

THE STAPLETON THEATRE COMPANY

A Christmas Carol

PARTICIPATION AGREEMENT

Welcome to all of you! We're glad you and your family have decided to participate in the Stapleton Theatre Company production of *A Christmas Carol*! *Important note: Minimum age is 7 years old.*

Our success RELIES entirely upon the incredible teamwork we've established among our actors, their families and friends, and our parent organization. Our productions are truly community events.

This form describes the contributions that you are expected and required to make as part of your participation in the production. Please note that these support activities are IN ADDITION to the work that you do as an actor, without regard for the number of songs, lines, costumes or dance numbers in which you participate.

Please note also that we do not expect children to participate in most set build/transport or other non-performance activities. Thus, many referrals to a "participant" mean a family member or other responsible adult supporting our young actors.

POSITIVE, SUPPORTIVE AND PROFESSIONAL BEHAVIOR

The Stapleton Theatre Company operates as a "family," mostly by virtue of the challenges of mounting a major production with little time available. In order to maximize the positive experience of our actors (especially our young actors), we ask that you and your children maintain a positive and supportive attitude, even during the tedious waiting times, when you might not understand why there is so much "standing around." Trust us, we have your time foremost in our minds, and we'll do our best to make use of that little time!! Please note that ongoing disruptive behavior will **not** be tolerated. If, after two meetings with parents, the situation persists, the participant may be removed from the production with no refund of fees. At our first cast meeting we will discuss shared child supervision duties with the parents of children 11 years and younger.

REHEARSAL & PERFORMANCE ATTENDANCE

The success of our show depends upon your timely and consistent attendance at all rehearsals for which you have not indicated a conflict. Conflict Calendars **MUST BE COMPLETE AND ACCURATE BY CALLBACK AUDITIONS**. Should you miss even a single rehearsal for which you have not indicated a conflict on your form, for any reason other than a true emergency, you may be removed from scenes or songs, or your role may be reevaluated at the director's discretion. Repeated unexcused absences may result in dismissal from the program with no refund of workshop fee. (Please note that *conflicts ARE part of the casting decision; in all cases we will be reasonable and try to accommodate you, as long as you indicate ALL conflicts in advance on your form! Thank you!*)

ACTOR / PARENT NON-PERFORMING RESPONSIBILITIES

It is critical that each actor (or, in the case of our younger participants, a parent or responsible adult) agrees to work a minimum of 9 hours within one or more of the functions described below. If you have expertise in a certain area that you feel is important, but not listed at the volunteer table, please let us know. Participation in supporting activities is FUN, if approached with the right attitude...just ask anyone who's spent a day creating some of our marvelous set pieces!

You may fulfill your "non-acting" responsibilities in a number of ways:

- 1) Contribute 9 hours of time to the production. (This helps us most!)
- 2) Designate an alternate person to put in your hours (possibly a grandparent, skilled baby-sitter, sibling, neighbor, brother-in-law-who's-a-carpenter, etc.).
- 3) Contribute fewer hours than those required and contribute materially to the items needed for production (e.g., hard-to-find props, portions of the sound system needed, set materials).

You will receive an email with additional details on volunteer jobs and a link to sign up for the area(s) of contribution that most interests you (areas include costumes, props, set building, box office, marketing and more)

BACKSTAGE CHILD SUPERVISION

Our shows involve a large number of children, many of whom require adult supervision during our time in rehearsal and performance. Backstage noise and commotion are communicated directly to the audience, with a tremendous potential for impacting the audience's experience. In order to avoid this, we post parent volunteers backstage at all dress rehearsals and performances. All parents of children under 11 must assist.

REHEARSALS/SCHEDULE/COMMUNICATION

We rely heavily on electronic communication to keep our cast informed about the rehearsal schedule and other important production-related information. Our website will have detailed and concise information about the rehearsal schedule and who is called on specific days. Please remember that we expect every child under the age of nine to have an authorized adult in attendance at rehearsals. We do not have the resources to supervise children while they are not working in the rehearsal. Parents may take turns supervising children and we encourage children to bring books, card games, etc. that may keep them occupied while they are not actively rehearsing. Children are expected to maintain respectful silence and demeanor while others are working! Please do not leave your child unattended after the rehearsal ends.

TRAFFIC, PARKING AND OTHER SAFETY INFORMATION

There are a large number of parking spaces available on both sides of Greenfield Avenue. Please allow sufficient time to arrive and safely locate a parking place. Please do NOT park in Matteucci's parking lot or make illegal u-turns on Greenfield Ave. Please carpool when possible. For the safety of your child, DO NOT allow them to exit/enter cars that are in the roadway or in a red zone. Take the time to find an appropriate spot.

OTHER MANDATORY MEETINGS

There will be a mandatory meeting a few weeks before the production to discuss details as we prepare to move to the Playhouse. Other meetings may be called at the discretion of the Production Team. These are typically brief, happen at the beginning of rehearsal, and are very informative. It is our goal to maximize the effectiveness of our communication with you, and this is best accomplished when both parties are committed to the process.

TIMELY ARRIVAL

You must arrive, ready to work by the scheduled start time, so we suggest being in the studio at least five minutes before start time. Late arrivals impact the entire company. We strive to instill professional behavior in our younger actors, and more experienced team members leading by example is the best way to do so.

SHOW MOVE-IN AND STRIKE

All participants must assist in move-in to the theater on Sun. Dec. 10. All adults (whether actors or parents of young actors) MUST, without exception, participate in "Strike," or the removal of all of our sets, props, litter and other paraphernalia from the theater once our final performance is over on Sunday, Dec. 17th. Time is estimated to be from 5:00 PM until 6:30 PM.

FINANCIAL & PARTICIPATION COMMITMENT

The Stapleton Theatre Company is a division of the Stapleton School of the Performing Arts, a non profit organization registered with the State of California #68-0202381. Each production must be self-supporting. This means that revenue from ticket sales and workshop fees must cover the cost of the production. Production costs include costumes, sets, props, royalties, theater rental, lighting, sound, the paid creative team, the musicians, publicity, and more. The workshop fee is \$215; the first additional family member in the same show pays \$125, and any additional family members pay \$110. The workshop fee must be paid the first week of rehearsals. (Note: If it is financially challenging to pay the entire fee at once, we may be able to arrange a payment plan. Please see producer). You may pay your fee with cash, personal check or Visa/MasterCard. There will be other optional costs for participants, such as a dvd of the production, tickets to the show, and photographs.

TICKET SALES

Each family involved in the production should make a firm commitment to buy for themselves or to actively sell to others as many tickets as possible EARLY in the ticket sales process. There will be an early ticket sales price and a contest for early sales. While there is no firm commitment required, we ask that you make it a goal to sell 20-40 tickets, depending on how many family members participate. You are our best salespeople, and we want to play to full houses! This show will not only be a fondly cherished memory for you and your family and friends, but for all those who see the show. Sufficient advance ticket sales will result in more performances being added, so SELL!!!