

Leigh Theater Arts *Emma* Audition Packet

Please fill out all of the packet and turn it in on your first audition day

You are also required to fill out the following surveys:

[Audition Survey](#)

And choose an [audition date/time](#)

The links to all of these can be found at leightheaterarts.com/auditions



WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT

1. In consideration for receiving permission to participate in Leigh High School's play production, I / We hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE CUHSD, Leigh High School, their officers, agents, employees and volunteers (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, my minor son or daughter participating in the class, or to any property belonging to me or my minor son or daughter, while participating in such activity, while in, on or upon the premises where the activities are being conducted, REGARDLESS OF WHETHER SUCH LOSS IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise and regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law.

2. I / We am fully aware of the risks and hazards connected with the activities of Leigh High School's Theater Arts Production (including training in powered cutting tools including but not limited to a jigsaw, skil saw, compound miter saw, and table saw, as well as ladder, lift, and catwalk training at a height of up to forty feet.), and I am aware that such activities include the risk of injury and even death, and I / We hereby elect to voluntarily participate in said activities, as well as allow my minor son or daughter to voluntarily participate in said activities, knowing that the activities may be hazardous to my property, my participating dependents, and me. I / We understand that Leigh High School does not require me or my minor son or daughter to participate in this activity. I / We voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, that may be sustained by me, my minor son or daughter, or any loss or damage to property owned by me, as a result of being engaged in such an activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise, to the fullest extent allowed by law.

3. I / We further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage, or costs, including court costs and attorneys' fees that Releases may incur due to my, or my minor son or daughter's participation in said activities, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise, to the fullest extent allowed by law.

4. It is my / our express intent that this Waiver and Hold Harmless Agreement shall bind the members of my family and spouse, if I / we am alive, and my / our heirs, assigns and personal representative, if I / We am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above-named RELEASEES. I / We hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of California and that any mediation, suit, or other proceeding must be filed or entered into only in California and the federal or state courts of California. Any portion of this document deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the remaining provision.

IN SIGNING THIS AGREEMENT, I / WE ACKNOWLEDGE AND REPRESENT THAT I / We have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I / We (the parent / guardian of participating minor) am at least eighteen years of age and fully competent; and I / We execute this Agreement for full, adequate and complete consideration fully intending to be the same.

I have signed this Waiver of Liability & Hold Harmless Agreement

Parent /Guardian/Caregiver _____ Date____/____/____

(↑ Sign First, Last Name ↑)



VIDEO, PHOTOGRAPH, VOICE RECORDING RELEASE FORM

I hereby give my permission, as the parent/legal guardian/caregiver of the participating student named below, to Leigh High School, Campbell Union High School District, Performing Arts Parent Association (PAPA) and Adults Championing Theater Students (ACTS) for the use and reproduction of the video footage, photographs or voice recordings ("Product") of this participating student made during the school year listed below. I understand that the use of the participating students image and voice will be primarily for the purposes of education and/or promotion by Leigh High School, Campbell Union High School District, Performing Arts Parent Association (PAPA) and Adults Championing Theater Students (ACTS).

- These video, photograph or voice recordings may be used but not limited to for the following purposes:
 - Presentation in public venues or similar for fundraising or publicity purposes
 - Educational presentations
 - Informational presentations at conferences, trade shows or similar (including Thespian Society Events)
 - Promotional video for Leigh High School, Campbell Union High School District, Performing Arts Parent Association (PAPA) and Adults Championing Theater Students (ACTS) sponsored programs that may be included in a television or Internet broadcast
 - Video, photographs, voice recordings on Leigh High School, Campbell Union High School District, Performing Arts Parent Association (PAPA) and Adults Championing Theater Students (ACTS) websites for the demonstration of instructional practices, informational or promotion.
 - Personal use by Performing Arts Parent Association (PAPA) and Adults Championing Theater Students (ACTS) students or parents.

There is no time-limit on the validity of this release nor is there any geographic specification of where these materials may be distributed. Student and Student's Parent/Legal Guardian represents and warrants that all video, photographs, voice recordings created is original and does not infringe upon the copyright, trademark, patent or other intellectual property rights of any third party. Teacher, Student and Student's Parent/Legal Guardian agree to indemnify and hold harmless CUHSD, its officers, employees, volunteers and agents from and against any and all claims, actions, costs, judgments or damages of any type relating to the production or distribution of any videos, photographs, voice recordings taken of the participating student.

I hereby waive any right that I may have to inspect or approve the finished Product that may be used in connection herein. The signature below indicates my permission for Leigh High School, Campbell Union High School District, Performing Arts Parent Association (PAPA) and Adults Championing Theater Students (ACTS) to use video footage, photographs or voice recordings of the participating student's image or voice is recorded. By signing this video, photograph, voice recording release form, each student and student's parent/legal guardian hereby assigns, transfers, or otherwise conveys all rights, titles, and interests to Leigh High School, Campbell Union High School District, Performing Arts Parent Association (PAPA) and Adults Championing Theater Students (ACTS), including without limitation all copyrights and other intellectual property rights therein.

This is for (student name) _____

I have fully read and agree with the statements and representations made in this Video, Photograph, Voice Recording Release Form

Parent/Guardian/Caregiver Name Signed



TOOL AND LIGHTING INSTRUMENT RENTAL AND RESPONSIBILITY AGREEMENT

This Tool and Lighting Instrument Rental Form serves as an agreement between the Leigh High School Theater Arts Department and the student using the tools of Technical Theater (including but not limited to: Hand Saws, Power Saws, Drills, Ratchets, Wrenches, hand and power sanders, Lighting Instruments, sewing machines, and marking and measuring tools).

The student agrees to respect and observe the tool check out system in place and maintain the tool in good working condition by keeping it clean to the best of his or her ability when checked out.

The student also agrees to return the tool to its proper storage place when finished working and to check the tool back in with either the Master Carpenter or the Theater Arts Head/Director.

The student agrees to never use a tool that has not been approved on its use by the Theater Arts Head and under supervision of a crew lead or advanced technician.

The student/parent must report any damage to any tool or instrument checked out immediately to the Theater Arts Department Director. Any and all damage to the tool or instrument (beyond basic wear and maintenance) while in the possession of the user will be the financial responsibility of the student/parent.

The Student/Parent understands that participating in a theatrical production requires students to also participate in the technical build and this carries an inherent risk of injury.

All on site injuries will be reported to the parent immediately.

Leigh High School will notify student in writing if it agrees to allow student named below to use hand and power tools, as well as lighting instruments for the duration of the school year.

This Is For The Student:

Do You Agree To The Terms And Conditions Of The Tool and Lighting Instrument Rental and Responsibility Agreement?

Student Name (Printed) _____ Date____/____/____
(↑First and Last Name ↑)

This Is For Parents/Guardian/Caregivers:

Do You Agree To The Terms And Conditions Of The Tool and Lighting Instrument Rental and Responsibility Agreement?

Parent /Guardian/Caregiver _____ Date____/____/____
(↑ Sign First, Last Name ↑)



PARENT VOLUNTEER REQUIREMENTS

Each student's (Tech & Actor) family (parents or guardians) will be expected to fulfill the volunteer hours listed below if my child is involved with the production (cast/crew) and that signups for these volunteer hours will come under separate email communication after the cast list is published.

1. Sign up for providing support for one (1) heck week meal. Support can be providing a main or side dish or **buyout at \$60**. Heck week is the last few days of rehearsal before opening night where rehearsals start after school and finish late in the evening. Students do not have time to leave school to get dinner so parents provide dinner for them. A meal is also provided for the Saturday dinner where there is an afternoon and evening performance and students don't have time to leave school to get dinner.

2. Work two (2) volunteer shifts. Some but not all examples of volunteer shifts are:

- Helping pick up concessions
- Helping pick up or create candy/cast grams
- Helping with dry cleaning & laundry runs

There will be further communication about all the volunteer opportunities after the cast list is posted.

Student Name

I understand the parent / guardian volunteer requirements for this production.

Parent/Guardian/Caregiver Name Printed

Parent/Guardian/Caregiver Name Signed

Date



PARENT GUARDIAN / CONFIRMATION FORM

I / We understand that my / our child is auditioning for a Leigh High School Theater Arts production and that if my child is cast I / We understand that my / our child will have to:

Meet all production commitments.

- Attend all rehearsals, unless predeclared on the conflict calendar
- Attend all scheduled or “called” workshops and performances
- Students will notify Ms. Griswold **in writing** (via email) at least 48 hours in advance if they are unable to attend a scheduled day.
- **Actors must complete at least 4 hours of work time.** These can be completed after school or during “Super Saturdays” but must be scheduled in advance. These are all posted on the conflict calendar.
- **The parent meeting will be on 10/07/26 at 7pm**
 - Participation is mandatory.
- Strike is mandatory for all participants (December 14th 3:30-6pm)
 - No exceptions will be accepted.
- If there are any questions/issues contact Ms. G first

Maintain a 2.0 grade average with no “F”s.

Attend ALL rehearsals with no unexcused absences. **TWO** unexcused absences may result from dismissal from the production or a reduced role in the production with your child’s original role being recast with another student. Appointments or other commitments are considered an unexcused absence unless shown on the conflict calendar or approved by the directorial team 48 hours prior to the absence.

In the event my child has a medical emergency I / We give permission for my / our child to receive care / treatment from a licensed physician at the nearest hospital.

Student Name

I Agree With The Conditions Of The Parent / Guardian Confirmation Form

Parent/Guardian/Caregiver Name Signed

Date



DONATION REQUEST

The donation request amount for this production is \$100 for all students who are cast (techs and actors).

No funding is received from Leigh High School or the Campbell Union High School District.

Donations help pay for set construction materials (lumber, paint, steel, etc.), advertising, t-shirts, costume support, sound, lighting, coaching, choreographer, etc. I understand I will be sent an email after the cast list that will show where a donation can be made.

I understand that the suggested donation amount for this production is \$100

Student Name

Parent/Guardian/Caregiver Name Signed

Date



LEIGH THEATRE ARTS ATTENDANCE POLICY

Students, please, initial showing you have read what you are agreeing to abide by.

_____ Any more than 2 declared conflicts per week throughout the span of rehearsals will result in limited roles in casting, and added conflicts after casting which surpass this threshold may result in a loss of a show. For this production, you may have no more than **20** total declared conflicts (both initial and any additional)

_____ All conflicts must be declared at least 48 hours in advance. Any conflicts declared under this threshold will count as **undeclared conflicts**.

_____ Any more than **3** undeclared conflicts will result in **losing a show**. An additional show will be lost with **2** more undeclared conflicts, and any more than **5 total** undeclared conflicts will result in being **cut from the show**.

_____ Late arrival at rehearsals (Past 15 minutes) counts towards **undeclared conflicts**. Total times will accumulate and may result in loss of shows or being cut from the production.

_____ All major extracurricular commitments must be listed in the initial conflict calendar. This must include all activities outside of this production you plan on partaking in. After casting this list may not change, or you may be cut from the production.

_____ Absences due to illness must be communicated as soon as possible. If a pattern of behavior emerges there may be consequences of loss of shows.

_____ Tech Week conflicts must be declared at least **1 week in advance**, and must be for an **essential reason**. These conflicts are not guaranteed until the directorial team has assessed them.

_____ All rehearsals in Hell week, as well as all show dates, are **mandatory** rehearsals. No conflicts are allowed for mandatory rehearsals.

_____ Continued violations of the attendance policy **will** result in limitations surrounding future casting and participation in future shows.

I understand these clauses and agree to abide by the attendance policy. I understand the repercussions if I do not abide by the attendance policy. Initial on all lines and sign below:

Student Name (Printed) _____ **Date**____/____/____
(↑ Sign First, Last Name ↑)

Parent /Guardian/Caregiver _____ **Date**____/____/____
(↑ Sign First, Last Name ↑)



CONFLICT CALENDAR FORM

If anything changes and additional conflicts are added later please make certain to **notify Ms. G at least 48 hours in advance in writing.**

If no conflicts, merely put in the student's name, and sign at the bottom. For reference the tentative *Emma* Rehearsal Calendar can be found [here](#):

Major Commitments from: August-December

Activity	Estimated Weekly Commitment	Months this Activity is During

_____ I understand this must include all extracurricular activities (including other shows and sports) I plan to participate in during the show season, as well as the months they run during. I understand this may affect my casting (Initial on the line)

Student Name: _____

Conflicts

Date	Time	Date	Time
EX: 10/24/26	EX: 5-7pm	EX: 11/15/26	EX: All Day

Student Name (Printed) _____ **Date** ____/____/____

Parent /Guardian/Caregiver _____ **Date** ____/____/____



TECH/HELL WEEK REHEARSALS & PERFORMANCE POLICY CONTRACT

Hello parents/guardians/caregivers,

This is regarding the use of cellular and electronic devices during rehearsals that start November 30th, which will be our tech weeks and performances. During this time, actors will have to be fully focused on the production as cellular devices prove to be a distraction for some people. If you need to contact your student any time during these rehearsals, please tell your student to email the directorial staff within the time frame of 24 hours before that rehearsal. The cellular devices will be available in case of emergencies but will be monitored for proper use. If there is an emergency during this time, please feel free to contact Ms. Griswold on her cellphone at the number provided on the reminder email. Please note that if a student is caught with their device in a non-emergency situation, it will be taken away and monitored by the directorial staff.

Additionally, electronics will need to be put away in bags and kept in the back of the classroom, given to a member of the directorial staff or asked to be left at home during our performances. We will be sending reminders of this policy via email the week before we open on November 30th.

If you have questions or concerns, please feel free to email Ms. G at the provided email below.

Sincerely,

Maria Griswold (Ms. G) & the Directorial Staff

mgriswold@cuhsd.org

By signing this contract, my student and I acknowledge that we understand the rules and guidelines necessary to participate in the final weeks of LHS production of Emma. If my student or I have any questions or concerns we will bring them to the attention of Ms. Griswold.

Student Name (Printed) _____ Date____/____/____
(↑First and Last Name ↑)

Parent /Guardian/Caregiver _____ Date____/____/____
(↑ Sign First, Last Name ↑)



CAST PARTY

The cast party will take place following the strike (clearing of the stage and resetting the theater following the show) on **December 14th, 2026** in the Leigh High School PAC. It consists of food and a movie in the theater and is meant as a fun bonding and destressing activity. Typically it runs from 6:30-9pm (depending on the length of the movie) While the cast party is not mandatory to attend it is meant to be a fun experience for all and is highly recommended.

Please bring blankets and pillows as students will be sitting on the concrete steps of the house, and on stage.

Party Rules

1. Treat your fellow cast, tech, and adult volunteers with respect.
2. Agree to conduct myself in a manner that will represent myself and Leigh Theater Arts in a positive manner.
3. No outside guests. Cast and tech only!
4. Once you leave the party, you may not return.
5. This party will be chaperoned and you're celebrating your maturity and success...let's not ruin that at the cast party.

I understand the party rules and will review them with my child. I understand that my child may be asked to leave the party for not following the rules of the party

Student Name (Printed) _____ Date____/____/____
(↑First and Last Name ↑)

Parent /Guardian/Caregiver _____ Date____/____/____
(↑ Sign First, Last Name ↑)



LEIGH HIGH SCHOOL THEATER ARTS DEPARTMENT

Emma Student Actor Contract

Students, please, initial showing you have read what you are agreeing to abide by.

_____ I agree to attend all rehearsals. If I am unable to attend I will notify my **PSM**, and my **ASM** who will notify **Ms. G**

_____ I will act in a respectful and professional manner this includes:

- a. Being polite and respectful to parent volunteers, crew members, cast members, and coaches, at all times. (use please and thank you)
- b. Refraining from inappropriate discussion topics
- c. Staying on task at all times
- d. Using appropriate language (especially on stage/backstage)
- e. Actors must arrive in a timely fashion for all rehearsals/performances/workdays. You should generally plan to be at a rehearsal 10 minutes before the call time.
- f. No roughhousing is allowed at any time while fulfilling duties related to the theater program and/or your role.
- g. In order to prevent unnecessary distractions, actors will not invite nor allow outsiders to be backstage or in other cast and crew areas during an event the outsiders are not assigned for.
- h. For the same reason family and friends of officers may not be in crew and cast areas at any time unless they are there to volunteer to work.

_____ I understand that being part of this production I will be asked to put in some time towards the building of it. I will show up for four hours of tech work (Super Saturdays)

_____ If I must miss a commitment for any reason, I will personally contact my **PSM**, and my **ASM** who will notify **Ms. G** at least 72 hours prior to the beginning of the commitment.

_____ I will still respect show hierarchies and understand that my role in the show does NOT trump other production directorial positions, nor **Ms. Griswold authority**

_____ I understand that I am part of a team effort, so I must have a positive attitude, even on days when I don't feel like it. I will leave the outside world outside the theater doors. I will not complain or gossip about a role or job or discuss anyone else's role or job. If I have a concern or complaint, I will notify my **PSM**, and my **ASM, Ms. G only**.

_____ I understand shows require collaboration, and I agree to contribute my ideas and energy at appropriate times. I understand my attitude on stage and off and at set builds will be an integral part of future roles and jobs for me.

_____ I understand that the student tech directors (or Ms. G) may not agree with my choices pertaining to blocking, motivations, and aesthetics for my character (especially in respect to costumes and makeup). Any concern I have should be brought directly to them and Ms. G. I agree to respect their decision.

_____ I understand that all rehearsals, Super Saturdays, and shows are a school function; thus, all school policies will be strictly enforced. I have read and agree to these terms: Any member of the cast that disobeys adult or student authority figures, causes a disruption, or breaks the rules will be asked to leave the rehearsal/show. All School rules apply at all meetings, builds, rehearsals, events, and performances.

_____ I understand that being in a production is a privilege and I must act well among other cast/crew members. I will not engage in behaviors that are inappropriate in regards to theater etiquette (playing with wigs during strike, disobeying hierarchy, failing to respond to a call, bullying, belittling or ostracizing others) This is important as others will look to me for what is acceptable.

Student Name (Printed) _____ Date____/____/____

(↑First and Last Name ↑)

Parent /Guardian/Caregiver _____ Date____/____/____

(↑ Sign First, Last Name ↑)



STUDENT ACTOR CONTRACT - PROPS, COSTUMES, HAIR & MAKEUP

_____ I will not talk poorly about costumes or makeup choices. Any concern I have should be brought directly to Ms. G (the director).

_____ I agree to respect the directorial decision (student and adult) even if it goes counter to my own/not how I had envisioned my character.

_____ I will not put on makeup (base or speciality) without being cleared to do so by the lead hair/makeup artist.

_____ I will not put on or take off wigs without being cleared to do so by the lead hair/makeup artist.

_____ I will put away my props and costumes after each show, ensuring they are hung up properly/returned to their designated spots on the tables. I will also let the designers, the PSM/an ASM or Ms. G know if they are damaged in any way during the run of the production.

- Failure to comply with any of these rules once will result in a verbal reminder.
- A second offense will result in going onstage with no specialty makeup/unstyled natural hair/clothes that are not their costume/loss of use of the prop for the night, as well as staying after to help clean the theatre.
- If the incident occurs a third time, further repercussions, including but not limited to:
Parent intervention, loss of shows, or worse case scenario - removal from the show.
 - *Note: Student Directors/Leaders are allowed to give verbal warnings, however, all further punishments will be given by Ms. G.*

Student Name (Printed) _____ Date____/____/____
(↑First and Last Name ↑)

Parent /Guardian/Caregiver _____ Date____/____/____
(↑ Sign First, Last Name ↑)