

Tompkins Theatre Company

Production Contract and Expectations

Involvement in a production, completion of the membership form, or submission of the production fee and form confirms that the parent and student understand the following expectations during their participation in this production:

- Join the Tompkins Theatre Company (free) by completing and submitting the Student Membership Form with accurate student and parent information. The contact information provided will be used to communicate rehearsal calendars and important information.
- Treat others with respect here and everywhere. Help others when you notice they need help.
- Have fun!
- Aim to excel; be excellent!
- Be on time. Rehearsals are held from 2:45-5:00p unless noted otherwise. Rehearsals are not optional.
- Attend all scheduled rehearsals
 - Bring a parent or doctor note for excused absences
 - Three (3) unexcused absences will result in removal from the production
- Stay in the theatre facility for the duration of rehearsal, unless permission is given by directors.
- Communicate with your Stage Managers and Directors
 - Bring schedule conflicts to the attention of Directors and Stage Managers as soon as possible
 - Not all schedule conflicts can be resolved.
- Follow safety guidelines and protocols onstage and backstage
 - Failure to adhere to KISD and Theatre Department expectations may result in removal or disciplinary action
- Keep phones and other media devices out of sight for the duration of rehearsal
- Take initiative, be driven, and focus on the production.
- Maintain passing grades
- Actors – Work to memorize your part as soon as possible, try new things in rehearsal, analyze your character, meet deadlines, ask for help, listen and respond.
- Technicians – Collaborate, meet deadlines, make a plan and follow the plan, work hard, ask for help, listen, be aware of your surroundings
- Pay production fees within 7 days of receiving a cast or crew notification:
 - Production fee payment forms can be found here: <https://www.tompkinstheatre.com/>