

Theatre Sarnia: (Production Name) - Crew Agreement and Information Page

Template - Please make a copy to edit

1. **Information:** If you have any questions, please contact the stage manager by phone or text at (Cell Number) or by email at (email). Rehearsal schedules, promotional dates and other important information will be shared with the cast and crew by email.

2. **Rehearsals:** Rehearsals are generally _____ but please consult the schedule for specific times. Rehearsals will be located in the Imperial Theatre studios. (A link has been emailed to you.) **If you need time to consult with the Director, a member of the cast or another crew member, before, during or after a rehearsal, please contact Andrea for a time to be scheduled. No unscheduled consultation time will be allowed.**

Important Dates	
Bios Due:	_____
Head Shots:	_____
Media Night:	_____
Promo Dates:	_____
Social Dates:	_____

3. **Production Meetings:** Production meetings are currently scheduled for (Production meeting dates) Please ensure all Department leads can attend these meetings, or submit a report in advance to the Producers.

4. **Show Commitments:** The show will run from (Show Dates) Note: the (dates) are evening performances, the (date)is a matinee. Tech dates are (Tech Dates). Tech night rehearsals can run late. Media day is (Media Day Date)

As a participating Theatre Sarnia Member, I agree to:

- Attend all rehearsals to which I am required
- Respect the wishes of the Director, Stage Manager, Executive Director, Production Manager and heads of departments unless it is a safety concern
- Allow the use of my image in the promotion of this production and Theatre Sarnia
- Agree to adhere to any Health and Safety protocols as issued by Theatre Sarnia or the Creative Team
- Communicate to the creative team any supports required to fulfill my commitment to the show

If at any time I feel unsafe or uncomfortable I am allowed and encouraged to approach the creative team member I feel most comfortable with and express my concerns.

As a creative team, (Director: (Director name) Stage Manager: (SM name) Producers: (Producers names)) we agree to:

- Provide a safe space for creativity to flourish
- Encourage open and clear communication with the cast and crew
- Provide clear expectations of the cast at the time of auditions; especially if character requirements involve nudity, profanity, emotional turmoil, physical requirements, and physical contact with another cast member

As a Theatre Sarnia Member, I am also privy to the following benefits:

- Use of a state of the art facility and Professional staff support
- Professional equipment – lighting and sound
- Costumes, Props, Innovative sets
- Rehearsal space
- Headshots, Programs
- Professional marketing materials

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Name: (Please Print) _____

I understand that my contributions to the production, either positive or negative, may be discussed at Post Production and Production Committee meetings which may impact future decisions.

By signing this agreement I agree to these terms and at any time it can be terminated by myself or the creative team if either party feels necessary.

I have read the Crew Agreement and Information page, and am aware of my rights and responsibilities with respect to Clue On Stage, 2023.

Signature: _____ Date: _____

Please share any Health Issues/Allergies/Medication

Do you have any dietary restrictions? If yes, please specify. _____

Emergency Contact

Name: _____ Cell Phone Number: _____

I give my permission for my image to be used by Theatre Sarnia in print and digital media.

Signature: _____