

Valley Musical Theatre Cast Expectations

Rising Stars Production

The Phantom Tollbooth TYA – 2021

This information should be read carefully. For those under the age of 18, these expectations should be discussed with your parents or guardians prior to auditions. Student and parent/guardian's signature on the attached sheet tells us you have read, understand and agree to these expectations.

A completed audition form (ONLINE) with a **comprehensive and accurate** list of your conflicts based on the Show Calendar provided, and a **signed** Cast Expectations Agreement sheet (PAGE 4 only) are **REQUIRED** to audition.

Introduction

Valley Musical Theatre is a community theatre experience with high expectations. The Rising Stars program was designed to provide this same high quality, educational, theater introduction for students in middle school. 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. With this in mind, 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 meeting which will be held via Zoom. This meeting will address ways VMT is adapting rehearsal and performance procedures for health procedures mandated by our COVID preparedness guidelines.
- Cast members will only be called for those rehearsals they are required to participate in. Cast members will be released from the rehearsal when their presence is no longer required. Therefore, **ALL CAST MEMBERS ARE EXPECTED TO ATTEND EVERY REHEARSAL FOR WHICH THEY ARE CALLED**. Please see the attached calendar for an example of the details of the rehearsal schedule. The final schedule will be created after casting (so we can attempt to address conflicts) and made available ASAP.
- Rehearsals will begin exactly on time. **ACTORS MUST BE PRESENT, PREPARED, AND READY TO REHEARSE AT THE SCHEDULED TIME**. Parents dropping off/ picking up children for rehearsals are committed to, and re-sponsible for, doing so on time.
- **ALL CAST AND CREW ARE REQUIRED TO PARTICIPATE IN STRIKE!!!** This generally occurs the day after the last performance of the show.

Behavior

For this to be the best experience possible for all involved VMT has the following behavior expectations.

- Actors must be prepared with their scripts, music, a PENCIL, water bottle, and appropriate attire and shoes for your character, which will be communicated to you by the costumer and/or choreographer at each rehearsal. As we are a multi-age, family-based community theatre, we ask that all attire choices be modest and appropriate for allowing movement.

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- Professional, respectful, and safe behavior is required at all times.
- **Respectful behavior towards other cast members, production staff, and anyone involved with the production of this show is an expectation and requirement.**

Cost of Participation

- The participation fee is \$75 for all members of the cast and crew. This cost will cover a t-shirt and the script.
- In addition, there will be some minimal costume expense for each actor/crew.

COSTUME ESSENTIALS FOR ALL ACTORS: Black Pants, Black Long Sleeve Top, Black Socks, and Black Jazz Shoes.

We are working to see if we can rent the jazz shoes from one of the local dance studios, but all actors will need to purchase black pants and top. Additional costume items for each character will be provided by VMT. The costumer has selected a few options that range in \$10-\$16 for each piece. Expected costume total is approximately \$20 - \$30. Costumer can work with individual families on best options.

Please note that VMT does not want any child to feel like they cannot participate due to financial hardship. If your family is interested in a need-based scholarship, please indicate that on the audition form.

Parents

If you have a child who is currently under the age of 18, by signing this form you are agreeing to adhere to all of these expectations yourself as well as to guide your child in their adherence to them. Please feel free to discuss any and all concerns with Stage Management at any time.

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 HAIR AND MAKEUP DESIGNER IF YOU ARE CAST.** Due to limited cast size we will not be offering makeup kits for purchase this year but will use what VMT has in stock.

Costumes

- Many factors affect costuming choices. The director and costumer work together to make sure you will look your best on stage as your character dictates. You may be asked to wear something that you do not agree with or personally like. An actor's responsibility is to communicate if a costume seems immodest, does not fit or is restricting or painful in anyway. Your signature indicates that you understand this and are willing to accept the costumer's decisions.
- Also, please respect that we will require that we always costume you with at least one other person in the room. This is to prevent any uncomfortable situations. Your privacy will be taken into consideration at all times.

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- All cast members will be responsible for all or part of their own costume, especially footwear. Most cast members in this show will need to provide black pants and some chorus members will need black, long-sleeved shirts as well. You will be given complete costuming instructions after casting.

COVID/Health Precautions

We remain committed to enriching lives through theatre in a safe and responsible way as we do what we can in striving to protect our performers, volunteers and patrons from inadvertent exposure. Participation in VMT productions is voluntary, and participants must understand and acknowledge that VMT is not responsible nor liable for any individual that develops COVID-19.

We will be social distancing with a minimum of 6 feet. Masks are required at rehearsals when you are not performing. We will have health screening questions at the beginning of rehearsals. And please, stay home if you feel sick! A list of COVID Safety guidelines are included as an appendix to this document. By signing below you indicate you have read and agree to abide with the guidelines. All cast and crew (and parents/guardians) must attend a mandatory safety meeting which will be held via zoom on Wed. March 17th at 6:30 PM. A link will be sent to participants.

To minimize exposure from singing during performances, we are planning to pre-record the cast singing of all the songs for the show. These will be mixed with the soundtrack and actors will lip-sync to their own pre-recorded voices during the performance. VMT will also be providing clear facemasks as part of the costumes.

Problems and/or Concerns

Please address all immediate concerns regarding this production to Stage Management, the Director or the 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.

Mandatory Rehearsal and Performance Schedule:

Tech rehearsals, Performances and Strike are MANDATORY.

Tech Week Rehearsals – May 3-7 and May 10-11. You must keep this week free of any interferences.

Performances – May 13-15, 20-22

Strike – May 23

Your Valley Musical Theatre Contacts for this show are:

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

CharRé Burnum, Director – charreburnum@gmail.com or (509) 607-3556

Easton Benson, Assistant Producer – easton.benson19@gmail.com or (509) 994-2127

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Valley Musical Theatre Cast/Crew Commitment Agreement

(Return this signed page. Either upload to your audition form or bring it with you to the audition.)

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 **12 hours of volunteer help from each actor'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!

- | | |
|--|--|
| <input type="checkbox"/> SET CONSTRUCTION- Skilled Workers | <input type="checkbox"/> TICKET BOOTH |
| <input type="checkbox"/> SET PAINTING | <input type="checkbox"/> USHERS/TICKET TAKERS/ SECURITY (not for cast members) |
| <input type="checkbox"/> MOVING SETS DURING SHOW (4 only) | <input type="checkbox"/> CAST PARTY (if health restrictions allow) |
| <input type="checkbox"/> COSTUME SEWING | <input type="checkbox"/> SPOT LIGHT OPERATOR (not for cast members) |
| <input type="checkbox"/> MAKE-UP | <input type="checkbox"/> OTHER (List your ideas!) |
| <input type="checkbox"/> PROMOTIONAL ACTIVITIES (poster delivery etc.) | |
| <input type="checkbox"/> PROPS ASSISTANT | |

"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 on the audition form. 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 construction, promotion, etc."

I agree to pay the \$75 participation fee upon accepting my role. I understand this is non-refundable.
(for staff use: Paid _____)

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.

Cast Member 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 _____ Parent/Guardian Signature _____

Best way to reach you: (please put a * by your preferred method)

Phone: _____ Texting OK? YES or NO

Email: _____

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APPENDIX A: COVID SAFETY GUIDELINES FOR ACTORS AND PATRONS

In May 2020, in response to the coronavirus outbreak, the VMT Board of Directors formed a select committee to draft plans to deal with health and safety at our every stage of our productions from auditions, to rehearsals, to performances, and risk mitigation measures for the performers, the crew, the front of house volunteers, and to our patrons. These plans also needed to incorporate our state and local health guidelines.

Valley Musical Theatre's (VMT) thoughts are with our patrons, volunteers and performers. As we look toward the future, we have created a plan that we believe allows us to welcome the community in a safe and responsible way. This safety guide contains the guidelines that we recommend in order to keep each performer, volunteer and patron safe and healthy.

What the committee came up with was a matrix of steps that can be implemented depending upon the "Phase" that Kittitas County is in. This is a living document, and VMT will update it as/if state and local requirements change. You can download and read the [full plan here](#).

VMT intends to put forth its best efforts to encourage compliance with the guidelines outlined in this document. We remain committed to enriching lives through theatre in a safe and responsible way as we do what we can in striving to protect our performers, volunteers and patrons from inadvertent exposure. Valley Musical Theatre will take all measures possible to ensure the health and safety of our volunteers, patrons, and performers. However, we also make no representation regarding the effectiveness of any risk mitigation measure in preventing or reducing the risk of contracting or spreading COVID-19. Participation in future VMT productions is voluntary, and participants must understand and acknowledge that VMT is not responsible nor liable for any individual that develops COVID-19.

FOR ACTORS/CREW

During Rehearsals:

- Auditions, rehearsals and performances will try to maintain a minimum of 6-9 feet among individuals to the extent possible. When not possible, limit the amount and length of close contact.
- In person auditions, callbacks and dance auditions will be done at the performance space where social distancing can be done efficiently.
- All participants and production staff members must wear a mask while attending auditions and rehearsals.
- Vocal rehearsals will be held in the House or on the Mainstage so that participants can social distance themselves but keep masks on.
- All participants will have their temperature taken at arrival to the theatre, anyone with over 100-degree fever will be sent home immediately.
- The individual must go three days without a 100-degree fever (without the use of fever reducing medication) and a negative COVID-19 test before returning to rehearsal.
- Production staff will sanitize all door handles to get into rehearsal space prior to rehearsal and after rehearsal.

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- Congregating before or after auditions, rehearsals, and performances is not permitted at or on property.
- No sharing of pencils during rehearsal.
- No sharing of water bottles or snacks
- Stage Manager will make sure all props, and set pieces are disinfected after each rehearsal/performance.
- All props must be sanitized while being pulled for rehearsal.
- Props will ONLY be touched by actor who uses said prop. Props must be preset and checked by actor ONLY. (Stage Managers can double check but will NOT move props prior to the show.)

During a show:

- First row of the audience will be 20 feet from the stage. Capacity of audience will be limited to current health requirements (25% as of 3/1/21)
- All individual props sanitized at the end of each night by stage crew.
- All furniture sanitized after each rehearsal by stage crew.
- Limit use of shared props between cast members when possible.
- No edible props allowed
- Door handles and handrails sanitized after each rehearsal
- In general, limited number of individuals in contact with each prop.
- No backstage/green room guests, prior or after show.
- Close contact between performers and patrons before and after performances is prohibited (including backstage and post-performance meet-and-greets).

After Show Run:

- All props will be sanitized before returning to storage
- Costumes will be sanitized often and as thoroughly as possible.

Tech Booth:

- Mic packs and mics wiped down before being returned to bags
- Soundboard and light board disinfected at the end of each night.
- Computer mice, keyboards and monitors will be cleaned daily.
- No more than 2 people in the Tech Booth at any given time.
- Tablets will be sanitized after each use.
- Disinfect light switches and doorknobs when leaving

FOR THEATRE PATRONS

We are beyond pleased to be back open again and are hard at work rescheduling the shows we had to postpone as well as offering new and exciting shows. In order to be a covid compliant theater, our procedures look a little different than what you may be used to. We are doing it all with your safety in

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mind. We ask that you please thoroughly read the guidelines below before coming to the theater in order to ensure a safe environment for yourself, your family, our volunteers, and performers.

-If you purchased a ticket to a show prior to a postponement, it will be honored at the new date. However, you will likely be seated in a different seat than what your ticket says so that we can properly socially distance groups of patrons in accordance with State guidelines.

-Maximum capacity for shows at this time is 25% of the facility. For some productions, we will have reserved seating only. In general seating venues, our staff will ask you which section you would prefer to sit in and then seat you and your group together, socially distanced from the other groups of patrons around you. Groups of six or less people may be seated together. Please ensure all members of your party arrive together, and please remain distanced from other parties as much as possible.

-If you are running a fever or feel sick in any way, we ask that you please stay home for the safety of everybody else.

-Face coverings must be worn at all times, even while seated for the performance. The only exception to this is during actively eating or drinking. We will have masks available at the box office for those who do not have them, and nobody will be permitted to enter the theater without proper facial covering.

-Hand sanitizer stations will be available throughout the building, and we are sanitizing all hard surfaces in common areas before and after each show.

- Depending upon the show and current health guidelines, concessions may or may not be offered. If concessions are allowed, lines for concessions are marked with six-foot queuing spots. Please observe the markings to ensure proper social distancing.