

Greenfield High School

Hawks Drama Contract

This contract is a binding agreement between the Greenfield High School Drama Department, the students on the cast, crew, pit, and parents/guardians named below. Violation of the contract is grounds for removal from this production and may prevent the student from participating in future productions.

1. Attendance and Schedule

- a. The student will attend all rehearsals on the rehearsal schedule attached to this contract.
 - i. Missing a total of two (2) rehearsals for any unexcused reason may give the director reason to recast or reassign duties.
- b. The student will be punctual for rehearsals and will stay for the duration of rehearsal.
- c. The student will personally communicate to Ms. Hribar or Mrs. Narlock if an emergency or illness will prevent them from attending that director's rehearsal.
- d. Your schedule must be completely cleared starting for TECH WEEK.
- e. All students in the cast and crew (except any middle school participants) will attend strike after the show.
 - i. The pit orchestra will strike immediately following the final performance and needs not attend strike. All orchestra members are expected to properly put away the equipment in the band room.
- f. **Excused Absences** include
 - i. illness resulting in absence from school
 - ii. general absence from school (excluding truancy)
 - iii. family-related emergencies (documentation will be required to be considered excused)
 - iv. seeking academic support from a teacher (documentation is required and is an excused tardy not full absence)
 - v. Pre-approved conflicts that are listed on the audition form

2. Behavior

- a. All cast, crew, and pit members are responsible for redirecting (and if necessary reporting to directors) others that are not meeting the following requirements:
 - i. All students will be a team player, have a positive attitude, be honest, trust in the directors, and have a willingness to work and take risks.
 - ii. All students will observe all safety rules at all times, and must be trained on any equipment before operating it or building anything. A sign-off sheet will be updated as to let the supervisors know which student can operate which piece of equipment, and has passed the safety tests.
 - iii. All students will dress appropriately for the work you are doing.
 1. Tennis shoes or work boots are required in all areas of the theater.
 2. Long pants and hair tied back if working in the shop.
 3. Clothing that allows movement if on stage.
 - iv. All students will respect boundaries for all individuals - both physical and emotional boundaries. Students that feel their boundaries are not be respected by others should speak with a director if they need assistance.
 - v. Bullying will not be tolerated. Bullying of any kind will be reported to GHS administration and will have consequences.
 - vi. No vandalism of any kind will be tolerated by anyone involved in the show; this includes but is not limited to painting or tagging your name/year on any walls or scenery in the auditorium, catwalk, or hallway areas.
 - vii. Personal hygiene is very important while working in the theater.
- b. Cell phones, iPods, or other electronic devices are only to be used only during scheduled breaks or when students are not working on stage or in the shop. During work time/rehearsals these electronics will have all sound turned off and will be placed away from our work space. Students will not be allowed to receive phone calls during any part of the rehearsal time.
- c. Students will come prepared for work. Take the proper steps to prepare: dress appropriately, read the rehearsal reports, pay attention to the calendar, talk to the Stage Manager, Student Director, cast/crew/pit mates, or directors, and catch up on the work that was missed if absent from a work day or rehearsal.

3. Materials

- a. The student is responsible for returning the script or pit book that will be given to them in excellent condition.
 - i. A lost or damaged script or pit book will result in the student paying a replacement fee for the item (cost varies depending on the show and company the script is rented from).
 - ii. *No Script will be given to the student until this signed contract is returned to Ms. Hribar. No pit book will be given to the student until this signed contract is returned to Mrs. Narlock.*
- b. The student will be responsible for any props, costume pieces, set pieces, or accessories they are given to use for the performances and rehearsals.
 - i. All pieces must be stored properly (clothes hung up, prop pieces on the tables, etc.).
 - ii. If these things are damaged or lost, the student will be billed for the replacement costs.
 - iii. Students will also be billed for any set piece, general prop, or costume piece that is damaged by the student due to negligence or carelessness.
- c. Students are expected to supply a few of their own items:
 - i. Pit: Instruments
 - ii. Cast: Shoes, leotards, makeup
 1. To assist families, an order form is available on the HawksDrama.com website. Ordering with the group ensures students have the right materials and that they are in the hands of students quickly. We list the price it costs us to attain these - we do not make a profit off the student orders.

4. School District Policies

- a. The student will remain academically eligible during the time of the rehearsals and performances. Students that need to see teachers after school for additional help should communicate with the directors, student director, or stage manager(s) in advance for attendance purposes. Students become ineligible when they have more than one F in any of their classes or when their GPA falls below a 1.5.
- b. The student will follow ALL of the school's conduct and attendance regulations including grades, behavior, language, and appropriate dress.
- c. All cast and crew members will pay the \$35 activity fee in the main office **prior** to the start of rehearsals. Fees are paid once a year.

5. Miscellaneous

- a. The parents/guardians will provide transportation to and from rehearsals and performances. All students are to be picked up within 10 minutes of our scheduled end time.
- b. For violation of any part of this contract, the directors may remove the student from the cast or crew of the production. We have a one-strike policy in that students will receive one warning for violation of any of these terms. **Any violation beyond one warning is grounds for removal from the show.**
- c. All students involved with the show are to have a parent, guardian, friend, relative, etc. or themselves assist during tech week and/or the week of the show.
- d. The Hawks Drama Directorial team may take photos and/or videos of participants for show and program promotion. Families must let Ms. Hribar know (email or note) if they would like their student excluded from photographs and/or video. Note that exclusion from photos extends to yearbook recognition.
- e. All rehearsals are closed rehearsals. This means family and friends are not allowed into the rehearsal space. We ask that all respect this so that we can remain focused during rehearsals.

Ms. Hribar - Director 414-855-2523 KHribar@greenfield.k12.wi.us Room 250	Mr. King - Vocal Director 414-855-2441 EKing@greenfield.k12.wi.us Room 331	Mrs. Narlock - Pit Director 414-855-2442 MNarlock@greenfield.k12.wi.us Room 332	Mr. Tonar -Tech Director STonar@greenfield.k12.wi.us
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Questions/Concerns:

Direct to Ms. Hribar **prior** to auditions. Once the audition form is signed & turned in, the above conditions go into effect.