

PARKLAND COLLEGE THEATRE  
LETTER OF AGREEMENT  
STUDENT/COMMUNITY CAST MEMBERS

1. ATTENDANCE:

- a. Attend all rehearsals as scheduled, including dress rehearsals and technical rehearsals.
- b. Attend all performances.
- c. Abide by the conflicts scheduled at time of casting. Additional conflicts (ie. Illness and emergencies) must be communicated to the director/stage manager as early as possible. Failure to attend rehearsals or performances may result in recasting or dismissal from the cast.

2. SHOW MATERIALS

- a. All show materials (scripts, music, etc) must be signed out at the beginning of the rehearsal period.
- b. All show materials must be signed back in, ERASED and CLEAN, before the last performance. (Unless otherwise noted by the stage manager.)
- c. Should an actor lose his/her script, they will be charged a \$30.00 fee for replacement.

3. REHEARSALS/PERFORMANCES

- a. Arrive early for your call time and sign in. Allow yourself time to warm up, both physically and vocally.
- b. Arrive prepared with a pencil and your script.
- c. Notify the stage manager as soon as possible if you know you will be late or have an emergency.
- d. Dress appropriately for rehearsal: Comfy clothes you can move in, closed-toe shoes (unless provided differently by costumer,) avoid dangly jewelry that can be damaged. Also, jewelry that cause injury to you or someone else.
- e. Be off book by date assigned at the first rehearsal.

4. BEHAVIOR AND CONDUCT

- a. Parkland Theatre functions as an academic lab – students and community members should uphold professional conduct and collaboration by treating all cast, crew, and staff with respect and consideration.
- b. Keep the theater, green room, dressing room, back hallway, and surrounding areas neat, clean, and safe.
- c. Drug and Alcohol Policy:
  - i. Under no circumstances should you drink or bring alcohol into the theatre. Do not arrive intoxicated to rehearsals or performances. Failure to adhere to this policy will result in your dismissal from the show.
  - ii. Use and/or possession of any illegal drugs is strictly forbidden. Failure to adhere to this policy will result in your dismissal from the show and possibly your arrest.
  - iii. Please refer to <http://www.parkland.edu/police/student-DA.aspx> for more information.
- d. Cell phones should be off during rehearsals and can be quite distracting to others if not.

5. COSTUMES AND PROPS

- a. Do not touch, sit on, or move props and/or costumes that are not assigned to you.
- b. Hang up all costume pieces and return all props immediately after use.
- c. Smoking or eating in costume is not allowed at any time.
- d. Remove all costume pieces before greeting friends/family in the lobby after a performance.
- e. All actors will be expected to provide their own undergarments and character/dance shoes.

6. INJURIES

- a. If you encounter an unsafe situation, notify the stage manager or any Parkland staff immediately and steps will be taken to fix the issue before continuing.
- b. If an injury occurs you must let the stage manager know immediately, Public Safety will be notified of any accident or injury.

7. FOOD & DRINK

- a. Food and drink are not allowed in the theatre or dressing rooms. You must keep it in the green room.
- b. A capped bottle of water is allowed backstage during rehearsals.