



Lutheran High School

Production Contract & Code of Conduct

Name (please print clearly): _____

Name of Production: _____

The following is a summary of the main points/expectations for LuHi theatre students. Please sign below only after you have read and understand all of the conditions of this contract. If you have any questions, please feel free to contact Jillian Lietzau (Theatre Dept. Head) at jillian.lietzau@lhsparker.org.

This form must be signed by both student and parent and returned to the director before you can begin rehearsals.

Casting: I understand that casting decisions will be made based on my audition, how my talents/abilities can best be utilized in the production and the thorough listing of all of my potential conflicts. I also understand that casting is based on who best fits each role to achieve the best show possible (directors don't play favorites or cast based on seniority, everyone has an equal and fair shot at each role; acting & tech).

Rehearsal Calendar: I understand the rehearsal calendar is a living document and is subject to change at any time. Checking the online rehearsal calendar and emails for any changes or updates is my responsibility. Missing rehearsal because I was not diligent in checking for changes is not an excuse and could lead to my dismissal from the production if it becomes a repeated problem.

Expectations: I understand the importance of being present and on time for all required rehearsals and set build days, as well as meeting any deadlines given to me by the directors (memorizing lines, programming lights, gathering sound cues, etc.) I will conduct myself with professionalism at all times and will treat all rehearsals with the up most seriousness and respect of a professional theatre. I will give my all to researching, rehearsing and performing the show to the best of my abilities. I understand I may need to step outside my comfort zone to create a new character and will constantly push myself to do better and be better each rehearsal. I will not become complacent or lazy. I understand my failure to live up to my responsibilities will result in my being replaced as an actor, or crew member.

Attendance: I understand that it is extremely important for me to be at all rehearsals/set build days and I should never miss a single day because my fellow actors/techies depend on me to be there. If there is an extenuating circumstance and I will have to miss or be late to rehearsal/set build it needs to be communicated via email to the director at least **24 hours before** the date of the absence/tardy by a parent. I understand that an excessive amount of tardies/absences could result in my dismissal from the production (medical conditions and family emergencies are the only exceptions). *Appointments should be scheduled around rehearsals/set build days.* Sports & work schedules will be discussed on an individual basis.

Per school policy, all students are required to be in attendance at school a minimum of half their classes in order to participate in any after school activities, this includes rehearsals and performances. Class field trips/school events do count as being in school.

- **Last two weeks:** I understand that **I cannot miss the final two weeks of rehearsal (or strike) for any reason, including Q2Q.** (The **only** exception is a family emergency and then only after a phone call or email from a parent.) Potential conflicts with students also in sports will be discussed on an individual basis.
- **Eligibility:** I fully understand the eligibility requirements for theater. My education is of prime importance to me and to my parents. While I am a member of this production team, I will not let my grades suffer. I understand that I must stay off the F List or I will be dropped from the production.
- **Time Management:** I understand that theater takes a lot of time and will require some late nights at school as well as some work outside of rehearsal (memorizing lines, reviewing dances, etc.). Improved time management skills may be necessary for me. (See production calendar for a detailed schedule.)

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Cell Phones/Electronics: I understand that I will not be allowed to use my phone during rehearsals (except on breaks or unless approved by the director), this includes listening to music via headphones because it will disrupt my focus and concentration during rehearsal. I understand cell phone usage during rehearsal disrupts my fellow actors/crew members and the director(s) and is considered rude and unprofessional. I understand I can use tablets & computers for homework purposes only (unless specified by the director) during rehearsal breaks.

Hair: I understand that having a role in this show may require a slight change in my hairstyle. My role could also require my hair to be in the same style it was in when cast. *I understand that I am not to do anything to my hair without the director's approval.*

Dress Code: I understand that the LuHi dress code still applies to after school activities. Changing into more comfortable clothing for rehearsal, and choreography in particular, is fine but I understand that even my more casual clothing must still adhere to the dress code by being *modest and in good taste*. No crop tops. No short shorts. No inappropriate images or language written on clothing. I understand if I am not in appropriate dress code attire I will be asked to change before I will be allowed to participate in rehearsal. Please see the LuHi Parent/Student Handbook for more dress code details.

Expenses: I understand that as with all LuHi extracurricular activities, theatre may have certain expenses that I will need to cover, including, basic costumes (shoes, socks, underclothes, etc.).

Professionalism: I will treat everyone in the cast, crew & production staff with the up most respect despite my personal feelings towards them. I realize that this production will require everyone to do their part to the best of their ability and any conflict amongst the cast/crew could hurt the integrity and quality of the production. I will conduct myself in a professional manner at all times.

Attitude: I will leave all “personal baggage” at the door. I understand that in order for rehearsals/performances to go well outside distractions and problems should not be brought into the theatre with me. I understand that I can and should share any problems/concerns (in or outside of theatre) with the directors to keep them aware of any struggles I may be having.

Stress: If I am feeling pressure or stress, I understand I don't have to keep it to myself. I can talk with the directors of the show about my concerns. I promise not to take out my frustrations on my parents, friends, teachers, directors, cast or crew members.

Marketing: I agree to assist in the marketing of the show by hanging posters, inviting people at church/work/neighborhood/fellow students and encourage them to buy tickets, sending info via social media, encourage people to donate, etc. I understand the LuHi Theatre Dept. is self-sustaining and needs all hands-on deck to promote the show and sell tickets. The money from the tickets/ads/donations help to cover the cost of each production.

I have read the above information and will abide by these expectations. I also understand that the role I will receive is the one that is best suited for me and the rest of the cast and crew based on my wishes and the talent of the group as a whole to achieve the best show possible. I understand that rehearsal time is valuable, and it is extremely important for me to attend every scheduled rehearsal/set build because other actors/crew members rely on me to be there.

Student _____

Date _____

I have read through this production contract with my student. I realize that by signing this I am committing myself to helping my student meet these expectations. I understand that rehearsal time is valuable, and it is extremely important that my student attends every scheduled rehearsal/set build because other actors/crew members rely on my student to be there. I also fully understand the commitment of time and money involved with this activity.

Parent _____

Date _____