

Valley Musical Theatre
Cast Expectations & Agreement
2022 Cabernet Cabaret
The Books of Broadway

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 (Page 4 only), and COVID vaccination documentation or exemption form to audition. Youth actors under the age of 12 are welcome to, but not required to show proof of vaccination. (see page 2 for details).

Your Valley Musical Theatre Contacts for this show are:

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

Jan Jaffe, Music Director – info@ellensburgmusic.com or 509-679-1383

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

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 safety and introductory meeting. This meeting will address ways VMT is adapting rehearsal and performance procedures for health procedures mandated by our COVID preparedness guidelines.
- 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.
- Performances, tech/dress rehearsals, and set load-in/strike are mandatory.
- Song rehearsals will be held at Make Music Ellensburg (103 E 3rd Ave – Across from the Post Office).
- 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.
- 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 two performances. Friday night is the show only, and Saturday as a dinner theatre performance including a silent auction fundraiser for VMT.

- **Mandatory Rehearsal and Performance Schedule:**
 - Load in, Tech/Dress Rehearsal – Thursday, October 20
 - Performances – Friday, October 21 and Saturday, October 22

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- **All cast and crew are required to participate in strike after the show on Saturday, October 22.** It should be fairly simple and we expect it to take 1 – 1.5 hours.

Health Considerations/Coronavirus Precautions

The VMT Staff and production crew will do our best to minimize covid exposure risks. We adapt to changing guidelines and follow state requirements established for the performing arts sector. In addition to describing measures that VMT has implemented in accordance with public health guidelines, it is also critical to convey that VMT simply cannot guarantee that all exposure to the virus will be eliminated. By participating in this production, you are acknowledging and accepting that risk.

- ATTENDANCE WILL BE TAKEN AT THE BEGINNING OF EVERY REHEARSAL! Rehearsals will begin on time. If your rehearsal starts at 7 for example, you must be present, prepared, and ready to rehearse at 7, not arriving at 7.
 - Actors/Crew will answer health screening questions at arrival to rehearsal.
 - At this time masks during rehearsals are optional, but encouraged at group rehearsals when you are not actively on stage
 - **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 (email Kelle or Jan)
- 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.

COVID Vaccine Policy

You can view background about VMT's policy on our [COVID and Health Guidelines page](#) on the VMT website. To audition for The Books of Broadway, interested cast and crew must provide ONE of the following at audition check-in:

- Proof of up-to-date COVID-19 vaccination (including booster shot as needed). This can be shown in the form of signed vaccination card or electronic record. VMT staff will verify and check it off as you sign in – we will not need to keep a copy of your personal health records.
- A completed medical or religious exemption application form. Exemption requests will be reviewed by the show Producer, Director, and the VMT Executive Committee. Forms available here:
 - [Medical Exemption Form](#)
 - [Religious Exemption Form](#)

Unvaccinated cast/crew members with approved exemptions will be required to test at least once a week throughout the rehearsals and performances. Vaccinated cast/crew must remain up-to-date on vaccinations throughout the run of the show.

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Should someone in cast/crew test positive for COVID-19, we reserve the right to test all cast/crew members. (VMT is working on securing rapid antigen tests that we can provide free of charge, but we reserve the right to charge participation tuition to help cover costs if needed).

We reserve the right to double-cast any role, and by accepting a role you are agreeing to that.

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

In order for this to be the best experience possible for all involved VMT has the following expectations.

- 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.
- 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.

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 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.

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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 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