

CMS PTO SPRING MUSICAL
CAST/CREW MEMBER & PARENT PRODUCTION OONTRACT
CODE OF CONDUCT

The following contract outlines the rules and the expectations of behavior and conduct as a cast or crewmember participating in the show. We need every parent's/guardian's support as well as that of our cast/crew. By reading this document and signing it, you acknowledge that you understand what is being asked and agree to abide by these rules and expectations.

- ❖ Please show respect to the directors, choreographers, PTO producers, parent volunteers, school staff, the building, and everything in it. Also, respect your fellow cast members. Students are expected to demonstrate that respect by following the AACPS Student Code of Conduct while on school property.
- ❖ Inappropriate language, jokes, stories, teasing, or disruptive behavior will not be tolerated by anyone at any time. Unresolved disruptive behavior and/or breaking these Code of Conduct rules will result in progressive Levels of Consequences.

Students Initials: _____

- Level 1 - Intervention: Warning from Production staff or Directors, rehearsal time-out
- Level 2 - Parent Involvement: Call to parent or letter to parent, possible removal from rehearsal
- Level 3 - Parent/Producer/Cast member Meeting: meeting to discuss/resolve behaviors
- Level 4 - Dismissal from show

- ❖ Excessive absences or late arrivals may result in recasting or possible dismissal from the show.
- ❖ Cast, Crew, & Staff are expected to be prepared and on time for all rehearsals and performances.
- ❖ Any space we occupy in preparation for our show will be kept dean and clean. This is the responsibility of every cast and crewmember.
- ❖ County regulations stipulate that smoking and tobacco products are not permitted on school property at any time. Drugs and alcohol are not permitted and are illegal. Breaking this rule would will be cause for dismissal from the show and referral to school or county authorities.
- ❖ Parents, please assist in maintaining the safety of our rehearsals. Please pick up your student inside the building. Students, please wait for your rides inside the school building. Do not wait outside in the parking lot, on the driveway or by the road.
- ❖ Eating and drinking during rehearsals are permitted during breaks and lunch only with the exception of water, which is permitted anytime.
 - During Tech Week and during the shows, only certain food items will be permitted for the cast. Water only may be taken into the Dressing Rooms and Green Room. Sodas, candy, chocolate or food with condiments such as mustard or ketchup will NOT be permitted AT ANY TIME. The Directors and Producers will make the final determination should questions arise.
 - While in costume, only water is permitted for drinking and dry, non-greasy snacks such as pretzels for eating.
- ❖ The rehearsal schedule is established with the best interests of the show in mind. Your conflicts will be given every consideration, but should you miss a rehearsal due to a scheduled conflict or emergency, you are responsible to get a copy of any notes given and to learn or make-up for anything missed. Your absence may prevent you from being included in certain dance sequences once they have been choreographed.
- ❖ When not actively involved in the rehearsal, cast members should be quiet yet attentive. Be prepared for downtime with alternate activities such as homework or reading. Cast members will not be allowed to roam the halls or be outside during downtime.
- ❖ Rehearsals are closed to family and friends unless the parent/guardian attending is the rehearsal volunteer scheduled for that time period. Friends, siblings, or family members are not permitted on stage or backstage at any time, unless they are cast or crewmembers. Cast members are not permitted on stage unless directly involved in the current rehearsal or scene on stage.

- ❖ CMS PTO and parent volunteers will provide the rehearsal space, scripts, score & rights, publicity & advertising, artistic & technical staff, equipment, headshots, concessions and some costumes. Cast and parents are required to provide their costumes, shoes, undergarments, & make-up.
- ❖ During the run of show, all costumes, props, set and make-up concerns should be reported to the Producers immediately. Cast members who have been assigned costumes are responsible for that costume until the shows end.
- ❖ All Equipment, Props, & Set Pieces used in the show will be respected and handled only by those crew and cast assigned, trained, and authorized.
- ❖ Please keep safety in mind at all times.
- ❖ While this activity requires a great deal of time commitment on the part of the students, the most important focus is education. Students need to continue to do school work, turn in homework and participate fully in class work. Our show is not an excuse to miss school or schoolwork. There will be time during rehearsals to do homework periodically. Parents should support and monitor the cast member's homework and grades. If there are any concerns in this area, please bring them to the attention of the Producers.
- ❖ Our goal is to produce a professional quality show and to maintain a fun, productive, open, and safe environment, both physically and emotionally. The CMS PTO and Producers are committed to the fair resolution of all concerns. Any questions, issues, or concerns should be addressed to the Producers immediately.
- ❖ There are two places to stand when difficult issues arise - with the problem or with the solution. Grumpy days, personal issues, personality conflicts, professional disagreements, and stress happen. Please strive to be part of the solution at all times.
- ❖ Creating a brilliant show is a collaborative effort but it is not a democracy. The Director(s) respect your talent, insight, experience, and suggestions. However, their job is to keep an eye on the big picture and to produce a successful and magical show. After giving full consideration your input, ***the last word belongs to the Director.*** Your cooperation and professionalism are appreciated.

We look forward to working together with you!

By signing below, the student and the parent/guardian understand and agree to abide by the rules and expectations as listed above.

Cast member _____ Date _____
(signature)

Cast member name _____
(printed)

Parent/guardian _____ Date _____
(signature)

Parent/guardian name _____
(printed)