

# **Parent/Guardian Contract – 13 the Musical**

## **General Responsibilities**

Your Name: \_\_\_\_\_

Performer's Name: \_\_\_\_\_

## **Mandatory Parent Meetings**

A parent must attend each of the mandatory meetings scheduled. A parent must provide volunteer hours to help produce the show. A parent must also help with the strike following the final performance. More information about each of the meetings, volunteer hours, and strike is detailed below.

## **Attendance**

As a parent, you also have the responsibility to ensure that your child is at all rehearsals/camp days on time and ready to go. Your child should plan to arrive 10 minutes early for each rehearsal and be ready to go at the designated rehearsal/camp time. A water bottle, pencil and script should be brought to each rehearsal. Closed toe, Jazz or dance shoes should be worn for all rehearsals. Cast members should plan to bring a recording device when working with the musical director. As a parent it is your responsibility to be involved by encouraging your child to memorize lines, rehearse music, and review dances between rehearsals.

## **Communication**

All communication for cast members is done via e-mail. Parents must commit to checking their e-mail daily for any changes and updates regarding the production. An accurate e-mail address must be provided.

Discipline is not usually an issue, but please talk to your child about the need to sit quietly while they are not on stage. During the final two weeks, there may be significant "down time" when the children can do homework or read, but they must be ready to rehearse when needed.

How is discipline handled?

1. Talk to the cast member and inform the parent of the issue involving the child.
2. If the problem continues, the parent will be called and will be required to attend rehearsals with the child.
3. If the problem continues, the child will be removed from the cast.

## **Volunteer Hours**

Each family is required to provide at least 10 hours of volunteer time in order to help produce the show. Volunteer hours include both pre-production hours and production hours. The pre-production hours include set, prop, costume assistance and theatre cleaning. Production hours include dressing room supervision, back stage monitoring, stage crew, house managing, and box office assistance. After casting, you may indicate your parent work assignment preference, but assignments are made based on production needs. If you are physically unable to provide volunteer service, sponsorship applications are available at auditions.

## **Parent Meeting**

The mandatory Parent Meetings are scheduled the first week of rehearsals/camp, usually for ½ hour at the end of the first and third Friday rehearsal. At this meeting parents will fill out required paperwork for each performer, and order any extras such as t-shirts and DVDs. Parents will also indicate availability for the required volunteer hours, so please have your schedule handy.

## **Pre-Show Meeting**

All volunteers scheduled to work on stage crew, back stage monitor, or in one of the dressing rooms during the run of the show must attend a brief training meeting - generally scheduled just before tech week.

## **Strike**

Immediately following the final production, the set must be taken apart and transported to storage and the theater must be cleaned. This is referred to as a "strike". **Parent and cast participation in Strike is mandatory.**

With commitment from each of us, and respect for each other, it is a very rewarding experience.

## **Parent Teams:**

**Backstage:** Help supervise and keep cast members safe at dress rehearsals and performances. Assist in keeping the cast quiet and organized, being aware of what scenes are coming up and help with quick costume changes. Collect lost-and-found items, straighten up after the performance. Team members need to arrive one hour before each performance.

**Concessions:** Sell concessions at the performances.

**Costumes:** Volunteers help with tasks such as alterations, crafting, steaming/ironing, washing laundry, designing, sewing, setting up the dressing room, supervising the dressing room, logging costumes, and assisting with costume changes.

**House:** Lobby decor, usher, obtain and sell flowers, create and sell candy grams.

**Props:** Props are any movable objects on the stage that actors have direct contact with. Work with the director and gather props by borrowing, building or buying (within the budget) them during the rehearsal period.

**Set Crew:** Help unload and build the set at the theater and deconstruct the set at the end of the production weekend.

**Social:** Plan/coordinate cast party.

## **Donations**

Tuition and ticket sales do not cover the expenses of running OTC.

OTC is a non-profit, educational 501c3 organization and all charitable contributions are tax-deductible and deeply appreciated!

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_