

Tompkins Theatre Company

Production Contract

I understand that I should adhere to the following expectations while working on this production:

- Join the Tompkins Theatre Company (free), and provide accurate student and parent information. The information provided will be used to communicate rehearsal calendars and important information.
 - www.tompkinstheatre.com/parents
- Be on time. Rehearsals are held from 2:45-5:00p unless notified otherwise.
- Treat others with respect here and everywhere. Help others when you notice they need help.
- Have fun
- Aim to excel; be excellent
- Attend all scheduled rehearsals
- Stay in the theatre facility for the duration of rehearsal
- Communicate with your Stage Managers and Directors
 - Bring schedule conflicts to the attention of Directors and Stage Managers as soon as possible.
- Follow safety guidelines and protocols onstage and backstage
- 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
- 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/>