

Mary of Nazareth School

Musical Theatre Student Stage Crew Contract

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

1. All crew assignments will be made on the basis of the needs of the production as determined by the production staff, and the demonstrated ability and the evidence of commitment shown by the student and parent/guardian.
2. The student will follow all school rules, guidelines, and policies while at crew calls and performances. Students whose behavior is repeatedly corrected may be removed from the production at the discretion of the production staff.

Students who are disruptive, disrespectful, uncooperative, or otherwise create an unpleasant working and learning environment will be subject to the following disciplinary procedure:

- a) First behavioral instance, Director, Assistant Director (AD), Producer, Stage Manager, or other production team member will give the student a verbal warning.
 - b) If the behavior is repeated, the student will be taken out of the crew call or rehearsal for “time out” for a length of time to be determined by the Director, AD, Producer, or Stage Manager or other production team member.
 - 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 the next crew call/rehearsal, if the same pattern of disruption continues, the student will be referred to Principal Friel.
3. Absence from school for a legitimate reason, such as illness, is an excused absence from theatre crew commitments. Parents should email the musical theatre production staff immediately at monmusicaltheatre@gmail.com if they know their student will be absent. Students who have missed the school day due to an illness or quarantine must remain at home on that day. Students who show up for a crew call, rehearsal or performance visibly ill, will be sent home.
 4. The student and parent/guardian have provided a conflict schedule with the student’s other commitments, appointments, sports, etc. Any additional conflicts must be scheduled around the crew and performance schedules unless previously approved by the production staff.
 5. Students with more than 3 unexcused absences will be dismissed from the production at the discretion of the production staff.
 6. **Students may not wait in a classroom, STREAM Lab, KFC, or outside the school prior to the start of rehearsal or crew call.** If a student does not go home prior to rehearsal/crew call, parents must use paid aftercare for the time prior to rehearsal start time.
 7. Students are not allowed to leave the school property before or during crew calls, rehearsals or show days. Students must remain in the designated area under direct supervision of the Production Staff and

parent volunteers. Failure to obey these rules will result in immediate suspension of the student and dismissal from the production.

8. Set and prop construction and decoration will be held primarily on Saturdays, with the possibility of some weekdays after school. As we get closer to the performance dates, there will be crew calls for technical rehearsals. Not all students will be part of the running crew for performances. A tech schedule will be distributed via email. Students who are repeatedly late for tech rehearsals may be replaced at the discretion of the production staff.
9. All rehearsals and crew calls during tech week (week before the show) are mandatory.
10. Stage crew *may* be called in advance of the actors prior to each performance to check prop and costume placement, and assist with any pre-show preparation, as assigned.
11. The student and parent/guardian are responsible for transportation to and from crew calls and performances. The student will be picked up within 10 minutes of the end of the crew call, technical rehearsal, or performance.
12. Appropriate dress for all stage crew for performances is as follows: black pants, either plain black shirt or production t-shirt, black sneakers or other black, rubber-soled shoes (NOT dress shoes). The goal is to not be seen or heard by the audience as much as possible. No watches or anything that will 'glow'. Long hair must be pulled back.
13. Costumes: It is possible a stage crew member may be called upon to be a part of the action on stage and wear a costume as an extra. This is not a requirement to be on the crew and can be declined if the student is not comfortable. Any student who agrees to be an extra will be called to specific rehearsals and will need to report to the costume design team for any specific articles of clothing they will be asked to wear.
14. The student, to maintain eligibility while participating in the production, will maintain passing grades, complete homework, and otherwise show expected behavior at school, crew calls and rehearsals.
15. Students may only participate in this production when a fully signed copy of the contract is provided to the stage manager, with the participation fee.
16. Cellphones, iPads, Electronic Devices of any sort: Students are strongly advised NOT to bring these items to school. During tech week and the production, we conduct a "cell phone round-up:" Devices (turned off completely) will be collected by the stage manager upon the student's arrival at the theater and securely stored until after rehearsal or the performance.
17. Parents volunteering in any capacity for the production ***must be VIRTUS trained***.
18. **Any questions or concerns should be directed to Mrs. Woolery or Mrs. Melley at monmusicaltheatre@gmail.com**

Please retain this Understanding of Participation for your reference.

**Please sign the contract on the next page and return to Mrs. Woolery or Mrs. Melley
at the first crew call.**

Mary of Nazareth School Theatre Musical Theatre Contract

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.

Student Signature

Student Printed Name

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

Is the parent VIRTUS trained/certified?

Yes

No

Student Medical Issues (Allergies, etc):

Student Homeroom:

Emergency Contact:

Phone:

**Please sign the contract and return to
Mrs. Woolery at the first crew call.**