

**Valley Musical Theatre**  
**Cast/Crew Expectations & Agreement**  
**2023 VMT Rising Stars Production**  
***Godspell Jr***

Please read this information carefully. For all students please discuss these expectations with your parents or guardians prior to the initial meeting. **The student's signature and parent/guardian's signature tell us you've both read and understand these expectations.**

**The Following is Required in Order to Participate:** a completed participant form (ONLINE), a filled out & signed cast/crew commitment agreement (last 2 pages of this document) and payment of the participation fee.

**Your Valley Musical Theatre Contacts for this show are:**

Patrick Nolan, Executive Producer – [nolpatrick@gmail.com](mailto:nolpatrick@gmail.com) or (203) 823-5833

Rice Majors, Asst. Producer – [ricemajors@gmail.com](mailto:ricemajors@gmail.com)

Alexandra Roth, Director – [alexandraroeth20@gmail.com](mailto:alexandraroeth20@gmail.com) or (925) 487-2391

Emma Tolmich, Stage Manager – [emma.tolmich@cwu.edu](mailto:emma.tolmich@cwu.edu) or (206) 454-9486

Elise Rhodes, Music Director – [elisevrhodes@gmail.com](mailto:elisevrhodes@gmail.com)

**\*\*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 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.

**Cost of Participation**

The fee is \$75 for all participants. This cost will cover a t-shirt and script. There may be additional costs for personal costume items. As always, if finances are a concern for your family, please reach out to the Producer or Director to inquire about tuition assistance and scholarships.

**Rehearsals and Attendance**

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

- The **mandatory introductory meeting** is **Mon Mar 13<sup>th</sup> 5:30 pm – 8:30 pm**. This meeting should be attended by both student and parent/guardian.
- The first rehearsal will be held **Tues Mar 14<sup>th</sup> 5:30 pm – 8:30 pm**. This should also be attended by both student and parent/guardian.
- Scripts will be distributed & roles announced at the **rehearsal on Mar 17<sup>th</sup>**. (Parent/guardian not required for this meeting.) Actors should begin making notes in their scripts (**we will NOT need to return these scripts, so highlighting or marking up the script is acceptable**) and work on their line/cue memorization immediately.
- Participants will generally be called for rehearsals weekdays from **5:30 pm – 8:30 pm**. (The final week of rehearsals that may extend to **9:00 PM**)

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- **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.
  - If you will be late or are ill, please let us know as soon as possible (**text to Emma**)
- 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.
- You must be prepared with your script, a pencil, water bottle, and appropriate attire and footwear at each rehearsal.
- Everyone should come to rehearsal understanding that it is time to work; socializing and making friends are important, but the work must come first.
- **Cell phone use is PROHIBITED while on or backstage.** Cell phone use should be limited to when the actor/crew member is not needed and/or is sitting in the audience. Should this become a distraction, cell phone use will no longer be permitted.
- Due to copyright issues, photos & videos (even during rehearsals) are restricted. Any photos or videos taken during rehearsal or the performance will be done so **ONLY** by staff and distributed at the staff's sole discretion.
- **NO ABSENCES ARE ACCEPTED DURING THE FINAL TWO WEEKS OF REHEARSALS – Beginning May 1<sup>st</sup> through STRIKE on May 14th.** We will be running the entire show. Clear conflicts during those weeks from your schedule ASAP.
- **Basic Rehearsal and Performance Schedule:**  
Rehearsals (EHS Little Theatre)
  - Tuesday, March 14 – First rehearsal
  - Friday, March 17, 2023 5:30 – 8:30 PM (roles assigned, distribute scripts)
  - [No rehearsals over spring break]
  - March 27 – 31 (MON-FRI) 5:30 – 8:30 PM
  - April 3 – 7 (MON-FRI) 5:30 – 8:30 PM
  - April 10 – 14 (MON-FRI) 5:30 – 8:30 PM\*\*
    - \*\*April 11 & 12 will be in the EHS Library instead of the theatre
  - April 17 – 21 (MON-FRI) 5:30 – 8:30 PM
  - April 24 – 28 (MON-FRI) 5:30 – 8:30 PM
  - **Set Build/props/Costume construction (EHS Little Theatre)**
    - Saturdays, April 1, 8, 15, 22, 29 12:00 – 3:00 PM
- **Tech Week/Performances –**
  - Tech/Dress Rehearsals: May 1st – 4th 5:00 – 9 PM
  - Performance 1: May 5th (7pm) 5:00 – 9 PM
  - Performance 2 & 3: May 6th (2 pm and 7 pm) 12PM – 3PM – 5 PM – 9PM
  - Pickup Rehearsal, May 9th 5:30 – 8:30 PM
  - Performance 4: May 10th (possible afternoon free performance for middle school)
  - Performance 5: May 11th (7 PM) 5:00 – 9 PM

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- Performance 6: May 12th (7 PM) 5:00 – 9 PM
- Performance 7: May 13th (7 PM – potentially will add a matinee) 5:00 – 9 PM
- **Strike the set/Clean up/Cast party: Sunday, May 14 2:00 – 6:00 PM**

**Behavior**

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

- Valley Musical Theatre 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.
- Please address all immediate concerns regarding this production to the Director or Producer. However, also please be aware that all members of the VMT 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 VMT as an organization in general.

**Make-up/Hair**

- You will receive detailed information about the requirements for your hair and for professional make-up if you are cast. PLEASE NOTE: YOU MAY BE ASKED TO CUT OR STYLE YOUR HAIR IN A PARTICULAR FASHION. Also, DO NOT MAKE ANY CHANGES TO YOUR HAIR (cutting, trimming, coloring) WITHOUT THE EXPRESS PERMISSION OF THE DIRECTOR OR HAIR AND MAKEUP DESIGNER IF YOU ARE CAST.

**Costumes**

- All cast members will be costumed in t-shirt, blue denim jeans and white canvas shoes (which will be modified later).
- Everyone is expected to take proper care of the costumes assigned to them to protect the items from being damaged. This includes properly hanging up all items after each rehearsal and performance.
- There will be a handout later with more details.

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**Cast and Family Participation**

- To create a successful production, all participants and families must be willing to volunteer in different areas. ALL cast and their families will be expected to participate in the areas you select on the signature form. We ask for a **minimum of 10 hours of volunteer help** from each participant’s family (not including STRIKE).
- Please mark (X) the areas you are interested in and willing to help with. You may change areas or add areas later. Family/Friends are also welcome to help. Please write their name and a contact number if you are volunteering them as well!
- SET CONSTRUCTION- Skilled Workers
- SET PAINTING
- MOVING SETS DURING SHOW (4 only)
- COSTUME SEWING
- MAKE-UP
- PROMOTIONAL ACTIVITIES (poster delivery etc.)
- PROPS ASSISTANT
- USHERS/TICKET TAKERS/ SECURITY (not for cast members)
- CAST PARTY
- SPOT LIGHT OPERATOR (not for cast members)
- TICKET SALES
- OTHER (List your ideas!)

**Please read the following statements and then circle the answer that best describes your feeling.**

I feel confident in my ability to sing alone	Disagree	Neutral	Agree
I feel confident in my ability to sing in a small group	Disagree	Neutral	Agree
I feel confident in my ability to sing with a large group	Disagree	Neutral	Agree
I feel confident in my ability to dance alone	Disagree	Neutral	Agree
I feel confident in my ability to dance in a small group	Disagree	Neutral	Agree
I feel confident in my ability to dance with a large group	Disagree	Neutral	Agree
I feel confident in my ability to memorize a few words	Disagree	Neutral	Agree
I feel confident in my ability to memorize a lot of words	Disagree	Neutral	Agree
I feel confident in my ability to be a leader/role model	Disagree	Neutral	Agree
I like to try new things	Disagree	Neutral	Agree
I learn better through positive reinforcement	Disagree	Neutral	Agree
I learn better through constructive criticism	Disagree	Neutral	Agree

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**Cast/Crew 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 VMT 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 Musical Theatre permission to use images or video of myself, my child or ward, taken at Valley Musical Theatre rehearsals, performances, or events for parent sharing and/or publication in the media for program publicity.

Printed Name: \_\_\_\_\_

Signature (Participant):  
\_\_\_\_\_

Signature (Parent/Guardian):  
\_\_\_\_\_

\*\*\*\*\*

***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