

Valley Musical Theatre
Cast Expectations & Agreement
2023 Summer Production
9 to 5 the Musical

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 Musical Theatre Contacts for this show are:

Adrienne Zimny, Producer – adzimny@hotmail.com or (509) 929-2057

Kelle Dvorak Vandenberg, Director – kelledvorak@outlook.com or (425) 780-0006

Elise Rhodes, Music Director – elisevrhodes@gmail.com or (425) 736-0932

Francesca Corsco, Stage Manager - frankie_corso@msn.com or (310) 743-6684

Jessica Solberg Black, VMT Executive Director – valleymusicaltheatre@gmail.com or 509-972-6633

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

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 First Cast Meeting on Thursday, April 6th at 5:30 PM for costume measurements at Morgan Auditorium.
- 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. Typical timeframe for rehearsals are weekdays from **6:00 pm – 9:00 pm**. (The final week of rehearsals that may extend to **10:00 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, 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 Francesca at (310) 743-6684)**
- 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 JUNE 19 THROUGH STRIKE.** We will be running the entire show. Clear conflicts during those weeks from your schedule ASAP.

Mandatory Rehearsal and Performance Schedule:

- Tech rehearsals, Performances and Strike are **MANDATORY**
- Tech week (with lights/sound) – Starting week of June 26 – July 6
- Performances – July 7, 8 (2 performances), 14, 15 (2 performances), 16, 20, 21, 22
- Pick-Up Rehearsal – July 13, July 19
- All cast and crew are required to participate in strike on Sunday, July 23. Strike will begin at 12 p.m. and generally takes about 3 to 4 hours. Cast party to follow.

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.

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- 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.
- Safe execution of fight choreography and comedic tricks is critical with this show. Do not touch other cast member props, be teachable with choreography, and be clear in communication with directors, choreographers and crew as we make the magic of this show work. Most of the roles are highly physical, and while we take safety measures, there are still risks for injury.

Make-up/Hair & Costumes

- FIRST AND FOREMOST, DO NOT CUT, COLOR, OR CHANGE YOUR HAIR IN ANY WAY AFTER AUDITIONS WITHOUT A CONVERSATION WITH THE DIRECTOR!!!!
- Each cast member will be required to purchase a professional theater make-up kit costing approximately \$20-\$25. If you already own theater make-up from previous productions, the kit must be inspected by the director BEFORE the kits are ordered. If you haven't spoken to the director, then a kit WILL be ordered for you. Please see the Director if the cost of the kit is an issue. Regular street makeup does not work on stage. There is assistance available if money is a concern. Additionally, all cast members will be asked to provide personal items such as mascara, cold cream, cotton balls, and make-up sponges. This list will be distributed at a later date.
- We reserve the right to ask you to style/cut your hair in a specified fashion. Men may be asked to cut OR to grow out their hair. Your acceptance of a role in this production indicates your willingness to abide by this expectation.

Costumes

- Please be aware that dressing and costume needs for a stage production are completely different than dressing and clothing needs for every day. YOU ARE PORTRAYING SOMEONE ELSE! 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 does not fit or is restricting or painful in any way.
- Your acceptance of a role in this production indicates that you understand this and are willing to accept the costumer's decisions. Together we will make sure you look your best on stage. 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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- 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 from the Costume Team (CT) for more details.

Other Items

- Traditionally in the past, the cast and crew has contributed two dozen treats each weekend and a case of water to help with the concessions. With extending the show to three weekends, this has been made optional, but if you are so inclined and would like to donate (or know a friend, family member, or local business) that might like to donate to concessions please let your producer know. This is a fun place to be creative! Past contributions have been from cookies, cupcakes, trail mix packs, and show-themed snacks and desserts.

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Cast Member Agreement
(Return this page at audition)

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: _____

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