



NAME: _____

PLEASE LIST THEATRE/CHOIR CLASS:

**CYPRESS RANCH THEATRE
2019 FALL MUSICAL
PRODUCTION CONTRACT**

COSTUMES!

**PLEASE STAY TUNED FOR A SIGN UP GENIUS TO
GO OUT TO SIGN UP FOR A TIME SLOT TO GET
MEASURED FOR YOUR COSTUMES.**

WE WILL GET SOME DONE IN CLASS IF WE CAN.

PLEASE MAKE THIS A PRIORITY.

**CONGRATULATIONS ON MAKING THE CYPRESS RANCH THEATRE'S COMPANY
DISNEY'S BEAUTY AND THE BEAST**

PLEASE PRINT OUT ALL PAGES

FILL OUT AND SIGN ALL REQUIRED PLACES

RETURN SIGNED DOCUMENTS AND KEEP PRODUCTION INFORMATION FOR YOUR REFERENCE

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

THE BIG BLUE THEATRE MAILBOX WILL BE ON THE PORCH BY THE TABLE NEXT
TUESDAY, WEDNESDAY FROM 8AM - 8PM and Thursday from 7:30AM until 12 Noon.

YOU MAY ALSO RETURN THE CONTRACT TO YOUR DIRECTORS

The deadline is Thursday, May 30, 2019 by 12 NOON

No exceptions

**PLACING YOUR SIGNED DOCUMENTS IN THE MAILBOX OR TURNING THEM IN TO YOUR
DIRECTORS INDICATES**

YOU ARE ACCEPTING YOUR ROLE!

No contract—No Role

EMAIL TRACY.MCGARITY@CFISD.NET ONLY IF YOU ARE DECLINING YOUR ROLE OR IF YOU HAVE FURTHER QUESTIONS.



2019 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:

- 1st Unexcused absence: 1 DEMERIT = Warning
- 2nd Unexcused absence: 2 DEMERIT = Removal consideration
- 3rd Unexcused absence: 3 DEMERIT = Resignation from your role

Tardiness will also count towards attendance. Three 15 minute or less Tardies = 1 Unexcused absence. More than 15 minutes late is an automatic unexcused absence.

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 Mrs. McGarity, Mr. Bales or 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 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 7, 8, & 9 at 7PM and November 9 & 10 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

Tracy McGarity, Director
tracy.mcgarity@cfisd.net

Seth Bales, Technical Director
seth.bales@cfisd.net

THEATRE DEPARTMENT OFFICE PHONE: 281.373.232



2019 Fall Musical Production Fees and other Responsibilities

CONGRATULATIONS ON MAKING THE CAST OF CYPRESS RANCH THEATRE'S Disney's Beauty and the Beast

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 over (\$12,000.00) 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 August 1st, 2019. Incoming freshman will have accounts activated the first week of August. Due date August 24th, 2019.

OR

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

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

Parent Signature

Date

PLEASE LIST ALL CONFLICTS THAT YOU MAY OR WILL HAVE DURING THE 2019 FALL SEMESTER THROUGH OUR SHOW DATES OF NOVEMBER 7-10, 2019.

Rehearsal attendance is mandatory as is performing on the show dates.

We do our best to make a few accommodations but many of the fall sports or sport related extra-curricular activities require the same level of commitment and directly conflict with our schedule and cannot be accommodated.

After school conflicts for 2019-2020 academic calendar.

Mondays: _____

Tuesdays: _____

Wednesdays: _____

Thursdays: _____

Fridays: _____

Saturdays: _____

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.

Parent Name: _____

Phone #: _____

Address: _____

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