



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

Actor Contract

To clarify the rules and guidelines expected of you by participating in the U of D Jesuit Theater Program's Fall Play, *A Christmas Story*, a play adapted by Philip Grecian, we require both you and your parents to read the following contract and sign it prior to attending your first scheduled rehearsal. **Due: Tuesday September 3, 2024.**

Contract Rules and Conditions:

- 1a. All actresses and actors are expected to promote this production and encourage their friends and families to attend. This will help offset the cost incurred by the show.
- 1b. Constructive criticism is an important element involved in the production of any play. It is important that all cast members ascribe to the director's directions regarding the interpretation of each role, are attentive to directions during rehearsal, maintain a positive attitude, and provide maximum effort at all times.
2. All actresses and actors must provide their own costume and make-up if necessary. This includes shoes and underclothing. All dress must be pre-approved by a director. All students will wear what they are directed to and will not determine what s/he might wear instead. Students are expected to care for their clothing as it must be worn every day dress rehearsals are on the calendar.
3. All actresses and actors will get approval from the director before changing their appearance. This includes haircuts (but is not an excuse for hairstyles that violate the U of D Jesuit Code of Conduct), dyeing of hair (not applicable to U of D students via Code of Conduct), piercings, or any other change in appearance that will affect the look of the character. Physical appearance must remain similar throughout the entire season.
4. All actresses and actors are expected to attend the scheduled rehearsals and stay until the rehearsal is over. Students are allowed two (2) absences from rehearsal; after these are exhausted the student may be cut from the show. Please plan all absences, including High School retreats, including Kairos, doctor's appointments, etc. accordingly. Missing because of a scheduled JUG will be counted as an absence.

5. All actresses and actors must actively work to keep the Commons clean during rehearsal.
6. There is to be no gathering in unsupervised areas during rehearsal, tech week, or the performances. No exceptions. Any and all actors will be cut from the show for violating this guideline.
7. Academics are still a priority during the Fall semester. All students should plan accordingly so all homework is completed and turned in on time. Male students maintain academic eligibility to participate in the program. If you become ineligible, you will be cut from the theater program.
8. The school requires all actors participating in the play to be eligible both academically and socially. Any student on probation will be immediately dropped from the cast regardless of circumstances and will not be reinstated in the show. The student may not return to the cast if and when he becomes eligible.
9. It is mandatory that U of D students attend school on the days of a performance. If any student misses even one class during Tech Week or on a performance day, they WILL NOT be permitted to perform in that evening's performance. All male students must check in with Mr. Manwell prior to the start of Period 1 on all class days during Tech Week.
10. If you are dropped from the cast for an attendance or behavioral problem, you may not be cast in the next Fall production. This also applies to any disciplinary action resulting in removal from the cast.
11. Any use of social websites, such as *Facebook*, Instagram, Snapchat, or any other not specifically mentioned here, to comment, harass, or terrorize a student participating in the Fall Play is prohibited, and will result in a direct referral to the Dean of Students. Students may be dismissed immediately.
12. Anyone whose conduct reflects negatively on the cast and crew specifically, or on the Theater Program as a whole, may be dropped from the production.

13. Moral Turpitude / EAC Statement:

Students are to conduct themselves in a manner that reflects integrity and respect for their teachers, their fellow classmates and U of D Jesuit. No derogatory or denigrating comments or behavior directed toward others will be tolerated, whether it is in print, verbal, or via Internet, email, chat, or through social networking sites. This includes statements or actions regarding gender, race, class, sexual orientation, religion, age, culture, ethnicity, belief, or ability. Violations of this policy will result in disciplinary consequences. A repeat violation will result in a direct referral to the Dean of Students.

14. The U of D Jesuit Fall Theater Program does not host an official cast party supervised by the production team. The school strongly discourages “unofficial” cast parties and asks that parents refrain from holding these types of gatherings. The reason for this request is two-fold:

(1) Putting on a production of this magnitude is a strenuous effort for all involved. Students need sufficient rest and sleep on nights before performances and cast parties that go late into the evening or early morning can have a detrimental effect on an actor’s performance.

(2) The school does not condone co-ed sleepovers or any event that lacks proper supervision. Furthermore, the school does not want students driving home late in the evening or early morning, especially as Michigan state law prohibits teenagers with a level two license from being on the road after 10 pm.

Therefore, for the benefit of the show and the safety and security of students, we request that parents do not host or promote these types of gatherings.

Final Thoughts:

Any production is a commitment. To put on a play, it takes an understanding of all parties involved, students, parents, and production staff. No matter how large or small the part, when someone is not being responsible, then everyone’s job becomes more difficult.

Parents: please support your student's commitment and enable them to meet their rehearsal schedule when setting appointments and family functions. Remember, the contract is due the first day of rehearsal, September 3, 2024, and we will keep it on file during the entire production. Students may submit a printed copy, email a scanned copy or send a photograph of the signed contract to Justin.Manwell@uofdjesuit.org.

[Please continue to the next page for contact information and signatures.]

Signature Page: Please provide the listed information below, then sign and return on the first day of rehearsal (just this page needs to be returned to Mr. Manwell).

Student Name (Print) Student Signature

Parent Name (Print) Parent Signature

Parent/Guardian 1

Name: _____
Email: _____
Phone: _____

Parent/Guardian 2

Name: _____
Email: _____
Phone: _____

PARENT VOLUNTEER INFO

I am (We are) interested in volunteering to:

_____ Help with technical rehearsal meals for cast and night crew. Parents who volunteer for this will need to come to Marygrove around 4:00 PM and stay until 6:00 to 6:30 PM (dinner planned for 5:00 PM). They will assemble the food and paper goods needed to feed the cast and crew and generally help with setting up the dinner.

Dates for dinners: Are some dates better than others? Please indicate which.
Saturday, October 19 (lunch) Wednesday, October 23
Monday, October 21 Thursday, October 24
Tuesday, October 22 Friday, October 25

_____ Help with concessions during intermission to sell snacks and drinks to audience members. They will assemble the snacks table before the end of Act I and tidy up after intermission during the beginning of Act II. This is best for parents who plan to attend more than one evening (at least once as an audience member and at least once as a volunteer).

Are some dates better than others? Please indicate which.
Thursday, October 24 Friday, October 25 Saturday, October 26

Thank you in advance for all of your hard work to make this a valuable experience for our students.