

Carl Sandburg Middle School Drama Company



DISCLAIMER : Students AND Parents 1) please read each item carefully 2) initial on the corresponding line to indicate acceptance of the provisions in each line or paragraph.

___ **REMEMBER**, this is a co-curricular, optional activity. You must be able to keep up with all of your class work and maintain a passing (C) average. If you must attend tutoring please make sure you take advantage of Advisory and After School Tutoring on Monday and Friday. If you need to attend after school tutoring and it happens on a rehearsal day, please give Ms. Tunstall as much advance notice as possible, DO NOT tell her the day of, this allows her to adjust and plan rehearsal better. If you must drop out due to bad grades or being unable to manage your time, it is unfair to all of the other students we were unable to cast because you got the part. Please seriously evaluate this time commitment ahead of time and discuss it with your parents before you commit.

REHEARSALS:

___ Please note that rehearsals will generally run Tues. and Thurs. 2:30-4:30pm. Be prepared to spend the entire 2 hours each day at rehearsal. See the tentative rehearsal schedule attached to this contract. Please note that the schedule will change and students should check [the DRAMA CLUB SCHOOLGY](#) for their weekly call schedule. Students will be told of any adjustments in person.

___ When deciding whether to commit to this show, please take this tentative schedule very seriously and please pay special attention to the disclaimer about unexcused absences and unexcused late arrivals.

___ Students are not to leave the rehearsal area without permission from the director. You MUST communicate it to the director directly or to the stage manager or assistant director who will communicate it to her.

___ All students involved in the production must abide by the FCPS SSR, Sandburg Rules and Regulations, and the FCPS, Participation Policy for Extracurricular and Co-Curricular Programs. Failure to do so, or repeated offenses in school could result in your dismissal from the show. *This will be considered on a case by case basis with admin, counselors, and parents.*

___ Attend all scheduled rehearsals and performances indicated on the production calendar (attached). Students unable to attend all performances MUST make that known on their conflict sheet.

___ Fill out the attached conflict form completely. Any conflicts not listed on the form must be turned in in writing via email to batunstall@fcps.edu **ONE WEEK** in advance to count as excused.

___ Refrain from chewing gum, eating/drinking when in rehearsal (except water). Please dispose of empty bottles yourself.

___ Phones are not allowed in rehearsal at all or backstage. They must be turned into the director or stage manager at arrival and will be kept in a storage box. Students may retrieve phones at breaks and check in at that point. Photography or video recording in the backstage area is expressly forbidden.

___ Follow all rehearsal procedures, including: Having script and a pencil at every rehearsal, marking script in pencil ONLY, being responsible for the care of script, music, costume, and props. Students will be expected to pay for the replacement of any items that are lost or damaged due to misuse. After three rehearsals forgetting script students will receive a fine of \$1.00, the fine will be in effect for every rehearsal thereafter.

___ When a student is not on stage he/she should be doing homework or studying lines and NOT ON THEIR PHONES.

___ Libretto/script will be given to students for this particular production, if lost the student must pay for replacement. ***This script will not be available for purchase, students must mark in their scripts with pencil only.***

___ Parents/students need to plan transportation for rehearsals indicated on the tentative schedule. Late buses will be available on regular rehearsal days but will not ALWAYS be available during Tech/Dress rehearsal days.

___ Students shall arrive **ON TIME** to all rehearsals and performances, unless otherwise arranged with Ms. Tunstall.

___ Student/parents shall notify Ms. Tunstall of absences via email a week in advance. Her email is batunstall@fcps.edu. Three (3) unexcused absences will result in dismissal from the cast. Family emergencies (death in the family, unexpected deployment, covid diagnosis, etc), or going home from school sick will be counted as excused.

___ Students need to be picked up **promptly** at the end of all rehearsals and performances.

___ Tech and Dress Rehearsals: **All cast and crew must attend, these are mandatory rehearsals. Failure to show up to these rehearsals unexcused could result in loss of part or crew position.**

___ Students need to attend one (1) build day during the show rehearsal process and must help with strike. Any conflicts with the build days or strike need to be communicated with Ms. Tunstall in advance, we plan for numbers, especially for strike, assuming all cast members will be there.

TECHNICIANS

___ All tech students must attend one rehearsal a week in order to familiarize themselves with our production and to complete weekly tech tasks. You are always able to come in for more time if you would like but, once a week is required.

___ Tech will be required to put in time after school to prepare for this show. You will be given weekly tasks to complete and it needs to be completed by the end of the week.

___ Tech must read over the show duties pdf on <http://csmsdramaproductions.weebly.com/show-information.html> so they know what is expected of them.

___ Tech are expected to be at all tech, dress and performances unless previously arranged with Ms. Tunstall.

SHOW

___ Call time for all evening shows is 5:00pm, unless otherwise noted. The matinee call time is 11:00am.

___Students will be released from the show as soon as the dressing rooms are clean and all costumes and props are reset for the next performance. Students are expected to keep their personal space in the back clean and to label all their personal items. Students will be assigned to a clean up crew and are expected to stay and clean up at least 15 minutes after each show. Failure to hang up a costume will result in a \$1.00 fine for each piece not on a hanger.

___Students will get a 10 minute meet and greet session with the audience after which they will all participate in a clean and reset session for the next performance. Students will only be released after a 15 minute cleaning period.

COSTUMES AND PROPS

___Each cast member is responsible for his or her costumes, props, and other theatre property backstage.

___All crew members are responsible for cleaning up their area of the theatre after rehearsals and shows and storing any theatre property.

___Each cast member is responsible for providing their own makeup and makeup supplies, for hygienic reasons, and the school provides specialty materials. Cast members are also required to supply the following: girls (nude camisole and boy shorts) and boys (undershirt and boxers); this is for costume comfort and in case there are any quick changes backstage. If you need assistance in supplying these items please contact Ms. Tunstall at batunstall@fcps.edu.

SET BUILD/STRIKE/SHOWS

___Students are asked to volunteer time to help build set, put costumes together and get show ready as well as take it down. Tentative set build days are on the calendar. We also need parental help as students are not allowed to handle power tools according to FCPS regulations. Students are also asked to help with strike. Students who assist with set build and strike receive service hours.

HEALTH SAFETY

___**IF** you student is well enough to attend school but displaying symptoms of cold, students should wear a mask over their mouth and nose at all times during rehearsal to not spread illness to other cast members.

___Students should bring a refillable water bottle with them to rehearsal and make sure that it is labeled with their name.

___Students should not share water bottles or makeup with each other to prevent illness.

___If student is sick enough to stay home they should not attend rehearsal for the health of other cast/crew members.

___If you are diagnosed with covid please let Ms. Tunstall know as soon as possible so that adjustments may be made to the rehearsal schedule and crew call.

MOST IMPORTANT

___Recognize and accept that the director and Carl Sandburg Middle School reserves the right to remove any member from the show if any of the above standards are not upheld.

STUDENT

Student Name (Print Clearly)

Student Signature

Student Email (Print Clearly)

PARENT

I have read through the contract and understand the behavior, rehearsal commitment and absence requirements.

Parent Name (Print Clearly)

Parent Signature

Parent Email (Print Clearly)

ADDITIONAL INFORMATION

All students acting in the plays are required to provide their own skin tone foundation garments (items to be worn over underwear for quick change purposes; boys should have a lightweight undershirt and boxer style shorts, girls a camisole and boy shorts) and makeup (for hygienic purposes. This can be stage or standard store bought.) Tech crew needs to have solid black clothing for tech, dress and show runs. This includes their shoes and socks. If assistance is needed in any of these areas please contact me at batunstall@fcps.edu.

Favoritism and Pre-Casting Policy

Under no circumstances does the CSMS Drama Company play favorites or pre-cast any productions. It is the philosophy of CSMS Drama that every student, whether they are new to the program or a seasoned actor, has a place in the theatre program. Students are cast and placed based on their audition and ability to work well with others. Casting and placement decisions are not determined by what a student has done for CSMS Drama in the past, although behavior in previous productions, as well as attendance/lateness to rehearsals may be a factor. Casting and placement decisions are also not determined by what a student has done for any other arts education/community organization in the past. Additionally, students are not cast based on what their parents/legal guardians do for the company. An audition is a clean slate for all students and we truly do our best to ensure that every child has a fair chance at being cast. This policy is strictly enforced.

Disclaimer

CSMS Drama is instituting the drama contract in an effort to model their program after the high school theatre programs that students will be going into across Fairfax County. The drama department is run much like a professional company in daily classroom activities at both the middle and high school level. It is the strong belief of CSMS Drama that the more preparation we can give students and parents for the intense demands of a high school program the better.