

## **2018 Cypress Ranch Theatre Fall Musical**

### **PRODUCTION CONTRACT**

CONGRATULATIONS ON MAKING THE CYPRESS RANCH THEATRE'S COMPANY OF  
THE LITTLE MERMAID

PLEASE PRINT OUT ALL PAGES  
FILL OUT AND SIGN ALL REQUIRED PLACES

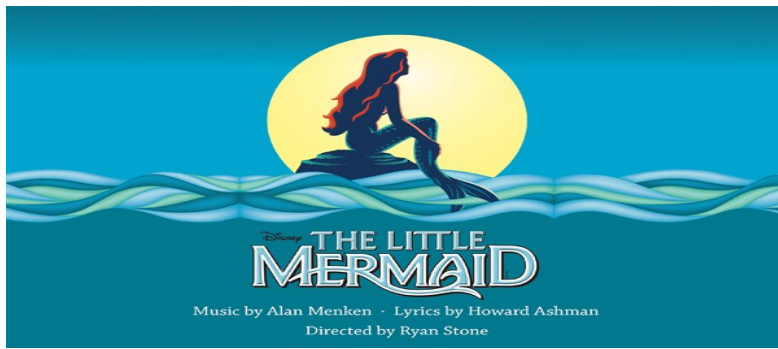
RETURN COMPLETED CONTRACT TO THE BACK DOORS OF THE THEATRE WHERE THE SHOW PICNIC BENCH SITS.

THE THEATRE MAILBOX WILL BE ON THE PORCH BY THE TABLE NEXT

TUESDAY, WEDNESDAY AND THURSDAY FROM 10AM - 8PM.

PLACING YOUR CONTRACT IN THE MAILBOX INDICATES YOU ARE ACCEPTING YOUR ROLE!

EMAIL COACH BRADFORD AT [CHERYL.BRADFORD@CFISD.NET](mailto:CHERYL.BRADFORD@CFISD.NET) ONLY IF YOU ARE DECLINING YOUR ROLE PLEASE !!



## 2018 Cypress Ranch Theatre Fall Musical

### PRODUCTION CONTRACT

I understand and accept that as a company member of the cast or crew that I have read and fully understand the following contract. By signing this contract, I acknowledge and will abide by the rules and consequences as set forth.

**Academics:** Each performer must maintain a high academic standard in order to participate in any extra-curricular activity. UIL eligibility rules apply for the cast and crew of this production. Students that are border-line academically will be asked to document their individual progress for each class on a weekly basis.

**Tutorials:** It is strongly encouraged for all cast and crew members to attend daily tutorials. Rehearsals do not begin Mon. – Thurs. until 3:15, so the students can attend tutorials and/or use the time to complete homework.

**Attendance:** A good show cannot be accomplished without the 100% cooperation of every cast and crew member. A rehearsal schedule will be provided in advance for the entirety of the rehearsal process. There will be ample time to plan personal schedules accordingly. Attendance at rehearsals is mandatory if you are called to be there. Emergencies will be handled on a case by case basis. **WE WILL NOT PLAN AROUND YOUR WORK SCHEDULE!!** The following consequences will apply:

- 1<sup>st</sup> Unexcused absence: Warning
- 2<sup>nd</sup> Unexcused absence: Removal consideration
- 3<sup>rd</sup> Unexcused absence: Resignation from your role

Tardiness will also count towards attendance.

Note: Per UIL rules: Students must be in attendance at least three class periods in order to attend rehearsals and/or a performance.

You may obtain an excused absence for tutorials with advanced noticed to Coach Bradford. You must also notify the stage manager TBA. (With rehearsals not starting until 3:15, rehearsals will most likely not interfere with tutorials.) Advance means a minimum **of 48 hours' notice**. Please plan accordingly. Illness must be called in before 10:00 a.m. The drama office number is **281.373.2327**.

**Dentists and Doctors visits must have a note from the doctor's office.**

**Behavior:** As a representative of the Drama Club and Cypress Ranch Theatre Department, you will be expected to carry yourself in a highly professional and respectful manner at all times; in the classroom, halls, lunch room, etc.... Your behavior in class should also be maintained at a high level of respect. Behavior problems may result in removal from the company.

Behavior at rehearsal should be focused and professional.

It is not acceptable to leave rehearsal for any reason. Be on time. Be focused.

Be ready to work. **100%!**

**Social Media Policy:** Any students found making negative or inappropriate comments about the production, auditions, directors, cast, or crew will be immediately removed from the production. In accordance with CFISD Schools Anti-Bullying policy, there will be zero tolerance for negative comments about this production and the people involved in it. This policy applies to Private Facebook or Twitter accounts set to private or otherwise. Any social media updates, including uploaded videos or pictures, are also prohibited and if found will result in dismissal from the production.

**Cell Phone Policy:** No cell phones will be allowed during rehearsals or technical week-period. The Director's number will be checked during rehearsals if any messages are needed to be delivered to students. Cast, Crew and Parents in the production will join a **Remind 101** when the cast list is posted to receive updates. If cell phones become an issue they will not be taken, students will just be asked to leave rehearsal and it will count against their attendance.

**Mandatory Rehearsal Times:** The following apply to the cast and crew. Monday through Thursday 3:15 – 5:15, Fridays 2:40 – 5:15 minimum and some extended rehearsals. Every Saturday for specific groups at first then the entire cast and crew the last 3 weeks prior to the performances.

**Rehearsal Schedule:** A more comprehensive rehearsal schedule will be posted on our website. [www.cyranchtheatre.org](http://www.cyranchtheatre.org) at the beginning of the school year.

**Picking up students from rehearsals:** Students and their parents will need to make arrangements for transportation home following rehearsals. Please make arrangements to pick your son/daughter up on time.

**TECHNICAL REHEARSALS WILL BEGIN 3 WEEKS BEFORE SHOW DATES.  
ATTENDANCE IS ALWAYS CRUCIAL BUT MANDATORY DURING THESE WEEKS!**

## **SHOW DATES AND TIMES:**

**November 9 & 10 at 7PM and November 10 & 11 at 2:00PM  
All students must stay to strike after the closing show!!!**

I HAVE READ AND AGREE TO ALL OF THE TERMS OF THE PRODUCTION CONTRACT.

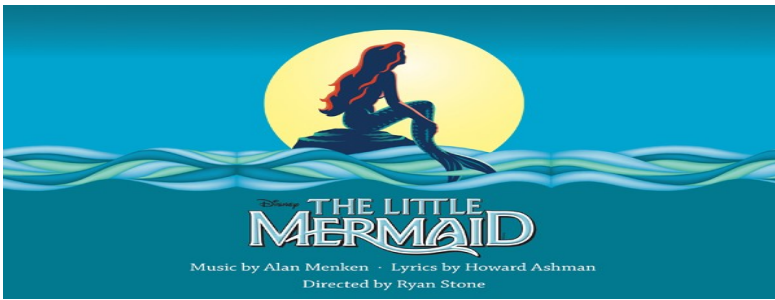
\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent

Thank you,

Cheryl Bradford, Director  
[cheryl.bradford@cfisd.net](mailto:cheryl.bradford@cfisd.net)

THEATRE DEPARTMENT OFFICE PHONE: 281.373.2327



## 2018 Fall Musical Production Fees and other Responsibilities

### **CONGRATULATIONS ON MAKING THE CAST OF CYPRESS RANCH THEATRE'S THE LITTLE MERMAID.**

**Our fall musical is a yearly tradition and is quite a large production. In order to produce a high quality show with the number of students that Cypress Ranch casts requires production fees. This year, the production fee is \$225.00 per cast member and helps to cover some of the many production costs, including a show t-shirt, and meals for extended rehearsals on designated Friday and Saturdays. (Just to rent the materials and acquire the license to perform the show costs \$9, 000.00) Additional expenses include publicity, sets, props, costumes, along with many other production costs.**

**Students in extracurricular Theatre Department activities must join STARS (Supporting Theatre At Ranch Students.) There is a one time \$25 fee for the year to cover the cost of membership, socials and a club t-shirt. The end of the year banquet is a STARS event and only STARS club students are allowed to purchase tickets to attend.**

**The total due for the new school year is \$250.00.**

**NO PAYMENTS WILL BE ACCEPTED UNTIL AFTER JULY 1ST!**

**It is necessary for our treasurer to close out this fiscal year and transition to the new fiscal year July 1, 2018**

Payment options:

Online:

Current student with CHARMS accounts will be able to make payments online beginning July 1st, 2018. Incoming freshman will have accounts activated the week before school starts. Due date August 24th, 2018.

Cash/Check made out to STAR in an envelope CLEARLY labeled who and what payment is for and placed in our safe.

\$250 in full or 2 (\$125 payments due on August 24 and September 21st)

All financial questions can be sent to Jill Jarvis at [jill.jarvis@sbcglobal.net](mailto:jill.jarvis@sbcglobal.net)

**I understand and agree to pay my child's production fees according to the due dates unless I have made arrangements with Ms. Jarvis.**

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**Parent Signature**

# VOLUNTEERING IS KEY TO A SUCCESSFUL PRODUCTION!

Parents are asked to volunteer during the school year as well as during our productions. We ask that at least one parent of each student in a production (cast and crew) volunteer to help at at least one performance. Keep an eye out for the SIGN UP GENIUS to go out when we are getting close to show time and get your spot! It really takes a VILLAGE!

We need help in the following areas during the school year. Please check at least one area you would be willing to volunteer to help out. Each of these committees have chairpersons that will communicate when there is a need for volunteers in their area!

Front Of House \_\_\_\_\_

Meals \_\_\_\_\_

Costumes \_\_\_\_\_

Set Build \_\_\_\_\_

Marketing \_\_\_\_\_

Props \_\_\_\_\_

Striking of the show \_\_\_\_\_

\_\_\_\_ I have a pick up truck and can help pick up materials at Lowe's, The Home Depot, etc.

THANK YOU! WE LOOK FORWARD TO AN EXCITING 2018-2019 SCHOOL YEAR!