

Valley Theatre Company
Cast Expectations & Agreement
2023 Cabernet Cabaret
Carefully Taught: Broadway Masters Pass the Torch

Please read this information carefully. For those under the age of 18, please discuss these expectations with your parents or guardians prior to auditions. The Auditioner's signature (and parent/guardian's signature for those under the age of 18) tells us you've both read and understand these expectations.

The Following is Required in Order to Audition: a completed audition form (ONLINE), a signed cast commitment agreement (last page of this document).

Your Valley Theatre Company Contacts for this show are:

Rice Majors, Director & Music Director – ricemajors@gmail.com or 415-515-7367

Jessica Black, Executive Director/Producer – valleymusicaltheatre@gmail.com or (509) 972-6633

Sue Connolly, Stage Manager – sue.connolly6@gmail.com or 509-899-5310

****Most communication will be distributed via EMAIL. Schedule updates, rehearsal changes, and general information about the show will be sent out BY EMAIL, so please commit to checking daily for email updates.****

Introduction

Valley Theatre Company (*formerly Valley Musical Theatre*) is a community theatre experience with high expectations. We work together to create a professional production while enjoying the excitement and learning experiences of a community-based, supportive endeavor. We expect that this production will be positive and of the highest quality in every way. You are asked to agree to the following expectations.

Rehearsals and Attendance

Attendance is critical and required for the success of the show. The following attendance expectations must be followed:

- Cast, crew, and parents/guardians are required to attend the mandatory safety and introductory meeting.
- All cast members are expected to attend every rehearsal for which they are called (exceptions for health reasons below). Cast members will only be called for those rehearsals they are required to participate in.
- **ATTENDANCE WILL BE TAKEN AT THE BEGINNING OF EVERY REHEARSAL!** Rehearsals will begin on time. *For example, if your rehearsal starts at 7:00, you must be present, prepared, and ready to rehearse at 7:00, not merely arrive at 7:00.*
 - **STAY HOME if you feel sick** and notify the Producer or Stage Manager as soon as possible of your absence, and of any positive COVID tests so we can mitigate exposure to other participants. We will follow CDC guidelines for isolation and return to rehearsal. (<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>)
 - If you will be late or are ill, please let us know as soon as possible (text to Rice or Jessica)
 - Please be sure we are aware of any challenges, health concerns or other circumstances that could affect your full participation with the show. Such information is kept confidential, on a need to know basis, and allows us to support you/your actor in the best way we can.
- Song rehearsals will be held at Make Music Ellensburg (103 E 3rd Ave – Across from the Post Office), or at Rice's home, just north of CWU campus (address provided to cast members). Two group rehearsals (tentatively planned for Oct. 7 and 14) will be held at a more central location.
- Cast members must be present, prepared, and ready to rehearse at the scheduled time. Rehearsals will begin exactly on time. Parents dropping off/ picking up children for rehearsals are committed to, and responsible for, doing so on time. For children under 18, one parent/guardian should attend with their child. Since rehearsals are individual, we will try to limit each rehearsal to 20-30 minutes.

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- Cast members may be asked to participate in additional group song(s) beyond their solo/duet.
- All cast members must have their piece fully memorized by October 1. There will be minimal in-person rehearsals prior to the performances. Cast members are expected to rehearse and prepare on their own as well.
- Please bring your own water bottle, snacks to rehearsal.

Performance Information

We are structuring this production for three performances. Friday night and the Saturday matinee are the show only, and Saturday has a dinner theatre performance including a silent auction fundraiser for VTC.

- Venue: Hotel Windrow, The Elks Ballroom
- **Mandatory Rehearsal and Performance Schedule:**
 - Load in, Tech/Dress Rehearsal – Thursday, October 19
 - Performances –
 - Friday, October 20 at 7:00 PM (show only)
 - Saturday, October 21 at 1:30 PM (show only)
 - Saturday, October 21 at 7:30 PM with doors opening at 6:00 PM for silent auction and dinner at 6:30.
- **All cast and crew are required to participate in strike after the show on Saturday night, October 21.** It should be fairly simple and we expect it to take 1 – 1.5 hours. This makes for a long Saturday, but saves us significant rental fees for the venue.

Make-up/Hair & Costumes

Per licensing agreements, this is a cabaret or variety show of songs, and we are limited in the staging and costuming that is allowed. Performers are asked to treat this as a “black-tie” affair and dress formally. All cast members will be responsible for all or part of their own costume. Dresses for women should be to the knee or lower. Use make-up according to your discretion as needs be for the lighting of the space. You will be given complete costuming and makeup instructions after casting. Costume choices require approval from the director. In general – Black, navy or neutral color clothes are considered formal, and a splash of bright accent color (in a Tie/Scarf/Belt/Jewelry) is encouraged.

Behavior

For this to be the best experience possible for all involved we have several behavior expectations.

- Valley Theatre Company is a non-profit theater open to theatre lovers of all backgrounds. All are welcome and all are encouraged to participate.
- Professional, respectful, and safe behavior is required at all times towards other cast members, production staff, and anyone involved with the production of this show is an expectation and requirement.

Problems and/or Concerns

Please address all immediate concerns regarding this production to the Director or Producer. However, also please be aware that all members of the VTC Board and its Executive Director are available to you at any time to share concerns you may have with any aspect of this production specifically or VTC as an organization in general.

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Cast Member Agreement

I have read the expectations for this production (attached) and agree to the best of my ability to abide by them. I understand that VTC reserves the right to remove anyone from participation at any time for not meeting said expectations. I have listed my conflict dates. This information is as complete and accurate as I can make it. I understand that this contract includes attendance and participation in ALL aspects of this production: set-up, promotion, etc.

I grant Valley Theatre Company permission to use images or video of myself, my child or ward, taken at Valley Theatre Company rehearsals, performances, or events for parent sharing and/or publication in the media for program publicity.

Printed Name: _____

Signature:

If currently 18 or younger, a parent/guardian must agree to the following:

I have read and understand the expectations for this production and agree to MY and my child's participation.

Printed Name: _____

Signature:

Parent/Guardian Contact Information:

Home Phone: _____

Cell Phone: _____ Is it OK to send text? Y/N

Email: _____ Do you check email daily? Y/N