The student and parent/guardian have provided a conflict schedule with the student’s other commitments, appointments, sports, etc. with the audition form. Any additional conflicts must be scheduled around the rehearsal schedule unless previously approved by the production staff.

6. Students with more than 3 unexcused absences will be dismissed from the production at the discretion of the production staff.

7. Students may not wait in a classroom, STREAM Lab, KFC, or outside the school prior to the start of rehearsal. If a student does not go home prior to rehearsal, parents must use paid aftercare for the time prior to rehearsal start time. The production team will check the students out of aftercare prior to rehearsal.

8. Students are not allowed to leave the school building before or during rehearsal and crew calls.

9. The student will attend and report promptly to all rehearsals and/or crew calls as assigned. Music rehearsals typically will be Mondays through Thursdays from 4:30 pm until 6:30 pm. Staging rehearsals typically will be on Saturdays from 10:00 am until 2:00pm. As we get closer to Opening Night, rehearsals will move to the evenings from 6:00 pm until approximately 9:00pm. Additional rehearsals may be scheduled as needed. Not all students will be called for all weekday rehearsals. A rehearsal schedule will be distributed via email and posted online. Students who are repeatedly late for rehearsals may be

removed from the production at the discretion of the production staff. Crew schedules will be emailed and typically held on Saturdays and a few times during the week as we get closer to Opening Night.

10. Rehearsals and crew calls for run-throughs and during tech week are mandatory.

11. The student will learn all lines, songs, dances, and stage directions and **will practice at home**.

12. The student will attend rehearsals and/or crew calls fully prepared with materials needed, will participate in warm-up activities, will behave safely, attentively and responsibly, and will be at the right place and on time for entrances, re-runs, notes, etc.

13. The student will assume responsibility for the care of all scripts, properties, and costumes assigned to him/her and return items, as appropriate.

14. The student, to maintain eligibility while participating in the production, will maintain passing grades, complete homework, and otherwise show expected behavior at school and at rehearsals.

15. The student and parent/guardian are responsible for transportation to and from rehearsals, crew calls, and performances. The student will be picked up within 10 minutes of the end of the rehearsal or performance. Students will otherwise be sent to aftercare and parents will be charged accordingly.

16. The student may only participate in this production when a fully signed copy of the "Contract for Participation" is provided to the director. **All students involved in the program must submit their signed contract with the program fee**, which helps defray production costs. The participation fee includes one show t-shirt. If the fee poses a financial hardship, please speak with the Director, AD, or Producer. Checks should be made payable to Mary of Nazareth Catholic School.

- Cast fee is \$200.00 per student

- Crew fee is \$100.00 per student

17. Costumes: MoN's costume designer and team will provide students with their costumes. The costume designer may ask for some voluntary items for individual parts of their costumes, as needed. Students will provide their own shoes, tights or leggings, or other personal items. Specific direction on costume requirements will be provided.

18. Cellphones, iPads, Electronic Games and Devices: Students are strongly advised NOT to bring these items to rehearsal. During rehearsals, the Production Team will conduct a "cell phone round-up." Devices (turned off completely) will be collected upon the student's arrival and securely stored until after rehearsal or the performance. The Production Team will share cell phone numbers of adults on-site in case parents need to reach students.

19. Parents are expected to volunteer in some capacity and must be VIRTUS trained.

20. Media Release: Images and/or videos from rehearsals and productions will appear on the school's website and social media platforms, secure livestream performances, and show programs.

**Please sign the next page and return to the Production Staff at the first rehearsal. Sign and return the acknowledgement page at the first rehearsal. Questions or concerns should be directed to [monmusicaltheatre@gmail.com](mailto:monmusicaltheatre@gmail.com).**

### **Mary of Nazareth School Theatre Student Cast Contract Acknowledgement**

By signing this contract, I understand and agree to all the above rules and requirements for participation in the Mary of Nazareth Theatre musical production. Failure to comply with these rules and requirements may result in removal from the production at the discretion of the production staff, whose decision is final and may not be disputed or appealed by the student or parent/guardian. These policies and this contract

have been approved by Principal Michael Friel.

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Student Signature

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Student Printed Name

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Parent/Guardian Signature

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Parent/Guardian Printed Name

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Date

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

**Please sign this contract and return to  
Mrs. Melley, Mrs. Stone or Mrs. Humphries  
at the first rehearsal.**