

ELFBC & ELCA's Production of *A Christmas Carol* Cast Covenant

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Welcome to the Christmas Carol family! When you agree to participate in this production you become an important member of a team! It is a very special team that will be relying upon you to help make this production a reality. This covenant is a contract and a promise to all the other cast and crew that you will be there and be prepared. Please read through the following carefully and sign your agreement.

AS A MEMBER OF THE CAST:

1. **REHEARSALS:** I will attend all rehearsals. I will know when and where rehearsals are by visiting www.eagleslanding.org/acc-cast. I understand that some schedule changes may be necessary.
2. **PERFORMANCES:** I must attend ALL scheduled performances.
3. **ON TIME:** I will arrive on time for all rehearsals and call times, and I will remain for the duration. Being excessively tardy may result in being dismissed from the show.
4. **ABSENCES:** If a rehearsal conflict arises, I will personally contact the Stage Manager (SM) as soon as I am aware of the conflict. If I miss a rehearsal and do not contact the SM, I understand I may be dismissed.
5. **THREE STRIKES:** I understand that if I miss more than three (3) rehearsals for any reason, I may be dismissed from the show.
6. **MATERIALS:** I will bring my script, notebook, calendar/personal planner, pencils, and proper shoes and rehearsal clothing to each rehearsal.
7. **OFF-BOOK DEADLINES:** I agree to meet off-book deadlines with lines and music memorized by the date given by the Director.
8. **PROFESSIONALISM:** I will remain respectful and attentive at all times during this production. I will treat others with respect and courtesy.
9. **APPEARANCE:** I will not cut my hair or beard, change hairstyles or hair colors, or, in general, change my appearance, unless instructed to do so by the Director or Costume Designer. I understand that I may be requested to change my appearance as part of my role.
10. **CELL PHONES:** I will not use ANY electronic device of ANY kind during rehearsals or performances, unless I have permission or an emergency. (Ask Director about any exceptions.)
11. **CLOSED REHEARSALS:** I understand that rehearsals are closed to visitors, guests and non-cast children. Exceptions must be arranged

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through the Director or SM. At the discretion of the director, rehearsals may be closed to the public, parents, family or friends. NO VISITORS OR NON-CAST CHILDREN WILL BE ALLOWED IN THE DRESSING ROOMS, THEATRE, OR BACKSTAGE BEFORE, DURING OR AFTER PERFORMANCES. I understand that childcare is not provided for any rehearsal, run-through or performance and that I am responsible for my own reliable off-site childcare.

- 12.**COSTUMES:** I will care for my costume and wear it appropriately and only when directed. I will NEVER consume food or beverage while in costume. I will provide my own appropriate undergarments. I will make sure my costumes are in place before and hung up after each dress rehearsal and performance.
- 13.**MAKEUP:** I provide and supply my own makeup. Assistance and supplies will be provided for special makeup applications.
- 14.**PROPS:** I will not touch or move any props in the backstage area except my own. Once the show opens, I will check and reset my own props every night before and after each performance.
- 15.**FOOD:** I will not consume food or beverages in any rehearsal, performance or backstage space. No food or snacks of any kind will be permitted during rehearsals. There will be breaks provided for snacks and meals, which I can eat in the lobby/café area.
- 16.**SET CONSTRUCTION:** I understand that all cast, crew, parents and children (as age appropriate) will be asked to help build our incredible sets. The Director will provide work dates. Everyone is needed to make this production happen!
- 17.**TECHNICAL REHEARSAL:** I understand that no absences will be excused for this rehearsal. This is a long but crucial rehearsal. Patience is needed from all involved. Attendance is mandatory. This rehearsal will be Sunday, December 2nd.
- 18.**DRESS REHEARSALS/SHOWS:** I understand that no absences will be excused for dress rehearsals or performances for any reason. If I miss a dress rehearsal or performance, I understand I may be replaced. These rehearsals will be November 17th, December 2nd, 8th, 9th, 11th, 12th.
- 19.**ACTOR ETIQUETTE:** I will not offer direction or notes to my fellow actors during rehearsals or performances. The Director is open to suggestions, but I will always discuss these with the Director privately. The Director has final say on all staging issues.
- 20.**INTERPERSONAL ISSUES:** The SM is available at all times to support the cast. If I have an unresolvable issue with another cast or crew member, I will discuss them one-on-one with the SM. I will be patient

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with this process, and I understand that inappropriate behavior may result in being dismissed.

21. **CLEAN UP AFTER YOURSELF:** I understand that it is my responsibility to keep the house, dressing rooms, backstage and auditorium clean during rehearsals and shows. I will check my rehearsal environment before I leave each time.
22. **STRIKING THE SET:** I understand that Strike is mandatory, that all cast, crew, parents of minor children, and children (as age appropriate), must stay after the final performance and help strike the set and clean up after the show. All actors will take any personal items in dressing rooms, return costumes/props to Costume Manager/Props Manager, and make sure dressing areas are clean.
23. **ELFBC/ELCA POLICIES:** I understand that all rehearsals and shows are a function of ELFBC / ELCA; thus, all church/school policies will be strictly enforced. I understand that absolutely no alcohol, drugs, tobacco, or vapor products are to be consumed on the premises before, during or after rehearsals and performances. The Director and Producers reserve the right to terminate any cast, crew, or volunteer member's participation at any time based on violation of policies or covenant.
24. **PHOTO & VIDEO RELEASE:** I understand that by signing this agreement I am giving permission for ELFBC / ELCA to use any photo and video of me captured during this production for promotional material and publications. I do not expect any compensation or ownership thereto.
25. **PUBLICITY AND PROMOTIONAL EVENTS:** I understand that if I am cast in a lead role, I am expected to be available for publicity and promotional events. These events will be scheduled as far in advance as possible, my flexibility and attendance will be imperative.

PLEASE "LIKE" our Eagle's Landing First Baptist Facebook page and Instagram posts about the show often and "share" our posts and information on your own page. Please forward any rehearsal photos to our Creative Development Team (spencer@eagleslanding.org)

PLEASE COME TO THE CAST PARTY! The cast party is a great way to close, to celebrate your achievement, have great fun and to say good bye! A cast party will be scheduled after the show and we'd love for everyone to come celebrate their hard work.

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Eagle's Landing First Baptist Church / Eagle's Landing Christian Academy Cast and Crew Member Agreement

I _____ have read, understand and agree to

Print name

the Eagle's Landing First Baptist Church / Eagle's Landing Christian Academy Guidelines for Cast and Crew. I understand that my failure to follow the guidelines and other instructions, may result in being asked to leave the production.

_____ Date: _____

Cast Member Signature

_____ Date: _____

Parent Signature (if cast member is a minor)

REHEARSAL DATE CONFLICTS Please list below any rehearsal date conflicts you may have. When actors audition for a show they are assumed to be available for normal rehearsal periods through the end of the run of the show, the striking of the set and location cleanup. Your conflicts may not preclude you from being cast in this show; however, please consider that more than 3 missed rehearsals may result in your being dismissed from the show.

1. _____

Director Approval _____

2. _____

Director Approval _____

3. _____

Director Approval _____