

Harmony Studios

Contract for Cast Member and Parent for Elf The Musical Jr.

Please read in its entirety and discuss it with your cast member. Keep rules for yourself and turn in the signature page/information sheet to Harmony Studios on the first day of rehearsals or before with the production fee.

Cast Member Name: _____

Parent Name: _____

Production dates: Dec 7-9, 2023

Tech Week dates: Dec 4-7, 2023, 4:00 pm to 8:30 pm

Rehearsal days: Starts 09/05/23, Tuesdays and Thursdays, 5 pm to 6:50 pm

Cast Party: Dec 15th, 5-6:30

Costs & Fees - payable by cash, check or at Harmonystudios.biz

Audition Fee	\$30
Production Fee with volunteering*	\$275 (\$325 after 9/5/2023)**
Production Fee w/o volunteering	\$375 (\$425 after 9/5/2023)**

*Must volunteer on at least two committees

**\$50 sibling discount

Before asking for discounts or waivers of fees, please remember that Harmony Studios is a small business and any reduction in cost directly affects its survivability and impacts the owner and her family.

The script will be given the first week of rehearsal. The cost to replace the script is \$10.00.

As a cast member, I understand that my commitment to this project is necessary to present the best possible production, be fair to other participants, and get the full benefit of this program. Therefore, my parents and I promise to fulfill these obligations, signified by our signatures below:

1. I/My child will be present and on time for every rehearsal (*when called to attend*) and performance, prepared and ready to work. A written explanation is required if arriving late. If the cast member will have to miss a rehearsal, it is our responsibility to inform the producer, no later than one hour before rehearsal time for emergencies, and by the preceding rehearsal for anticipated absences.
2. **We understand that after two unexcused absences, we could be dismissed from the show.**
3. Parents are required to sign in and sign out their cast member, if under the age of 16. We will have a sign-in/out sheet at each rehearsal.
4. I/My child understands that if not called to attend rehearsal, cast member will not attend. Some rehearsals are required to rehearse only certain parts of the performance.
5. I/My child will be courteous and helpful to others. I understand that if my behavior hurts other people, either physically or emotionally, there will be consequences. This behavior is not tolerated.
6. As a parent, I will be responsible for my child's transportation to and from rehearsals and performances, providing written permission if my child will be walking or bike riding home. I will be sure my child does not arrive more than 15 minutes early and is picked up promptly at the end of rehearsal.
7. I/My child will not leave the rehearsal area without the permission of or in the company of the director, assistant director, or producer.
8. We understand that EVERY person (cast, parent volunteer, or staff) participating in this production is as important as any other, and will be treated accordingly, regardless of role.
9. I/We agree to be off-book and know our lines at least 1 month prior to production dates.
10. I/We understand that we are responsible for acquiring our costumes in whole or in part, according to the guidelines provided by Harmony Studios Staff.
11. I/We understand that a show requires collaboration and cooperation, and we agree to contribute our ideas and energy at appropriate times and to remain quiet until my part begins on stage and during rehearsals. Harmony Studios is open and accepting of ideas, but the director has the ultimate say in the directing of the production.
12. Each family is required to volunteer on at least two committees, one during the rehearsal phase and one during performances. There will be a different production fee for those families who are not able to volunteer. Families are also requested to bring one Costco size package of water bottles and snacks.
13. A cast contact list will be distributed to all cast members.

14. I/We understand that rehearsals will be closed to parents, guests, or visitors unless you are signed up to volunteer in some capacity.
15. **Tech Week is MANDATORY. Unless it is an emergency, I/we will be expected to attend from Saturday through Thursday rehearsal from 4:00 pm to 8:30 pm the week of. If there is a known commitment for Tech Week or a standing commitment that requires your time during Tuesday/Thursday rehearsal time, please note this on your signature page/commitment form.**
16. Parents are not allowed backstage or in the seating area during tech week or a production unless they are signed up to volunteer for tech week or that production.

Harmony Studios promotes our Studio through the use of pictures of our cast in past shows. We may promote on-line and in print using these photos.

We will not hold Harmony Studios, Directors, Producers, Staff, or other owners of the facilities used, liable for any injury during the course of the production, tech week, or rehearsals.

Contact Information:

Harmony Barbour, Director - 571-288-9083

Melissa Davis, Creative Director – 757-784-3378

Sarah Aileen - Assistant Director - 540-764-0134

Beth Dye - Payments/Schedule Conflicts- bethbdye@gmail.com

**Please text Sarah or Melissa with rehearsal absences due to illness or emergencies.*

Please keep the first three pages for your records.

Signature for Contract Elf The Musical Jr.

Cast Member Name: _____

Cast Member Signature: _____

Parent Name: _____

Parent Signature: _____

Initials _____ My Cast member and I have read and agreed to the rules on the Harmony Studios contract, pages 1 and 2.

Initials _____ Production Fee for your cast member is due by the first rehearsal, and you can pay in cash, by check, or at Harmonystudios.biz.

Initials _____ The script has been received by cast member/parent and the cost to replace the script is \$10.00

Initials _____ I, Cast Parent, give Harmony Studios permission for the use of their cast members photo to be used for promotion purposes on-line and in print.

Initials _____ Show date commitment: I have reviewed dates of show and tech week and my cast member will be able to attend.

Cast Member Information Sheet

Name: _____

Address: _____

DOB: _____

Email/Phone: _____

Parent's Names: _____

Parent Email/Phone: _____

Emergency Contact (other than parents):

Name/Phone: _____

Pick up list (please list any other adults who may pick up your child - if they are not on this list, we will not release your child without written permission)

Allergies/Pertinent Health Information:

Any other information we should know about your child?

Scheduling Conflicts:

If you have a commitment that keeps you from attending rehearsal and/or keeps you from attending tech week or any of our productions, please let us know. Excused absences include other activity commitments, vacations, family events, etc. A calendar of scheduling conflicts will be created for every Tues/Thurs after 9/5/23 (except Thanksgiving Day) and all of Tech week 12/4-12/7. No absences are allowed for Production Dates of 12/7-12/9.
