



Wash Drama Production Contract

Show: TBD Spring 2027 Production

Season/Year: Spring 2027

Total Production Period: 1/04 - 3/24

Shows: 3/18, 3/19, 3/20

Strike: 3/22, 3/23, 3/24

Director: Ms. Rydell

Director Email: RydellL@sfusd.edu (3 L's!)

Tech Director: Mrs. Mayer

Tech Director Email: MayerN@sfusd.edu

Instagram: @Wash.Drama

Website: WashDrama.com

Tickets: WashDrama.Ludus.com

There is a code of conduct by which any actor or technician should abide. Most of these you know—they're just common sense. When you are lucky enough to work on a production, please follow these simple rules to be a good member of the Wash Drama Company:

Safe Place Standard:

The theater is meant to be a safe place of artistic collaboration & fearless risk taking. We support all members of the company in any season of life they are in with love, acceptance, kindness, encouragement, accountability, hard conversations, and forgiveness. No one is perfect and free from making mistakes and everyone is on their own path in life as we continue to grow into our most evolved selves. Each cast member and parent/guardian will uphold this safe place standard. Please speak to Ms Rydell directly if you feel this standard is not being upheld by any member of the Company.

Positivity Standard:

I understand that I am part of a team effort, so I must have a positive attitude. This includes being self-disciplined, quiet, respectful, and responsible during our entire process. Each cast member and parent/guardian will uphold this standard of positivity. If you have a problem with any of the directors' choices, with cast members, etc...you agree to address those problems appropriately and directly to Ms Rydell. Each cast member will encourage one another at each rehearsal and show, and we will create a wonderful company that feels like family as long as we remember that everything can be solved with communication and positivity.

Growth Standard:

Remember: Our first priority is to learn and improve!: In the Wash Drama program we have cultivated a wonderful, beautiful theater family. We have produced wonderful, beautiful shows full of incredible memories and we are thrilled that you are joining us. However we must always remember that this is educational theatre, and this is a student production. We elevate our Student Leaders & Producers at every opportunity by giving them responsibility, and while we expect they will try their best, no one is perfect. As we create theatre in this educational setting, it is likely that we will take risks and fail, have hard conversations, have to handle disruptive situations or disagreements, etc. But, at the end of the day, we are a Company – we are all in this together. We will embrace grace & kindness at all times.

"8th Period Class" Grades:

Participating in this production counts as an "8th period class". That means that this production will count on your transcript as a semester-long course, and you will receive a grade for your participation! That means that if you participate in BOTH SHOWS this year, then you are eligible for a full year's worth of credit on your transcript.

This is a great way for students to be recognized for all the hard work and long hours they put into this process.

Grading: Grades in this course are primarily based on following the expectations outlined below in our contract. Attendance, positivity, respect, and meeting company expectations will result in an "A". Tardiness, absences, or disrespectful behavior are the most common reasons that students receive a grade lower than an A.

Commitment: After casting is announced, all students are given a chance to accept or reject their role prior to the start of the first rehearsal. Once you accept your role, you are committed for the rest of the production, up to and including final strike.

After a student "accepts" their role, they are enrolled in the class and committed for the duration of the process. If a student withdraws from the production AFTER accepting their role, they will receive an F in the course. This is because recasting is an extremely difficult process anywhere, but especially in a high school setting. A student withdrawing from their role may jeopardize the production itself, since depending on timing, recasting may be impossible. It is important that students only commit to the show if they are able to participate for the entire process, from day 1 to our final day of strike (see key dates above and confirm you are available!)

Attendance:

Attendance is mandatory. Each day we must have everyone present, on time, and ready to work at our scheduled call time in order to have a productive rehearsal process.

Tardiness: Weekday rehearsals start at 4:00pm, except Wednesdays which begin at 3pm. (See production calendar & call sheet for detailed schedule.) This gives you 15 minutes after dismissal to do whatever you need to do to be ready to start on time. Unless it was prearranged, no student is permitted to leave rehearsal early. If you're late to or leave early from rehearsal without it being a previously approved conflict, you will get a strike. Three strikes and you will be removed from the production. (See "3 Strike System"). For Saturday rehearsals, we will only call who we absolutely need to work with on that day. Please check the call sheet to be aware what time you are needed, or if you are needed at all, for the very few Saturday rehearsals we do.

Conflicts: If you listed specific dates on your audition form that you are not available for and were still chosen, then the production team is aware and you are excused. However, it is always a good idea to remind Rydell the week prior to your approved conflict, to ensure that the rehearsal schedule is as accurate as possible.

Emergencies: We understand truly unpredictable emergencies can happen. If you MUST miss rehearsal because you are in the hospital or receiving similarly serious emergency care, your grade will not be affected as long as you notify Ms. Rydell via email & send a doctor's note. If you cannot provide a doctor's note, please speak to Ms. Rydell who will evaluate on a case by case basis. If no doctor's note can be provided, then your grade may be negatively impacted.

No absences or conflicts will be tolerated the last three weeks of rehearsals, leading into opening night of the show. *If a conflict comes up, please inform the Director at least 24 hours in advance.*

This still does NOT guarantee it will be excused!

Communication is key..... Please communicate if anything comes up related to attendance. Email is the fastest way to reach your Director. Please email Rydell and CC the stage manager on any emails concerning



attendance, and please include your ETA so we can plan around an accurate arrival time! (“I am going to be late today and right now my ETA is 4:05” “Will be late, I’m going to get there at 4:18pm”)

3 Strike System:

We operate on a three strike system: 3 strikes, and you will be removed from the production and as a result will receive an F on your transcript for this production. After two strikes, caregivers will be called and a formal warning issued that the student is at risk of being removed from the production. At that time we will work together to come up with a plan to support your student in meeting company expectations so they can avoid a third strike and removal from the production.

Throughout the contract, you will note various infractions that may result in a strike. This is a non-exhaustive list and strikes are up to the discretion of the Director. Please ask Rydell if you have any questions or concerns about how strikes work in our 3 Strike System.

(Note: This strike is not the same as “final strike” which is a common theatre term for the days we clean up after our show is over. See “Final Strike” for a more detailed explanation.)

Cell Phones:

In accordance with school policy, no phones are allowed during our rehearsals or shows. All cell phones will be collected for the duration of rehearsal to help actors stay focused. Even when not being used on stage, company members are encouraged to stay focused on the production (for example, by memorizing or running blocking) or by completing schoolwork for their other classes. The *only* exception to our phone rule is if we are in a music rehearsal and you are recording your vocal parts on your phone.

If a caregiver needs to reach their student during rehearsal, please note they will not have their phone. In case of emergency, caregivers should email Ms. Rydell and cc the stage manager.

Academic Standing:

All members of the cast are expected to be passing all of their classes. If it is found that a cast member is in academic jeopardy, they will either be placed on a plan of assistance or be removed from the cast, at the director’s discretion. Help is always available for you *as long as you ask early* – speak up if you feel overwhelmed or are struggling to juggle classes alongside the production.

Rehearsal Atmosphere and Goals:

Tip....Bring your script and your own water bottle to rehearsal every single day.

Use your rehearsal time to the max. Positivity is the most important ingredient in our rehearsal process, especially if you don’t like to rehearse a lot. For some, this is the most exciting time of being in a show! Take time to explore your character (*why* do you cross on that line?), fine-tune stage business or justify your choreography. Even if you can’t wait to get in front of an audience, let those actors who love it, relish it. Rehearsal is where actors become great actors: *use this time wisely*.

Notes:

Notes are given to help actors grow and improve within their respective roles. They are not an attack or a judgment, they are simply a tool the director uses to get the best performance possible out of every member of the cast! Please let the Director give notes without interruption or argument.

Getting Notes: Always be gracious, even if you disagree. Say “Thank you” after the director gives you the note, or “May we speak about this later?” if you don’t understand or disagree. A full-cast note session is not therapy for your character, but rather a session of quick fixes for many elements of the show. Find solo time for you and the director to solve issues that affect you or your character only.

Giving Notes: NEVER, *never ever* give another actor notes and never allow yourself to receive notes from another actor. A response could be, “Thanks for your help, but I think it’s best we do this kind of thing through the stage manager or director.” There is no room for flexibility here. If the Director is not happy with a choice the actor is making, they will be sure to give them the note.

Costume Fittings:

Costume fittings are tricky and our designers are juggling multiple needs from the director, production, script, and actor. Let the costume team know if you have concerns (especially about SAFETY or COMFORT) but avoid doing their job. Too much unwanted advice to a designer, and you could end up out of a job in the real world.

Quiet Backstage! :

As you learned in the last rule, sometimes keeping your mouth shut is a good thing. We will expand on that theme—keep the noise down when you are backstage. Avoid all talking and/or whispering, we promise we can hear you. If you would like to run lines during your downtime, please ask the stage manager. They may tell you to go to the back of the auditorium or the hallway depending on our needs that day.

Backstage Drama: The “Bad Kind” of Drama!

Just because we play dramatic characters onstage does not mean we must portray them offstage. When you are in a show, our theatre becomes a tiny universe. Remember, it is temporary, and there is a real world outside those theatre doors. Don’t be a stereotypical diva or demanding actor. If love should bloom while in a show, great! Keep it outside! If you have a personal struggle, sorry, but keep it outside. You were hired for your performance abilities; perform and use this as a valuable opportunity to practice what professionalism looks like in a real workplace.

PLEASE NOTE: Always address serious concerns (such as about safety, bullying, harassment, etc) with director Ms Rydell directly, as soon as possible. If we don’t know there is a problem, we won’t know what needs to be fixed. You will be heard if you come forward with any serious concerns, and we will work together to come up with a solution that keeps everyone safe and content. Speak to Ms. Rydell or if not possible, another trusted adult.

Props: There are three major rules for props.

1. NEVER touch a prop that isn’t yours. You don’t know if something is delicate or needs to be placed in a very specific way, so never mess with stuff that isn’t yours.
2. NEVER play with a prop, especially weapons props. Weapons props look just like real weapons, so playing with them is very dangerous and is *never ever* funny or acceptable. Intentional, improper handling of weapons props may result in a strike or even dropping a full letter grade depending on the incident, at the discretion of the Director.
3. CHECK YOUR OWN PROPS. Check your props before each rehearsal and show (this means you do this before rehearsal starts, so make sure you are on time for your call time!) The first night you discover the climactic letter in your pocket missing right before your entrance, you’ll understand why this rule is so important.....

Ad Libs and Changes to the Script:

As the performance wears on, you may feel that you understand the character better than the playwright. I promise you that you do not, so quit making up lines! (This is different than genuinely forgetting your lines and trying to keep the show going.)

Changing the script for any reason also goes against our Licensing Agreement and could get us into copyright trouble. Adlibbing is a bad actor habit that can be broken – ask Rydell for help if you are struggling to say your lines “word perfect” exactly as written.

Tech Rehearsals:

That is the only time the designers get to fine tune their work with you there. For some tech, this week is their ONLY rehearsals. So, even though the hours are long: pay attention, stay positive, and cooperate! Don't get frustrated by having to rewind and do something multiple times... They're always going to go back a bit when they resume so they can practice their cues.

Caregivers: Food & snacks go a long way to help morale during tech week's long hours. If you would like to donate food, we would be grateful – please email Ms. Rydell!

Opening Night & Closing Night:

Opening: Congratulations! Celebrate your first performance but be ready for the next one. Have fun but remember, you still have a show tomorrow. Don't go crazy after your first performance!

(And you are definitely still responsible for leaving the dressing rooms clean...)

Closing: We have a tradition on closing night: After our final bows, the curtain re-opens and all cast and crew take photos ON STAGE, in costume, with friends & family! Please invite your loved ones to this special performance, but be aware that this tradition also means closing night will run late. Plan to stay late after this final show: you are still responsible for leaving the dressing rooms clean after photo time.

The Georgies Awards:

Another tradition we love: The Georgies Awards! The Georgies are like our “Oscars”! It is a big party held at the end of each year where both show casts come together to give awards and see each other one last time. All company members get to vote on who gets which awards. DO NOT MISS THIS, plan to be there.

Want to be a part of the party process? Ask Rydell about joining Drama Production Club, which is responsible for planning & producing our awards show each year and for marketing all of our shows.

Audience Size & Advertising

The lone audience member today paid the same ticket price as the full house that loved your performance last night. You have a responsibility to all involved to perform the show as rehearsed and to do your best, regardless of how many audience members are in the house.

Remember: any performance is still a performance! What a gift, what a great joy, to get to perform today! But, don't you really want to perform to a packed house? Then HELP US ADVERTISE OUR SHOWS, our theatre has a capacity of over 1,000 people! Hang flyers around your neighborhood and invite your friends, teachers, and family. We need more folks doing marketing, please ask how you can help out.

Maintaining a Performance:

Multiple performances can be seen as a chore or the world's best acting class. You get to work on your craft and test your choices in front of an audience (“Why did I get that laugh last night and not tonight?”). The secret to happiness here is very simple: don't complain and focus on staying fresh & staying present. Each performance is a new opportunity to do your best and have the time of your life shining on a stage!

Final Strike:

Final Strike is MANDATORY. Anyone who misses any of the days of Final Strike will receive a strike and may not be cast in future productions. Missing any of the days of strike may result in dropping a full letter grade each day missed, even if the student has no previous strikes, because strike is truly *that* important!



Strike/Final Strike is a widely used theatre term for cleaning up after a show. It is extremely important that everyone is present, on time, and pulling their weight during strike.

We must strike our set, costumes, props, lightboard, soundboard, and lots more. We also use this time to debrief as a group, and think about how we can make our program better moving forward.

This is a multiple day commitment and, again, all days are mandatory.

(**NOTE:** Final Strike/Strike is a totally unrelated term to a strike as in “3 strikes and you’re out!” or strike as in “workers going on strike”. I understand this may be confusing! Ask Rydell for more clarification if you need it.)

Caregiver Volunteers:

If you are willing & able, please consider donating food, time, or funds to the Wash Drama program! We always need food and snacks for the students during our long rehearsals. We also need volunteers to help with hanging flyers around the entire city, and volunteers to help run our concessions during shows. If you are willing to assist in any way, we would be eternally grateful! > Email me to volunteer: RydellL@sfusd.edu

No AI :

This one is a simple and very firm boundary: Theatre is an art made exclusively by humans, for humans...
no AI required. Ever.

AI is actively harmful to the planet, to artists, and to humanity itself. We as a theatre company fully commit to not using AI in *any part* of our process or final production.

This is a company-wide commitment, so we ask that you do not use AI for any part of your process as an actor, designer, or crew member. AI use for any part of the production process (unless receiving specific consent from the director) may result in a strike. This includes acting choices, generating designs or ideas, line memorization, absolutely anything related to any part of the theatrical process.

**>> If you are struggling to break free of AI dependence, there is help available for you!
You are not alone. Please speak to Rydell for more resources & assistance, no judgement. <<**

Respect:

Our final category is perhaps the most obvious: respect each other and yourself. Here are some handy-dandy reasons to remember why respecting every single person is so important:

Respect for Crew - They can turn off the lights or mics on your big scene.

Respect for Cast - They are the ones telling the story we came here to tell.

Respect for Stage Managers - They control your breaks & probably know all aspects of this show better than you.

Respect for Directors - They all know each other so make sure they only ever have the best things to say about you.

Respect for Designers - They can make you look or sound awful.

Respect for Yourself - That means value your contribution to the show by following the above guidelines and taking care of yourself when rehearsing and performing. Keep healthy throughout the run. You were chosen over many other actors for this role, so respect yourself and live up to everyone’s belief in you. Speak up when you need help, because you deserve that care. Stay positive, a good mindset is contagious!

Remember, nothing spreads faster than your reputation.... This life will reward you if you operate with kindness and positivity in all things, especially when creating art.

Stay joyful, learn a lot, and HAVE FUN !

Thanks for being a part of the Wash Drama Spring 2027 Company.

- Ms. Rydell



By signing this form, you are aware of the rules we expect every cast and crew member to follow and are fully committed to your role, our rehearsal schedule, and all key dates including shows & final strike.

Student Name: _____

Name of Counselor: _____ Name of Advisory Teacher: _____

Student Email Address: _____

Student Cell Number: _____

Student Signature: _____

Caregiver Name: _____

Caregiver Email Address: _____

Caregiver Cell Number: _____

Caregiver Signature: _____

By signing above, I give my student permission to participate in this production. I understand that this is a big commitment, just like playing a season of a sport. I understand that my student will receive a grade in this course. My student and I both understand the expectations of a Wash Drama Company member. My student commits to living up to these expectations to the best of their ability, and I will support them in striving to meet these expectations.

Every student must have at least one caregiver on our contact list (please fill out above.)
Do you want multiple caregivers to be on our contact list? You may fill out the below with any other caregivers who you would like to be informed of rehearsal schedules and production needs.

Caregiver Name: _____

Caregiver Email Address: _____

Caregiver Cell Number: _____

Caregiver Name: _____

Caregiver Email Address: _____

Caregiver Cell Number: _____

>> **Note:** Come to our optional **Info Meeting for Caregivers** – Wednesday 9/2 from 6-6:45pm, on stage after rehearsal ends <<