



PRODUCTION CONTRACT

PAC Productions are designed to be an educational and positive experience for all involved. In order to meet these goals, students participating in the show are expected to meet the following guidelines for participation:

Citizenship in a Collaborative Artistic Endeavor

- Everyone involved in the show is part of an ensemble. All members of the ensemble are expected to approach the process prepared to work collaboratively and with all members of the production team.
- Members of the ensemble should come every day with a positive attitude and productive mindset. Speaking in a negative manner to or about another member of the production team (student or adult) is never acceptable.

School Expectations for Participation in Extracurricular Productions

- Students must be in good academic standing in order to participate in the production. This includes a passing grade in academic classes and no outstanding discipline issues.
- The student handbook attendance policies require students to be in school for the full day in order to participate in after school activities. This includes performances.
- If an academic or disciplinary issue arises during a production, a student may be removed from the production or suspended for a period of rehearsal in consultation with school administrators.

Rehearsal Attendance and Conflict Policy

- Actors & Crew are expected to attend all rehearsals to which they are called. Rehearsal schedules will be posted online and e-mailed at least a week in advance of rehearsal.
- Students who have indicated conflicts on their audition form will be excused from those rehearsals. Once detailed rehearsal schedules are posted online, please avoid scheduling new commitments (doctor appointments, music lessons, etc) on days when you have rehearsal. New conflicts should be for sudden or unavoidable circumstances.
- If new conflicts arise, students must e-mail the director as soon as possible. This includes inability to attend rehearsal because of school attendance or discipline issues.
- If an actor misses a rehearsal for which no conflict was given, this will count as an unexcused absence. If an actor has three unexcused absences, he/she may be removed from the production and that actor's role will be reassigned.

Rehearsal Preparedness

- Actors should attend rehearsals prepared with script (*in a binder*) and a pencil.
- Actors & Crew should come to rehearsal in appropriate clothing. Clothes should not restrict movement or be too revealing. Appropriate footwear is also required-- for actors no sandals, boots or bare feet! For crew, safety appropriate clothing is required- no open toed shoes!
- There is no food or drink (except water) allowed in the Auditorium or Little Theater. Snack should be eaten in the hallway during break! Actors are encouraged to bring water bottles.
- The Auditorium & Little Theater are shared spaces. Everyone is responsible for maintaining these spaces, including cleaning up any food as well as furniture moved for rehearsal.

Rehearsal Expectations

- Rehearsals are intended to be enjoyable, but fun should come from the rehearsal process. Actors & Crew members' primary responsibility in rehearsal is working on the show, not socializing.
- Acting in a show requires taking risks, challenging oneself and committing to the difficult work of perfecting a performance. Actors are expected to engage in all rehearsal activities with an open-mind and maximum possible effort.
- If an actor has a concern about his/her ability to perform the requirements of a role, he/she must communicate this to the director in an appropriate manner as soon as possible.
- Actors are expected to spend time outside of rehearsal memorizing lines, learning music and practicing blocking & choreography. Actors should make practice part of their regular routine.
- Students will have some down-time during rehearsal. This down time can be spent observing rehearsal, memorizing lines, reviewing scenes, doing homework, reading or socializing quietly. Students should never wander from the rehearsal area without first getting permission from the director.
- Electronics are not to be used during rehearsal time: cell phones must be turned off or silenced (no vibrate mode) whenever an actor is in the rehearsal hall. If an actor/crew member has down time during rehearsal he/she may use electronics in an appropriate/non-disruptive manner. If a director or staff member asks a student to put away an electronic device at any point during rehearsal, he/she must comply.
- Students are **not allowed** to take pictures or video during rehearsals, backstage or performances, either for personal use or to post online unless given explicit permission by a director. This is in accordance with BHS Handbook for student conduct and to ensure that rehearsals are safe spaces where students feel free to take risks and engage fully in the process.